



Apprenticeships

Imagine what you could do



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

# Contents

What's an Apprenticeship?	1
How to apply	2
How Apprenticeships work	4
A nice little earner – pay and benefits	6
Apprenticeships available	7
Other Options	8
Learning Providers - Gloucestershire	9
Learning Providers - Wiltshire & Swindon	11

“Working, learning and earning suits many young people and the company they work for. It is a wonderful opportunity to develop their careers”.

**Malcolm Gillespie**  
**LSC Regional Director - South West**

**Apprenticeship Helpline: 08000 150 600**  
**[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)**

# Earn while you learn

Get new skills. Get paid

**Getting paid while you learn might sound too good to be true – but as an apprentice you really do get the best of both worlds.**

As an apprentice you will learn on the job, acquiring hands on work-experience and nationally recognised qualifications related to your trade. You will be doing a real job and being paid a real wage or allowance whilst you learn.

Apprenticeships are available to young people aged between 16-24 who are leaving or have left full-time education. The entry requirements are dependent on each Apprenticeship and can vary across the learning providers.

For detailed information on entry requirements, please contact the relevant learning provider **(see contact details at the back of the guide).**

What's more, if you decide you want to increase your earning potential by furthering your career, you may be able to progress onto a related Foundation Degree or Degree course at the end of your Advanced Apprenticeship.



# How to apply

## Which way is best for you?

When choosing an area of work, remember to be flexible. For example if your first choice is engineering, think about related areas such as motor vehicle or building trades to improve your chances of getting a place.

Once you've decided which Apprenticeship is right for you, you'll need to get the ball rolling and start applying. There are a couple of ways to do this.



### **Route one: contact the learning providers**

Using the matrix at the back of this guide, you'll find a list of learning providers and the Apprenticeships they offer. Learning providers vary and offer different types of training and levels of support. We recommend that you contact as many of the learning providers as possible and find out what they offer. When you contact the learning provider tell them that you are interested in an Apprenticeship, they will take your contact details and then they might do one of the following:

- send you an application form to fill in;
- invite you to an open day or interview;
- tell you straight away that they can't help you get onto the programme.

If a learning provider says they can't help, this could be for a number of reasons; it may be because all the places have been filled, or that you don't have the right level of qualification. If you don't have the qualifications, think about applying for the e2e programme to give you the start you need.

Some learning providers may already be in touch with employers who are looking for an apprentice like you. However, some may expect you to find employment for yourself.

### **Route two: find an employer**

You can apply for an Apprenticeship by going direct to an employer. Keep your eyes open for Apprenticeship adverts in local newspapers and job listings. Large companies tend to advertise their Apprenticeship vacancies on their websites.

Or perhaps you already have a job, but want to get some qualifications under your belt too. Why not ask your current employer if they'll consider you for an Apprenticeship programme?

Applying for an Apprenticeship is like applying for any job – competition is stiff. Depending on the Apprenticeship you choose, you may be asked to attend one or more interviews, fill in forms and possibly take some tests.

## Interview tips

The better prepared you are for an interview, the more confident you will feel. Ask your family or friends to interview you and practise answering questions like:

- What interests you about this job?
- What skills can you offer the company?
- What do you know about the industry?

Look on the company website before you go to the interview!

Don't forget to show an interest in the company/role and ask them some questions too.

If you have spoken to someone about Apprenticeships, but you still have some unanswered questions you can ring the Apprenticeship Helpline on 08000 150 600 and we will help you take the next step.



# Take a closer look at Apprenticeships

## How do they work?

The Apprenticeship programme offers you a great way to gain vocational training, qualifications and a wage all at the same time. The programme works through a three-way partnership between you, your employer and your learning provider.

**Apprentice** – A young person aged between 16-24 who is leaving or has left full-time education. You will be in a job and working towards your National Vocational Qualifications (NVQs) to gain your Apprenticeship.

**Employer** – The business or the person that you work for. You will spend most of your time here 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 the programme.

**Learning Provider** – The organisation that will train and assess you as you work towards your Apprenticeship qualification. You will either receive training in your workplace, at the training centre or at a local college. Your learning provider may be able to help you find a job, but not in every case. Whichever learning provider you choose, they will be in regular contact with you to ensure that things are running smoothly.

### Levels

The Apprenticeship family consists of three different levels: Pre Apprenticeship (e2e), Apprenticeship and Advanced Apprenticeship. Each level has been designed to cater for different levels of ability and each enables you to progress onwards with your training.

### Pre – Entry to Employment (pre – e2e) and Entry to Employment (e2e)

These are foundation or entry level courses for those who have the potential to join an Apprenticeship, but aren't quite ready for the full programme. Entry to Employment gives you the skills to enter the world of work and enables you to try out different jobs. You will also have the opportunity to work through issues that may have prevented 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 qualification (equivalent to two A Levels) covering NVQs, Key Skills and possibly Technical Certificates.

### Young Apprenticeships

A limited number of Young Apprenticeships have been running across the South West of England since 2004.

The Young Apprenticeship programme offers practical based learning to Year 10 students. They gain vocational skills through extended work placements, whilst underpinning their knowledge with practical based lessons and continued studies towards core GCSE qualifications such as English, Maths, Science and ICT at either school or college.

The programme has input from local employers, schools and training providers as well as Connexions. For more details on whether **Young Apprenticeships** are offered in your local area, contact your local Connexions Service on the telephone number provided at the back of this guide or speak to your school advisor.



### What qualifications will I get?

Each programme enables you to gain knowledge and valuable learning experiences within your chosen industry – providing a practical route to gaining qualifications and employment.

Whichever Apprenticeship you choose, you will work towards gaining a NVQ qualification, Key Skills and possibly Technical Certificates.

### National Vocational Qualifications (NVQs)

These practical training qualifications are awarded to you based on your competency in the work place and your industry skills/knowledge. They are achieved through a series of continual assessments (no final exams) that are monitored by your learning provider.

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

### Key Skills

You will probably have heard of Key Skills at school. Each Key Skill focuses on developing essential knowledge that we all need in order to do well in the work place and in life.

#### Key Skills include:

- Communication
- Application of number
- Information technology
- Working with others
- Improving own learning
- Problem solving

### Technical Certificates

Some Apprenticeship programmes also enable you to work towards Technical Certificates. These certificates prove that you fully understand the theory behind the job as well as being able to carry out the practical tasks. For more information on Technical Certificates forming part of your Apprenticeship, please ask the learning provider before you enrol.



# Apprenticeships

## A nice little earner

Not only are Apprenticeships a great way to get your career off to a flying start by learning on the job, you will also gain a whole host of additional benefits.

The Apprenticeship programme enables you to access your company's benefits, like holiday and sick pay, and support from your learning provider.

### How much will I get paid?

Like any job, the wage or training allowance that you will receive will depend on your skills and experience. If you are employed by the company, most employers pay between £80-£150 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 (95%) are employed and get the going-rate for the job as a trainee. If you are placed with a company but not employed by them, you will be able to apply for Education Maintenance Allowance (EMA). Full guidance is available at [www.dfes.gov.uk/financialhelp/ema](http://www.dfes.gov.uk/financialhelp/ema)

### Holidays

As an apprentice you will be entitled to at least 20 days paid holiday per year (including bank holidays). Your entitlement will be outlined in your terms of employment and training agreement.

### Sick leave

Unfortunately, we all fall ill from time to time. If problems arise or you do fall ill, ensure that everyone who needs to know is informed of where you are and what is wrong.

### Careers advice

Career advice and guidance is completely FREE to those between the ages of 13 and 19. For details please contact Connexions Direct on 080 800 13 2 19 or visit their website at [www.connexions-direct.com](http://www.connexions-direct.com)

### 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 learning 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.

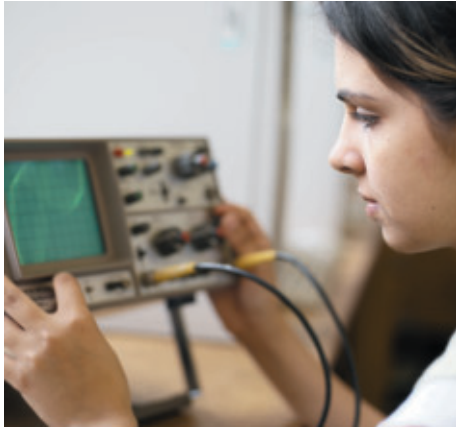
### What's available locally?

The following page gives you an idea of the type of Apprenticeships available in your area.



# Apprenticeships available

## Gloucestershire/Wiltshire & Swindon



### Accountancy and Finance

Due to a large number of financial organisations across the South West, there is a high demand for skilled employees in this area.

### Agriculture and Land-Based

Working with plants or animals can be a highly rewarding career where no two days are the same.

### Animal Care (including Horse Studies)

Work with domestic pets, or specialise in zoo animals or horses.

### Building Trades

Construction is a growing industry that needs well trained and experienced people to fill the skills gap.

### Business Services

Vital across all industries; your role will keep businesses working efficiently and effectively.

### Electrical Installation

A highly skilled profession which includes installation and correcting electrical faults. A skills shortage means these apprenticeships are in high demand.

### Engineering/Manufacturing

A large and varied industry where jobs can range from making tools to fitting aeroplanes.

### Hairdressing and Beauty

A vibrant industry for creative and passionate people.

### Health, Care & Childcare

A diverse range of professions which can lead to highly rewarding careers.

### Hospitality and Catering

An industry for those passionate about food, drink and looking after their guests.

### Information Technology (includes Design & Print)

A technical and creative industry which spans network maintenance to computer aided design.

### Motor Vehicle

New techniques and technology make this an exciting and developing industry.

### Retail

With a wide range of shops in the region, there is constant demand for well trained and enthusiastic staff.

### Sport and Recreation

From gyms and sport centres to tourist attractions and theme parks, no two days will be the same.

### Warehousing and Distribution

Organisation is key. Storing goods and ensuring that they get from one place to the next on time.



# Other Options

## Apprenticeships are just one way to get your career off to a great start

Starting an Apprenticeship is just one of the options available to you after Year 11. You may decide that getting a job, staying on at sixth form or going on to college is right for you – you just need to find out which option best suits your needs and learning style.

### Sixth form

Your tutor or careers teacher will be able to tell you about the options available in your school's sixth form and the grades you will need to get a place on the course. If your school doesn't have a sixth form you can apply to join a sixth form at another school nearby or go to college.

### Colleges

Colleges offer a wide choice of courses and qualifications. It is best to do some research into each one to find out what courses/qualifications they offer, the pass rates for your chosen subject(s), what the facilities are like and the type of support they can offer you. Have a look at their prospectus, visit their website, go to the open days, and talk to staff and students to get a feel for the courses and the college.

### Paid time off for study

If you are employed, aged 16 or 17 and left school without getting at least five GCSEs grade A-C, you are entitled to paid time-off for study or training from your employer.

If you are employed, aged 18 and left school without getting at least five GCSEs grades A-C, you are entitled to paid time-off from your employer to finish any study or training that you have already started.



# Learning Providers

## Apprenticeships in Gloucestershire

### Agriculture and Land-Based

#### Agriculture & Horticulture

- Hartpury College

### Animal Care (including horse studies)

- Hartpury College
- Summerhouse Education & Equestrian Centre (Equine only)

### Building Trades

- CITB
- Gloscat
- RFDC (Royal Forest of Dean College)
- Stroud College

#### Plumbing

- Gloscat
- JTL
- RFDC (Royal Forest of Dean College)
- Stroud College

### Business Services

- Gloscat
- Gloucester City Council
- JHP Training
- Protocol Skills
- RFDC (Royal Forest of Dean College)
- Stroud College
- Touchstone Learning and Skills

#### Customer Service

- JHP Training
- Gloscat
- Protocol Skills
- Stroud College
- Touchstone Learning and Skills

### Electrical Installation

- Avon Vale Training
- Clarkson Evans
- Gloscat
- JTL
- Stroud College

### Engineering/Manufacturing

- Avon Vale Training
- The CAD Centre
- Gloscat
- Gloucestershire Training Group

### Hairdressing and Beauty

- Gloscat
- I-SA
- N.S.T.S (Hairdressing)
- Protocol Skills
- RFDC (Royal Forest of Dean College)
- Stroud College

### Health, Care & Childcare

#### Early Years Childcare and Education

- JHP Training
- Rapido
- Stroud College

#### Health & Social Care

- Rapido
- Stroud College

### Hospitality and Catering

- Gloscat
- Hotel and Catering Training Company (HCTC)
- VT Plus Training

### Information Technology (inc Software Services)

- The CAD Centre

### Motor Vehicle

- Gloscat
- ReMIT

### Retail and Distribution

- JHP Training
- Protocol Skills
- Stroud College
- Touchstone Learning and Skills

### Sport and Recreation

- VT Plus Training

### Warehousing and Distribution

- JHP Training

# Learning Providers

## Apprenticeships in Gloucestershire

### **Avon Vale Training Ltd**

Avon Vale House  
Cocklebury Road, Chippenham  
Wiltshire SN15 3QH  
T: 01249 661199  
www.avonvale.co.uk

### **CITB (Construction Industry Training Board)**

7 Kew Court  
Pynes Hill, Rydon Lane  
Exeter, Devon  
T: 01392 444900

### **Clarkson Evans Ltd**

Meteor Business Park  
Cheltenham Road East  
Gloucester GL2 9QL  
T: 01452 530336  
www.clarksonevans.co.uk

### **Gloucestershire College Of Arts & Technology**

Gloucester Campus  
Brunswick Road, Gloucester  
GL1 1HU  
T: 01452 563404

### **Gloucester City Council**

Corporate Personnel  
Herbert Warehouse  
The Docks, Gloucester GL1 2EQ  
T: 01452 396904

### **Gloucestershire Training Group Ltd**

8 Chancel Close, Eastern Avenue  
Gloucester GL4 2SN  
T: 01452 423461  
www.gtg.org.uk

### **Hartpury College**

Hartpury House, Hartpury  
Gloucestershire GL19 3BE  
T: 01452 700283

### **Hotel and Catering Training Company Ltd**

30 The Courtyard, Woodlands  
Bradley Stoke, Bristol BS32 4NH  
T: 01454 618960  
www.hctc.co.uk

### **I.SA Assessment and Training Ltd**

Derwen House, Court Road  
Bridgend CF31 1BN  
T: 01656 665544  
www.isatraining.co.uk

### **JHP Training**

London House  
10-12 London Road  
Gloucester GL1 3NE  
T: 01452 381883  
www.jhptraining.com

### **JTL**

National Administration Centre  
Redwither Tower  
Redwither Business Park  
Wrexham LL13 9XT  
T: 08000 852308

### **N.S.T.S (Hairdressing)**

Suite C1  
West End Mills Business Centre  
Leopold Street, Long Eaton  
Nottingham NG10 4QD  
T: 0115 9468800  
www.nsts-uk.com

### **Protocol Skills Ltd**

Unit 3, Pullman Court  
Great Western Road  
Gloucester GL1 3ND  
T: 01452 387328  
www.protocol.co.uk

### **Rapido Training Ltd**

16 The Glenmore Centre  
Jessop Court, Marconi Drive  
Waterwells Business Park  
Quedgeley  
Gloucestershire GL2 2AP  
T: 01452 886625  
www.rapidotraining.co.uk

### **ReMIT**

Head Office, 2nd Floor  
Chestnut House  
62 North Street, Rugby  
Warwickshire CV21 2AH  
T: 0800 587 6042

### **Royal Forest of Dean College**

Vantage Point Business Village  
Mitcheldean, Cinderford  
Gloucestershire GL17 ODD  
T: 01594 451265

### **Stroud College**

Stratford Road, Stroud  
Gloucestershire GL5 4AH  
T: 01453 761104/761218

### **Summerhouse Education & Equitation Centre**

Old Bath Road, Hardwicke  
Gloucester GL2 4RG  
T: 01452 720288

### **The CAD Centre (UK) Ltd**

Unit 11, Tawe Business Village  
Phoenix Way  
Swansea Enterprise Park  
Swansea SA7 9LA  
T: 01792 799818

### **Touchstone Learning and Skills**

1st Floor Office, 9 Hucclecote  
Road, Gloucester GL3 3TQ  
T: 01452 621161  
www.touchstonelearning.co.uk

### **VT Plus Training Plc**

30 The Courtyard, Woodlands  
Bradley Stoke, Bristol BS32 4NH  
T: 01454 618960

### **Entry to Employment (e2e) providers**

### **Bridge Training**

T: 01452 411112

### **The Furniture Recycling Project**

T: 01452 331333

### **Gloscat Training**

T: 01452 563406

### **JHP Training**

T: 01452 381883

### **The Painswick Inn Project**

T: 01453 759400

### **Prospect Training Services**

T: 01452 331500

### **RFDC (Royal Forest of Dean College)**

T: 01594 545377

### **Stroud College**

T: 01453 761103/761104

**For further guidance, please contact your local Connexions in Gloucestershire:**

### **Gloucester**

92-96 Westgate Street  
Gloucester GL1 2PE  
T: 01452 426900

### **Stroud**

44 High Street, Stroud  
Gloucestershire GL5 1AN  
T: 01453 757133/758588

### **Cheltenham**

Connexions Grapevine  
Grosvenor Hall  
Grosvenor Street  
Cheltenham  
Gloucestershire GL52 2SG  
T: 01242 250317

### **Tewkesbury**

106 Church Street, Tewkesbury  
Gloucestershire GL20 5AB  
T: 01684 854940

**Learning and Skills Council Gloucestershire**

Conway House, 33-35 Worcester Street, Gloucester GL1 3AJ. T: 0845 019 4189

# Learning Providers

## Apprenticeships in Wiltshire & Swindon

### Accountancy and Finance

- Salisbury College
- Swindon College
- Wiltshire College

### Agriculture and Land Based

- Wiltshire College (Lackham)

### Animal Care (including horse studies)

- Haddon Training
- Wiltshire College (Lackham)

### Building Trades

- CITB
  - Salisbury College
  - Swindon College
  - Wiltshire College
- Plumbing and Electrical**
- BEST
  - JTL

### Business Services

- Key Training Limited
- Protocol Skills (Swindon)
- Protocol Skills (Salisbury)
- Salisbury College
- Wiltshire College

### Electrical Installation

- BEST
- JTL
- Salisbury College
- Swindon College

### Engineering and Manufacturing

- Avon Vale Training Ltd
- Salisbury College
- Swindon College
- Wiltshire College

### Hairdressing and Beauty

- Salisbury College
- Span Training
- Swindon College
- Wiltshire College

### Health, Care & Childcare

- Fortan
  - STIL
  - Swindon College
  - Wiltshire College
- Childcare**
- Paragon and ITE Training Group

### Hospitality and Catering

- Salisbury College
- Swindon College
- Wiltshire College
- VT Training (inc HCTC & VT Plus Training)

### Information Technology (including installation and software design)

- CAD Centre
- Key Training Ltd

### Motor Vehicle

- EMTEC
- Remit
- S+B Training
- Salisbury College
- Swindon College
- Wiltshire College

### Retail

- Key Training Ltd
- Protocol Skills (Swindon)
- Protocol Skills (Salisbury)
- Wiltshire College

### Sport and Recreation

- VT Training (inc HCTC & VT Plus Training)

### Warehousing and Distribution

- Key Training Ltd
- Wiltshire College

# Learning Providers

## Apprenticeships in Wiltshire & Swindon

### **Avon Vale Training Limited**

Avon Vale House  
Cocklebury Road  
Chippenham  
Wiltshire SN15 3QH  
T: 01249 661199

### **CAD Centre**

Alexander House  
19 Fleming Way  
Swindon SN1 2NG  
T: 01793 611506

### **Construction Industry Training (CITB)**

1st Floor Eastleigh House  
Upper Market Street  
Eastleigh  
Hampshire SO50 9FD  
T: 0845 603 2332

### **Fortan**

Shaftesbury Centre  
Percy Street  
Swindon SN2 2AZ  
Tel: 01793 554774

### **Haddon Training Ltd**

4 Pelhams Court  
London Road  
Marlborough SN8 2AG  
T: 01672 519977

### **JTL**

Stafford House  
120-122 High Street  
Orpington  
Kent BR6 0JS  
T: 01689 884100

### **Key Training Limited**

162 Victoria Road  
Swindon SN1 3BU  
T: 01793 611888

### **Paragon and ITE Training Group**

22 Sea Road, Boscombe  
Bournemouth, Dorset BH5 1DD  
Tel: 01202 393153

### **Protocol Skills (Swindon)**

Marlborough House  
26 High Street  
Old Town  
Swindon SN1 3EP  
Tel: 01793 513404

### **Protocol Skills (Salisbury)**

83–85 Crane Street  
Salisbury  
Wiltshire SP1 2PU  
T: 01722 338844

### **Remit**

9 Eclipse Office Park  
20 High Street  
Staplehill  
Bristol BS16 5EL  
T: 0117 957 4152

### **Salisbury College**

Southampton Road  
Salisbury  
Wiltshire SP1 2LW  
T: 01722 344344

### **Sarum Training International Ltd Care Solutions (STIL)**

Room 104, The Hall  
4 New Street, Salisbury  
Wiltshire SP1 2OJ  
T: 01722 413230

### **SPAN Training**

2a Bury Street  
Abingdon  
Oxfordshire OX14 3QY  
T: 01235 521221

### **Swindon College**

North Star Campus  
North Star Avenue  
Swindon SN2 1DY  
T: 01793 498208

### **VT Training (inc HCTC & VT Plus Training)**

South West Region  
30 The Court Yard, Woodlands  
Bradley Stoke, Bristol BS32 4NH  
T: 01454 618960

### **Wiltshire College**

College Road  
Trowbridge  
Wiltshire BA14 0ES  
T: 01225 766241  
or  
Cocklebury Road  
Chippenham  
SN15 3QD  
T: 01225 766241  
or  
Lackham College of Agriculture  
Lacock SN15 2NY  
T: 01225 766241

### **National Offices**

#### **BEST**

The Mere, Second Floor  
Milestone House  
Upton Park, Slough  
Berkshire SL1 2DQ  
T: 01753 531188

#### **EMTEC**

PO Box 5006  
Nottingham NG11 6GS  
T: 0870 606 1936

#### **S+B Training**

Isambard Kingdom College  
Bedminster  
Bristol BS3 4AG  
T: 0117 953 3001

**For further guidance,  
please contact your  
local Connexions in  
Wiltshire:**

#### **Chippenham**

Avon Reach, Monkton Hill  
Chippenham  
T: 01249 449900

#### **Salisbury**

65 Milford Street, Salisbury  
T: 01722 424400

#### **Swindon**

4 Temple Chambers  
Temple Street, Swindon  
T: 01793 549200

#### **Trowbridge**

1 Wicker Hill, Trowbridge  
T: 01225 716450





Call 08000 150 600  
or visit [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

Funded by:



Leading learning and skills