



Kendal College
creating bright futures



Student Guide to **Apprenticeships**

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.



On average, achieving a level 2 boosts earnings by **11%** and a level 3 apprenticeship boosts earnings by **16%**.

89% of apprentices are satisfied with their apprenticeship.

92% of apprentices say their career prospects have improved.

97% of apprentices say their ability to do their job has improved.

SOURCE: Gov.uk website



SOURCE: Ofsted 2017

“Learners and apprentices benefit from well-resourced and industry-standard facilities that provide them with good professional working environments”

“Teachers and assessors provide excellent information, advice and guidance for learners and apprentices, preparing them exceptionally well for their next steps”

There are four main types of apprenticeship, open to anyone aged 16 or over

You can work your way up the apprenticeship levels, or switch between different study and employment options such as full-time employment or full-time education. The great thing about apprenticeships is that they give you professional and technical skills supported by industry training and development.

Intermediate Apprenticeships

(Level 2): these apprenticeships provide you with the basic skills you need in the workplace and provide entry onto advanced apprenticeships. They are equivalent to 5 GCSEs 4 to 9.

Advanced Apprenticeships

(Level 3): to start a level 3 apprenticeship you should have 5 GCSE's at grade 4 or above or have completed a level 2 apprenticeship. They are equivalent to two A-Level passes.

Higher Apprenticeships

(Level 4/5): an alternative to university these apprenticeships are equivalent to a higher education certificate, higher education diploma or a foundation degree. Typical entry requirements are level 3 qualifications such as BTEC's or A-Levels.

Degree Apprenticeships

(Level 6/7): following on from a higher apprenticeship these qualifications are equivalent to a full bachelor's degree or master's.



Meet our Apprentices



“ I am responsible for a range of tasks that support my department. These broadly include phone calls, explaining our online appraisal systems to new Doctors, and updating spreadsheets with accurate information. I produce letters and reminders for the Doctors to refer to, and the most exciting part of my role involves event management. It's a fantastic part of my job, and it allows me to develop my skills by arranging training sessions and annual update events for Doctors and Nurses across the Trust. ”



Doing the Apprenticeship has meant I have been given more responsibility, and I manage my own workload. I am trusted to carry out specific tasks when my manager is away, and I link directly with the Vocational Manager to share the benefits of apprenticeships across the NHS. Working in the NHS is fun, I learn so many different things daily and enjoy being able to network with different people. Every day is different, and there is still so much to learn as updates, and changes always keep me occupied and busy. ”

Jenson Moon, Business Administration Apprentice

“ I am a Mechanical Engineering Apprentice with Gilkes. I have gained a Level 2 & 3 qualification whilst being paid a full-time wage. I am now studying a HNC, a Level 4 course, and as long as I work for Gilkes for 5 years, they will pay for my degree so I won't have any debt. Gilkes manufacture engine cooling pumps and design hydro turbines. The work is practical, hands-on and I'm experiencing all parts of the company. I'm discovering what I like and what I'm good at. I'm really looking forward to working with the hydro team - they work all around the world. ”



Emily Campbell, Mechanical Engineering Apprentice

Maggi Raisbeck recently completed the Level 3 Apprenticeship in Animal Care and is working in the Animal Rescue Centre (ARC) at Kendal College.



“ I chose the apprenticeship as it meant I could get hands on experience and guided learning as well as being paid. I learnt invaluable and specialist skills to help care for numerous native wildlife such as birds of prey, hedgehogs and juvenile mammals, as well as our resident rabbits, guinea pigs, rodents and exotic animals. I am now a full-time technician in the ARC, caring for the animals and supporting the tutors and full-time students. ”

“ I went to Teeside University to study Animation. I had to cook my own meals, started experimenting and fell back in love with cooking. I'm now an Apprentice Commis Chef at The Midland Hotel. I come to Kendal College one day a week and I'm earning a full-time wage. ”

Ashley Crellin, Commis Chef Apprentice



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.



- ACCOUNTING (AAT)
- ANIMAL CARE
- BUSINESS ADMINISTRATION
- CUSTOMER SERVICE
- CHILDCARE
- TEACHING, LEARNING & ASSESSMENT
- COMPUTING
- CONSTRUCTION & THE BUILT ENVIRONMENT
- ENGINEERING
- HAIRDRESSING, BEAUTY THERAPY & COMPLEMENTARY THERAPIES
- HEALTH & SOCIAL CARE
- HOSPITALITY
- MOTOR VEHICLE
- SCIENCES
- SPORT & OUTDOOR ADVENTURE
- TEAM LEADING & MANAGEMENT

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 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 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.

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

Come to one of our Open Evenings to discuss apprenticeships with our staff.

See: **www.kendal.ac.uk/visit** for dates.

At Kendal College we offer a range of Professional & Technical, Academic, Full-Time, Part-Time and Degree-Level courses.



What's the next step?

DO YOUR RESEARCH: remember you'll be working full-time in the role so it's important you enjoy the job. Have a look at the different levels and types of apprenticeships available, and feel free to get in touch if you're not sure what's right for you.

FINDING AN APPRENTICESHIP: the majority of apprenticeships are advertised on the National Apprenticeship Service website: through this system you can search, save and apply for apprenticeship vacancies. Some employers only advertise locally - regularly check both the vacancies page on our website (www.kendal.ac.uk/apprenticeships) and employers individual websites/job pages. If you can't find what you're looking for consider contacting employers directly to see if they are looking for apprentices.

PREPARE: before you apply make sure you have a CV and covering letter. This will help you to complete application forms and prepare answers for interviews.

APPLY: when you decide to apply for a vacancy make sure your application clearly describes why you should get the job, make sure your grammar and spelling is accurate because this is the first contact employers will have with you.

GETTING READY FOR INTERVIEW: interviews aren't as scary as they sound. Make sure you know where you're going, when you're going, dress smartly and also make sure you have prepared answers to why you want and should get the job.

FEEDBACK: if you're successful the employer will contact you to arrange a start date for your apprenticeship. If you're not successful don't worry, apprenticeships are competitive so ask for feedback and use this to improve for next time.

I've already got an employer who wants to offer me an apprenticeship, what do I need to do?

If you've been offered a apprenticeship job get in touch with us and your employer so we can arrange for you to be signed up and get started.

There's no apprenticeship I'm interested in at the moment, what should I do next?

If you can't find a job that's right for you, submit an enquiry through our website so we can send you apprenticeship vacancies and let you know about alternative options.

Applications & interviews: how to succeed

Your CV, covering letter and application form is your first opportunity to make a great impression with employers, these are our top-tips:

Applications

KEEP IT SHORT: employers look for clear and concise applications, so keep your CV down to two-sides and applications just below the word count.

CHECK YOUR SPELLING & GRAMMAR: poorly written applications make a bad impression and employers will think you don't care about the job. Get your tutor or parents to proof read it for you.

SELL YOURSELF BUT BE HONEST: don't exaggerate or lie, employers will work out what is a genuine and what's not, but do include all the things that show you have the skills to do well in the job.

REMEMBER TO SEND IT: when you start to apply for a job make sure you know when the deadline is and try to apply well before this date.

MATCH YOUR APPLICATION TO THE JOB: applications that are written to suit any job are not successful. Find out about the company, tell them why you want to work for them, and explain the specific skills you have that match the job description and personal specification.



PERSONAL DETAILS: make sure your name, contact number and email address are on the application, it's no good if employers can't contact you, it's also important to make sure your email is appropriate.

WORK EXPERIENCE: top of every employers list when recruiting an apprentice is candidates having relevant work-experience. Before you apply for a vacancy see if you can get a placement with them. If you already have work-experience make sure you list it, explaining what skills you've developed.



Interviews

Interviews are designed to establish whether you are right for a job so employers will use a variety of techniques to assess you. If you prepare properly there is nothing to fear:

WHO, WHERE & WHEN: make sure you know who you're meeting, where you're going and when you need to be there, being late creates a bad impression.

PREPARE: make sure you take everything you need to interview, have a copy of your CV, covering letter or application to hand, many employers will also expect you to take copies of your qualifications and some ID such as a Passport or Driving License.

DRESS WELL: dressing in smart clothes makes you look the part and will also boost your confidence, many studies have shown the well-dressed have more job offers.

GET TO KNOW THE EMPLOYER: research the company, industry and market. Having an understanding of any projects, market developments and the company's vision and values will be well received by employers, it shows you have genuine interest in a career with them.

REMEMBER! Confidence is key in interviews. Practicing, preparing and dressing smartly will all help you to feel confident.

Contact us:

To search for vacancies and find out more about apprenticeships, get in touch:

E hello@kendal.ac.uk

T 01539 814700

W www.kendal.ac.uk/apprenticeships

@   [@kendalcollege](https://www.facebook.com/kendalcollege)

