

# Apprenticeships

# WORK

**Opportunities to earn and learn  
in the West of England.**



**With over 180 different types of Apprenticeships on offer you'll find the right one for you.**

## **Apprenticeship Sectors:**

### **Administration, Business and Office Work**

Business administration is a key role across many industries. It's your job to keep things working smoothly and efficiently.

### **Building and Construction**

The majority of construction jobs are skilled trades so there is a demand for people with the right talents for this sector.

### **Catering and Hospitality**

An industry for those with a passion for food, drink and making sure everyone in their care has a good time.

### **Computers and IT**

Both a technical and creative sector which covers everything from maintaining computer networks to designing computer games.

### **Design, Arts and Crafts (Creative)**

This is a wide-ranging and creative sector which could see you taking on a range of roles – from a graphic designer to a fashion designer.

### **Education and Training**

Do you like to pass your knowledge onto others? Then maybe teaching is for you. Work in this sector ranges from childcare to a teaching assistant.

### **Engineering**

This is a very diverse sector which attracts a wide variety of people to do everything from fixing cars to fitting aeroplanes.

### **Environment, Animals and Plants**

When working with plants or animals, there is no such thing as an average day at work! From your local garden centre to working with exotic animals at the zoo.

### **Financial Services**

South West England is home to a large number of financial companies, so there is a big demand for skills in this area.

A new

# WORLD

## **Healthcare**

Caring for the very young to the very old, jobs in this area are highly rewarding and fulfilling.

## **Leisure, Sport and Tourism**

You could be working in a gym, a sports centre, a tourist attraction or theme park, outdoors or indoors.

## **Manufacturing and Production**

Designing, developing and producing - maybe the manufacturing industry could have the right role for you.

## **Media, Print and Publishing (Creative)**

A creative sector which offers work in a number of environments, from newspaper and magazine printing to journalism.

## **Legal and Political Services**

A fast-paced and competitive career, working in law and politics could take you to a wide range of places.

## **Personal and Other Services (Including Hair and Beauty)**

Covering the creative aspects of hair and beauty through to waste management and cleaning, it's a wide ranging sector.

## **Retail Sales and Customer Services**

With a huge range of shops, department stores and customer focused industries in the region there is always a demand for people with the right skills.

## **Social Work and Counselling Services**

Help those in need by working with the young and old in the community. Careers can range from youth and social workers to care roles.

## **Transport and Logistics**

Are you organised and logical? You'll enjoy making sure everything is stored and moved exactly when it should be to where it needs to be.



**Robert Hopes,  
Electrical Engineer  
Apprentice,  
Bristol.**

*“When I finished my GCSEs I wasn’t sure what to do. Although I never imagined I’d pursue a career as an Electrical Engineer, I am really happy with the choice I made. No two days are ever the same and I am extremely lucky to work within such a great team.”*

# Apprenticeships are

GOOD

## Learn new skills and get paid.

There is more to an Apprenticeship than you may think. Not only do they offer you qualifications but they provide a clear route for you to progress your career. They require hard work, motivation and dedication, but they provide great rewards. A recent study revealed that 60 per cent of employees who complete an Apprenticeship stay with their employers for five years or more.\*

You get real job experience in an industry you choose, you work towards a nationally recognised qualification and you get paid whilst you're doing it. If you're leaving full time education or looking for a career change, take a look at what an Apprenticeship could do for you. There are many courses to choose from, so check out the

options insert at the back of this prospectus and contact your local training provider to discuss your area of interest and the entry requirements.

After finishing your Advanced Apprenticeship you could move onto a related Foundation Degree or Degree course, making you even more appealing to employers.

*\*Taken from the report 'Career Paths of Former Apprentices' funded by the LSC.*



**Holly Fedrick,  
Veterinary Nurse  
Apprentice,  
Bridgwater.**

*"I couldn't afford to go to university and preferred a practical approach to learning, so when staff at the college talked about Apprenticeships I knew this route would suit me best."*

# There's

# MORE

## Be flexible, be determined, be prepared!

When applying for an Apprenticeship it pays to be flexible. So, for example, if you're interested in engineering why not consider broadening this to motor vehicle maintenance or construction to give yourself the best possible chance of getting on a course and finding an employer?

Once you've decided on a sector there are several things you can do. The first is to contact your local training providers. Check out the insert in the back of this prospectus and call as many of them as you can because what they offer can differ from provider to provider.

Visit [Apprenticeships.org.uk](http://Apprenticeships.org.uk) where you can apply online for Apprenticeship vacancies across the country.

You can also go direct to an employer. Companies advertise in local newspapers whilst large businesses also use their own websites.

The trick is to be determined and constantly on the look-out. If you're already working and want to gain skills and a qualification, talk to your boss about becoming an apprentice. Chances are they'll welcome improving the skills and experience of their staff.

Finally, ask your local Connexions adviser for help. You can contact them through the numbers on the back of this booklet.

At the end of the day applying for an Apprenticeship is just like applying for an ordinary job – challenging but fulfilling. The secret is to be keen and knowledgeable about the company to which you are applying.



**Jamie Cox,  
Advanced Technical Apprentice,  
Chippenham.**

*"I really enjoy being able to put my education into practice and develop my skills through the work I do every day. It's very motivating to see how the theory is applied in real-life situations, and it has helped to be earning money while I study."*

# Right

# M O V E

## Stepping stones to your new career...

Whatever Apprenticeship you choose, you'll be working towards an NVQ qualification, Key Skills and possibly Technical Certificates.

### **National Vocational Qualifications (NVQs)**

Based on your competency in the work place and your industry skills/knowledge, NVQs are achieved through a series of continual assessments (no final exams), monitored by your training provider.

There are five levels of NVQ, ranging from Level 1 covering basic work competencies to Level 5 for senior managers.

### **Key Skills**

Key Skills focus on developing essential knowledge that we all need in order to flourish in work and life.

These include:

- Communication
- Application of numbers
- Information Technology
- Working with others
- Improving own learning
- Problem solving

### **Technical Certificates**

Some Apprenticeship programmes enable you to gain Technical Certificates. These prove that you fully understand the theory behind the job as well as being able to carry out the practical tasks.

For more information please ask the training provider before you enrol.



**Sinead Smith,  
Advanced Business  
Administration Apprentice,  
Gloucester.**

*"I didn't really enjoy the school environment so learning as an apprentice was perfect for me. I also enjoyed the opportunity to earn whilst I learnt! Apprenticeships helped build my confidence and has made me far more independent than if I had spent the last two years in a classroom."*

# More than just

# MONEY

## Decent qualifications and a decent wage.

You may be an apprentice, but you are also an employee. Apprenticeships enable you to access a company's benefits, like holiday and sick pay, as well as get support from your training provider.

**Let's talk money** – like any job, your wage or training allowance will depend on your skills and experience. If you are employed by the company, most employers pay between £95 - £150 (from August 2009) per week. If you are already employed by the company and join the Apprenticeship programme, you will earn a salary that is agreed between you and your employer.

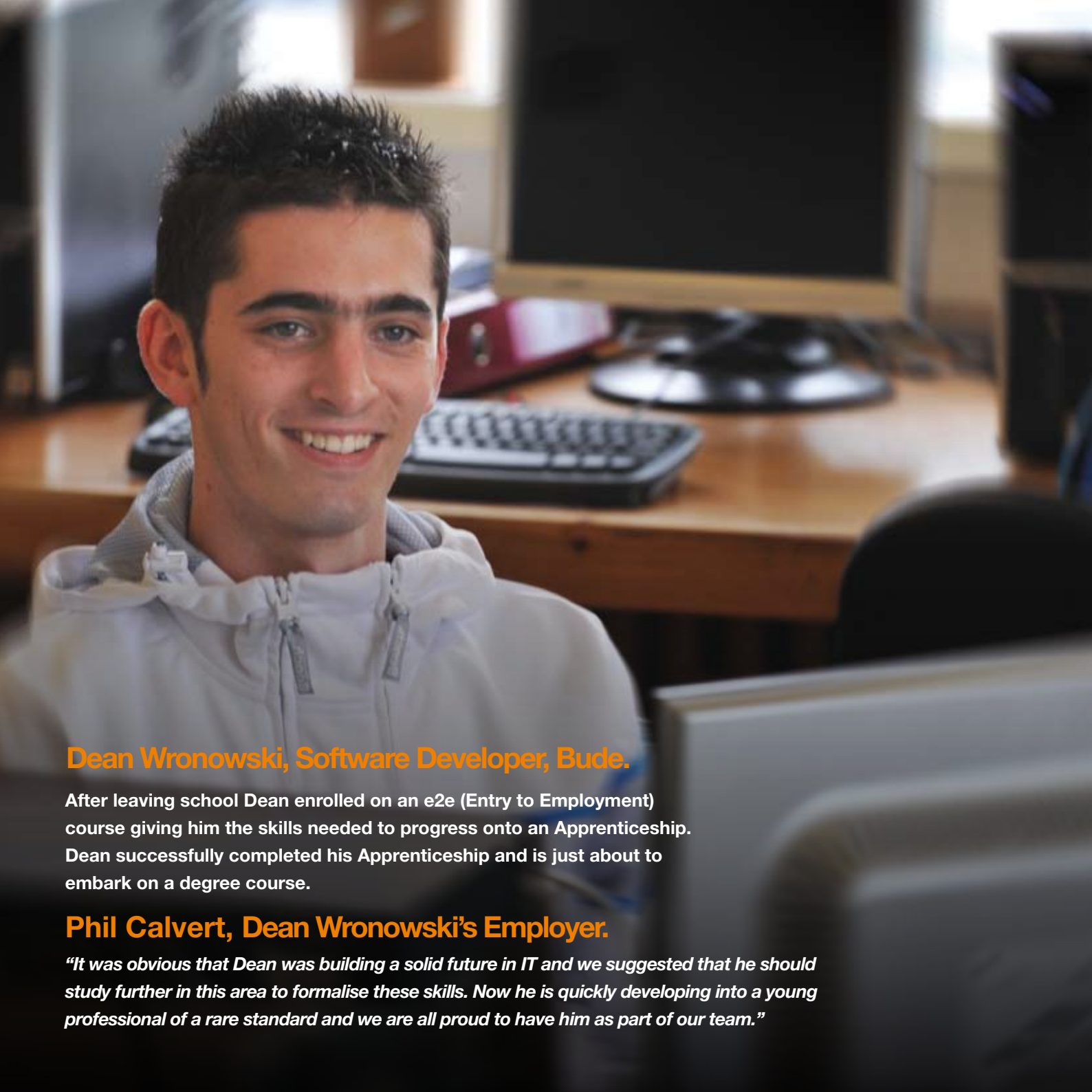
Most apprentices are employed and get the going rate for the job as a trainee. If you are placed with a company but not employed, you can apply for the Education Maintenance Allowance (EMA). Visit [ema.direct.gov.uk](http://ema.direct.gov.uk) for more information.

**Sick leave** – unfortunately, we all fall ill occasionally. If you do, ensure that everyone who needs to know is kept informed.

**Holidays** – as an apprentice you will be entitled to at least 20 days paid holiday per year (including bank holidays). Check your terms of employment for details.

**Careers advice** – access free careers advice and guidance. If you're between 13 and 19 contact Connexions Direct on **080 800 13219** or visit [connexions-direct.com](http://connexions-direct.com), or for those aged 20+ call nextstep on **0845 8 50 50 70** or visit [nextstep.org.uk](http://nextstep.org.uk)

**Extra help** – if you need books, clothing or equipment which are essential to your job, or if you need help to adapt your training environment to cope with a disability – please discuss this with your training provider or Connexions personal adviser. You may also be entitled to help with travelling costs if you are in a placement. Some childcare costs may also be paid.



### **Dean Wronowski, Software Developer, Bude.**

After leaving school Dean enrolled on an e2e (Entry to Employment) course giving him the skills needed to progress onto an Apprenticeship. Dean successfully completed his Apprenticeship and is just about to embark on a degree course.

### **Phil Calvert, Dean Wronowski's Employer.**

*"It was obvious that Dean was building a solid future in IT and we suggested that he should study further in this area to formalise these skills. Now he is quickly developing into a young professional of a rare standard and we are all proud to have him as part of our team."*

# How they

# WORK

## The Levels:

**Apprenticeships consist of four levels:**

**Pre – Entry to Employment (pre – e2e) and Entry to Employment (e2e)** – entry level courses for those with the potential to join an Apprenticeship, but need a little more experience. Entry to Employment improves your skills and gives you the opportunity to try out different jobs. You will also have support to tackle issues that may have stopped you from progressing before.

**Apprenticeship** – a Level 2 programme (equivalent to five GCSEs at grade A-C), which covers NVQs, Key Skills and possibly Technical Certificates.

**Advanced Apprenticeship** – a Level 3 programme (equivalent to two A Levels) covering NVQs, Key Skills and possibly Technical Certificates.

**Young Apprenticeships** – practical based learning for Year 10 students. You'll gain vocational skills through extended work placements whilst continuing towards core GCSEs.

## The People:

**The Apprentice** – you'll have left, or are leaving, full-time education. You will be in a job and working towards your National Vocational Qualification (NVQ).

**The Employer** – the company you work for. Most of your time here will be spent gaining industry knowledge and experience. Your employer will pay your wage, so generally you will need to find a company that needs an apprentice and is happy to employ you before you start your training.

**The Training Provider** – the organisation that will train and assess you. You will get training at work, at a training centre or your local college. Your training provider may even be able to help you find a job. Whichever provider you choose, they will ensure that things run smoothly.

**For further advice and guidance on Apprenticeships contact your local  
Connexions Centre (13-19 year olds) on the details below, or nextstep  
(for those 20+) on 0845 8 50 50 70.**

**Barnstaple Connexions Centre**

Telephone: 01271 378585  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**Bath & North East Somerset  
Connexions Centre, West of England**

Telephone: 01225 461501  
[www.connexionswest.org.uk](http://www.connexionswest.org.uk)

**Blandford Connexions Centre**

Telephone: 01258 454454  
[www.connexions-bdp.co.uk](http://www.connexions-bdp.co.uk)

**Chestnuts - Bodmin Connexions Centre**

Telephone: 01208 265544  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**Bournemouth Connexions Centre**

Telephone: 01202 315331  
[www.connexions-bdp.co.uk](http://www.connexions-bdp.co.uk)

**Bridgwater Connexions Centre**

Telephone: 01278 423788  
[www.connexions-somerset.org.uk](http://www.connexions-somerset.org.uk)

**Bristol Connexions Centre**

Telephone: 0117 987 3700  
[www.connexionswest.org.uk](http://www.connexionswest.org.uk)

**Camborne Young People's Centre**

Telephone: 01209 713530  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**Cheltenham 1st Stop Shop**

Gloucestershire Provider  
Telephone: 01242 250317  
[www.connexionsglos.co.uk](http://www.connexionsglos.co.uk)

**Chippenham Connexions Centre**

Telephone: 01249 449900  
[www.connexionsws.org.uk](http://www.connexionsws.org.uk)

**Exeter Connexions Centre**

Telephone: 01392 203603  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**Forest of Dean Connexions Centre**

Telephone: 01594 546408  
[www.connexionsglos.co.uk](http://www.connexionsglos.co.uk)

**Frome  
Connexions  
Centre**

Telephone:  
01373 465302  
[www.connexions-somerset.org.uk](http://www.connexions-somerset.org.uk)

**Gloucester 1st Stop Shop**

Telephone: 01452 426900  
[www.connexionsglos.co.uk](http://www.connexionsglos.co.uk)

**Minehead Connexions Centre**

Telephone: 01643 701900  
[www.connexions-somerset.org.uk](http://www.connexions-somerset.org.uk)

**Newton Abbot Connexions Centre**

Telephone: 01626 367579  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**North Somerset Connexions Centre**

Telephone: 01934 644443  
[www.connexionswest.org.uk](http://www.connexionswest.org.uk)

**Penzance Connexions Centre**

Telephone: 01736 362244  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**Plymouth Connexions Centre**

Telephone: 01752 207700  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**Poole Connexions Centre**

Telephone: 01202 677557  
[www.connexions-bdp.co.uk](http://www.connexions-bdp.co.uk)

**Salisbury Connexions Centre**

Telephone: 01722 424400  
[www.connexionsws.org.uk](http://www.connexionsws.org.uk)

**St Austell Connexions Centre**

Telephone: 01726 61833  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**Stroud 1st Stop Shop**

Telephone: 01453 757 133  
[www.connexionsglos.co.uk](http://www.connexionsglos.co.uk)

**South Gloucestershire  
Connexions Centres**

Filton: 0117 989 8101  
Kingswood: 0117 961 2760  
[www.connexionswest.org.uk](http://www.connexionswest.org.uk)

**Swindon Connexions Centre**

Telephone: 01793 549200  
[www.connexionsws.org.uk](http://www.connexionsws.org.uk)

**Taunton Connexions Centre**

Telephone: 01823 321212  
[www.connexions-somerset.org.uk](http://www.connexions-somerset.org.uk)

**Tewkesbury Connexions**

Telephone: 01684 854940  
[www.connexionsglos.co.uk](http://www.connexionsglos.co.uk)

**Tidworth Youth Development Centre**

Telephone: 01980 842748  
[www.connexionsws.org.uk](http://www.connexionsws.org.uk)

**Torquay Connexions Centre**

Telephone: 01803 200202  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**Trowbridge Connexions Centre**

Telephone: 01225 716450  
[www.connexionsws.org.uk](http://www.connexionsws.org.uk)

**Zechs - Truro Connexions Centre**

Telephone: 01872 277993  
[www.connexions-cd.org.uk](http://www.connexions-cd.org.uk)

**Wells Connexions Centre**

Telephone: 01749 686730  
[www.connexions-somerset.org.uk](http://www.connexions-somerset.org.uk)

**Weymouth Connexions Centre**

Telephone: 01305 755160  
[www.connexions-bdp.co.uk](http://www.connexions-bdp.co.uk)

**Yeovil Connexions**

Telephone: 01935 381800  
[www.connexions-somerset.org.uk](http://www.connexions-somerset.org.uk)

This insert displays the Apprenticeships offered by training providers in your area.

There are lots of Apprenticeships on offer, all leading to different careers within each industry sector.

Look for the industry sector you are interested in working within and contact the relevant training provider to discuss more fully the Apprenticeships they offer.

**Apprenticeship** ✓  
**Apprenticeship in development** ✓

Administration, Business and Office Work

Building and Construction

Catering and Hospitality

Computers and IT

Education and Training

Engineering

Environment, Animals and Plants

Financial Services

Leisure, Sport and Tourism

Manufacturing and Production

Personal and Other Services (Including Hair and Beauty)

Retail Sales and Customer Service

Social Work and Counselling Services

Transport and Logistics



**A4E**  
0800 345666 www.a4e.co.uk

**Accountancy Plus (Training)**  
0845 801 4401 www.aplustraining.co.uk

**Aspiration Training**  
0870 850 1136 www.aspirationtraining.co.uk

**Avon Vale Training**  
01249 661199 www.avonvale.co.uk

**Babington Business College**  
01332 376590 www.babington.co.uk

**Bath and North East Somerset Council**  
01225 477885 www.bathnes.gov.uk

**Bristol City Council**  
0117 353 3480 www.onsitebristol.co.uk

**Brunel and Gordan Training Group**  
0845 338 6060 www.bgtraining.org.uk

**City of Bath College**  
01225 312191 www.cityofbathcoll.ac.uk

**City of Bristol College**  
0117 312 5000 www.cityofbristol.ac.uk

**College of Animal Welfare**  
01480 831177 www.caw.ac.uk

**Construction Skills**  
0300 456 5823 www.cskills.org

**EXG**  
020 8742 4000 www.exchangegroup.co.uk

**Filton College**  
0117 931 2121 www.filton.ac.uk

**HIT Training**  
01454 410588 www.hittraining.co.uk

# Apprenticeship

## Apprenticeship in development

	JHP Group 01275 460231 www.jhptraining.com	Kaplan Financial 0117 925 5286 www.kaplanfinancial.co.uk	Keits 01923 854586 www.keits.co.uk	KTS Training (2002) 0117 960 5184 www.ktstraining.co.uk	Lifetime Health and Fitness 0117 314 3000 www.lifetimehf.co.uk	Norton Radstock College 01761 433161 www.nortcoll.ac.uk	NVOUK 01344 887630 www.nvuk.com	Paragon Skills for Industry 0800 783 2345 www.paragonskills.co.uk	Positive Outcomes 01623 819080 www.portal-posout.co.uk	Protocol Skills 01633 871392 www.protocol-skills.co.uk	Rathbone Training 0161 236 5358 www.rathboneuk.org	Reflections 0117 906 4141 www.reflectionshair.net	Rolls-Royce 0117 979 7760 www.rolls-royce.com	S and B Training 0117 953 3001 www.sandbtraining.com	TQ Workforce Development 01788 892050 www.tdtraining.co.uk	Training Enterprise 020 8460 2660 www.trainingenterprise.co.uk	Ultra Training 0870 745 1101 www.ulrain.com	Uppercut Hair Salons 01934 631047 www.uppercutsalons.com	VT Training 01454 618960 www.vttraining.co.uk	Weston College 01934 411411 www.weston.ac.uk	White Horse Training 01235 460167 www.whitehorsetraining.co.uk	YMCA Training 0117 935 1344 www.ymcatraining.org.uk
Administration, Business and Office Work	✓			✓	✓	✓	✓	✓	✓						✓	✓	✓	✓	✓			
Building and Construction																				✓		
Catering and Hospitality																✓	✓	✓	✓			
Computers and IT	✓					✓											✓			✓		
Education and Training	✓																✓		✓	✓		✓
Engineering						✓						✓	✓	✓				✓				
Environment, Animals and Plants			✓			✓														✓		
Financial Services		✓				✓														✓	✓	
Leisure, Sport and Tourism					✓													✓	✓			
Manufacturing and Production																				✓		
Personal and Other Services (Including Hair and Beauty)											✓						✓	✓	✓	✓		
Retail Sales and Customer Service	✓							✓	✓	✓					✓	✓	✓	✓	✓	✓		
Social Work and Counselling Services	✓					✓				✓						✓		✓	✓			
Transport and Logistics			✓		✓											✓		✓	✓			



# Apprenticeships

Funded by:



Leading learning and skills

To discover how an Apprenticeship  
could work for you visit:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)