



Kendal College

# Student Guide to Apprenticeships

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## 2024-25



## Apprenticeships: The basics

- Job + training = a career!
- An apprenticeship is a job with a skills development programme designed by employers
- You have a contract of employment for the duration of the apprenticeship
- Earn a wage (including paid holidays), whilst learning
- You will be paid for training, 20% of your time
- An experienced mentor and regular progress reviews
- Offered in 170 industries and cover 1,500 job roles

## Benefits of an apprenticeship

- Earn a salary whilst in a real job
- Learn job specific skills
- Gain a variety of transferable skills
- Progress into higher education
- Advance in your chosen career
- Work towards nationally recognised qualifications
- For people of all ability levels, including the most able students





# Are you ready to start your career?

Apprenticeships are a great way to earn and learn, with competitive wages and the opportunity to study up to level 7 (master's degree) - there has never been a better time to become an apprentice! You will receive industry training and develop the skills you need to progress in your chosen career.

There are, on average, 23,000 apprenticeship opportunities listed on the 'Find an Apprenticeship' government website every month.



# Your journey to an apprenticeship. Our step-by- step guide...

## 1. Research

Be thorough! Both the Kendal College and government's 'Find an Apprenticeship' sites have lots of opportunities listed on them. Also, look out for our open events, contact employers directly with your CV, and call us for an informal chat about finding an apprenticeship. Most importantly, don't be afraid to ask questions if you're unsure about anything!

## 2. Join our Talent Pool

Visit our website, [www.kendal.ac.uk/apprenticeships](http://www.kendal.ac.uk/apprenticeships) and complete the short form. We will store your details and preferences, then send you personalised updates of relevant apprenticeship vacancies.

## 3. Register on Apprenticeships.gov.uk

This website gives you more information about apprenticeships. Browse real stories, search for vacancies and explore if an apprenticeship is for you.

## 4. Be Prepared

Keep a list of your experiences, hobbies, and interests. Where possible, organise work experience and gain experience in the area that you would like an apprenticeship. These will all help with your application.

## 5. Apply for an Apprenticeship

It is important to compare and match your experience with the job specification. Write about yourself and if you find this difficult, then ask your family, friends and colleagues to give you a list of your qualities to help you start.

You are welcome to send us your draft CV/application form, and we will support you to make it the best it can be! Check all spelling, punctuation and grammar before you send it to the employer, and make sure any accompanying email or cover letter is professional.

## 6. Interview Skills

When you are invited to an interview, preparation and research are key! You need to be able to show you have a good understanding of the career you wish to pursue, as well as understanding your potential employer and their business. It is vital to research the apprenticeship thoroughly.

## 7. College Place

If you are successful and offered the job, we will invite you to college to take part in our screening process where you will meet a facilitator and the tutor.

# 8. Start your apprenticeship!



# Apprenticeship levels & duration

Apprenticeship levels relate to the job role and your existing knowledge & skills in the industry, rather than previous academic qualifications.

There are four main types of apprenticeships:

- Intermediate Apprenticeships (Level 2)
- Advanced Apprenticeships (Level 3)
- Higher Apprenticeships (Level 4/5)
- Degree Apprenticeships (Level 6/7)

Duration of apprenticeships vary, for example:

- Level 3 Business Administration – 15 months, plus End Point Assessment
- Level 3 Electrical Installation & Maintenance – 48 months plus End Point Assessment

The appropriate level & duration of an apprenticeship will depend on a number of factors including:

- Your job role
- Your industry experience
- Your entry qualifications
- The apprenticeship standards available

**“I would absolutely recommend apprenticeships. We have really benefitted from them and we see the recent intake as a real success story for us as a business.”**

Kendal Nutricare



# What can Kendal College offer you?

**We have a huge offering of apprenticeships and work with a wide range of employers.**

The right one for you will depend on your skills, interests and experience.

You can't study an apprenticeship without being employed first, but we can help and advise you with this.

## Apprenticeships available

- Accounting (AAT)
- Agriculture
- Animal Care
- Bicycle Mechanics
- Business Administration
- Childcare Teaching, Learning & Assessment
- Computing
- Carpentry & Joinery
- Electrical Installation & Maintenance
- Engineering
- Hairdressing & Barbering
- Healthcare Science
- Health & Social Care
- Hospitality
- Human Resources
- Motor Vehicle
- Pharmacy
- Plumbing & Gas
- Property Maintenance
- Sciences
- Outdoor Activity Instructor
- Team Leading & Management





"We have worked with Kendal College now for five years and they have supported us in the integration of the apprenticeship scheme within English Lakes Hotels. The relationship has been fantastic- we work very closely with the lecturers who are very supportive of our apprenticeships. They provide us with great opportunities and a great working environment for our academy."

English Lakes Hotels



# Is an apprenticeship right for me?

If you're not sure whether an apprenticeship is right for you or even what you want to do, there's lots you can do to explore your career options and develop a career plan.

## ✓ [StartProfile.com](https://www.startprofile.com)

This interactive service allows you to match jobs to your skills and interests and will even tell you what courses, apprenticeships and jobs are available in your local area.

## ✓ [NationalCareersService.direct.gov.uk](https://nationalcareersservice.direct.gov.uk)

This government website has detailed information on the jobs and courses available to you, there are also interactive tools to help you identify and develop your skills.

## ✓ [Prospects.ac.uk/careers-advice](https://prospect.ac.uk/careers-advice)

This webpage includes advice on writing CVs and cover letters.

## Open Evenings

Open Evenings at Kendal College enable you to see first-hand what opportunities are available to you, and are the ideal opportunity to find out more about our incredible staff and outstanding facilities.

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[kendal.ac.uk/visit](https://kendal.ac.uk/visit)

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