



# Apprenticeship

## Guide

Jobs with pay, prospects and training

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YOUR  
FUTURE**

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# Welcome

to the City College Southampton apprenticeship guide

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**For more information visit**

**[www.southampton-city.ac.uk/apprenticeships](http://www.southampton-city.ac.uk/apprenticeships)**

Apprenticeships offered in over

**1,500 occupations**

across **170** industries

**3 million**

new apprenticeships by **2020**  
the Governments target

**92%**

of apprentices said their career  
prospects had improved

# What is an apprenticeship?

Apprenticeships are a great way to gain nationally recognised qualifications whilst being employed and earning a wage. They are a great alternative to A-levels and university, with those building their careers through the apprenticeship route more likely to stay in work throughout their life. To start an apprenticeship you will need an employer who is willing to take you on as an apprentice.

As well as your nationally recognised qualification your apprenticeship programme includes:

- functional skills in English, maths and ICT
- key transferable skills
- a knowledge based qualification
- a competence based qualification (NVQ)

# 1

A real paid job with training

A great way to gain a nationally recognised qualification

# 2

# 3

Takes between 1 to 4 years to complete

Working for a minimum of 30 hours per week

# 4

# 5

A mixture of on the job training and time at college



## Joshua Denham

ICT Advanced Apprentice  
Works for City College Southampton

“Being an apprentice is a fantastic way of starting and developing your career. I’m continually learning on the job and advancing my knowledge. I’ve gained industry skills and confidence that wouldn’t have been possible in a classroom.”

# Apprenticeship levels

Choosing the right apprenticeship can seem confusing as there are various levels to apply for. Apprenticeships have equivalent educational levels so you can choose the right level for you based on your current skills and qualifications. The information shown below displays the different levels of apprenticeships available, what qualifications they are equivalent to and the typical entry requirements. Entry requirements can differ depending on the sector and the job you are applying for.

<p><b>L4+</b> Level 4+</p>	<p><b>Higher</b></p> <p><b>Equivalent to:</b> A foundation degree and above</p>	<p><b>Typical entry requirements*:</b></p> <ul style="list-style-type: none"> <li>→ Relevant level 3 qualification (or equivalent)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>→ GCSE maths and English grade A*–C/9–4</li> </ul>
<p><b>L3</b> Level 3</p>	<p><b>Advanced</b></p> <p><b>Equivalent to:</b> Two A-level passes</p>	<p><b>Typical entry requirements*:</b></p> <ul style="list-style-type: none"> <li>→ 5 GCSEs grade A*–C/9–4 including maths and English</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>→ Level 2 qualification (such as an intermediate apprenticeship)</li> </ul>
<p><b>L2</b> Level 2</p>	<p><b>Intermediate</b></p> <p><b>Equivalent to:</b> Five GCSEs (A*–C/9–4)</p>	<p><b>Typical entry requirements*:</b></p> <ul style="list-style-type: none"> <li>→ 5 GCSEs grade A*–D/9–3</li> </ul> <p>If you do not have maths or English you will complete functional skills as part of your apprenticeship</p>

\*These are typical requirements, employers can set higher levels if they wish

## Career progression and next steps

All apprenticeships include elements of on the job and off the job training leading to industry recognised standards or qualifications. After completing an apprenticeship, you could continue to train at the next level, whether that is an advanced, higher, or degree level apprenticeship. Alternatively, you could go on to university, or take a professional qualification that leads to a specific job role.

Apprentices earn around

**£100,000**

more in a lifetime than other employees

**90%**

of apprentices stay in employment on completion of their apprenticeship

# Why an apprenticeship?



## earn while you learn

It's a mix of studying at college and on the job training. You can gain a degree level qualification without the debt of university



## industry specific training

Work alongside experienced staff to gain industry related skills. Get 'on the job' experience and 'off the job' training



$$V = \frac{4}{3} \pi r^3$$

## get qualified

You'll gain an industry recognised qualification



## progress your career

Employers recognise and value apprenticeships

## Joe Cross

Electrical Engineering  
Advanced Apprentice

Works for ExxonMobil at the Fawley Refinery and Petrochemical complex

I knew that an apprenticeship with such a highly-regarded company as ExxonMobil would really help me to further my career. It has been fantastic for me so far and I would encourage anyone thinking about applying for an apprenticeship to go ahead and do it.



# Range of industry related careers

## Business

Accountancy	L2	L3
Business Administration	L2	L3
Information Technology (IT)	L2	L3
Leadership & Management	L3	

## Construction

Bench Joinery	L2	L3
Bricklaying	L2	L3
Carpentry	L2	L3
Civil Engineering	L3	
Construction Contracting	L3	
Electrical Installation	L3	
Painting & Decorating	L2	L3

## Engineering

Building Services Engineering	L3	
Electrical Engineering	L3	
Fabrication & Welding	L3	
Heating & Ventilation	L2	L3
Mechanical Engineering	L3	

## Health & Education

Early Years	L2	L3
Health & Social Care	L2	L3

## Marine

Boat Building	L2	L3
Marine Electrical	L2	L3
Marine Engineering	L2	L3

## Motor Vehicle

Motor Vehicle (Heavy)	L2	L3
Motor Vehicle (Light)	L2	L3

## Service Industries

Barbering	L2	L3
Hairdressing	L2	L3
Catering	L2	L3

Key L2 Level 2 L3 Level 3

# Why City College?



## dedicated apprenticeship team

We are here to assist and support you through every step of your apprenticeship journey

### when you apply



Supporting you with finding suitable apprenticeship vacancies

Help with CV writing and interviews skills and preparation

### during your apprenticeship

Dedicated assessor to support your progress

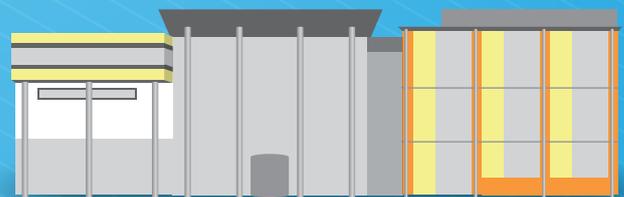
Your course tutor will teach you the sector specific knowledge you need to succeed

Our student support team can offer you a range of learning and personal support if required



## industry expert tutors

Whilst at college you will be taught by our experienced tutors who have established industry experience



## state-of-the-art campus

Our facilities provide the best opportunity to learn in real life working environments using modern industry standard equipment

# Apprentice support

The college will provide you with ongoing support during your apprenticeship in partnership with your employer.

## Assessment and review

You will be assigned a workplace assessor who will visit and observe you in your workplace and undertake the required assessments of your work, which count towards your qualification. They will also review the progress you are making and identify how we can support you best.

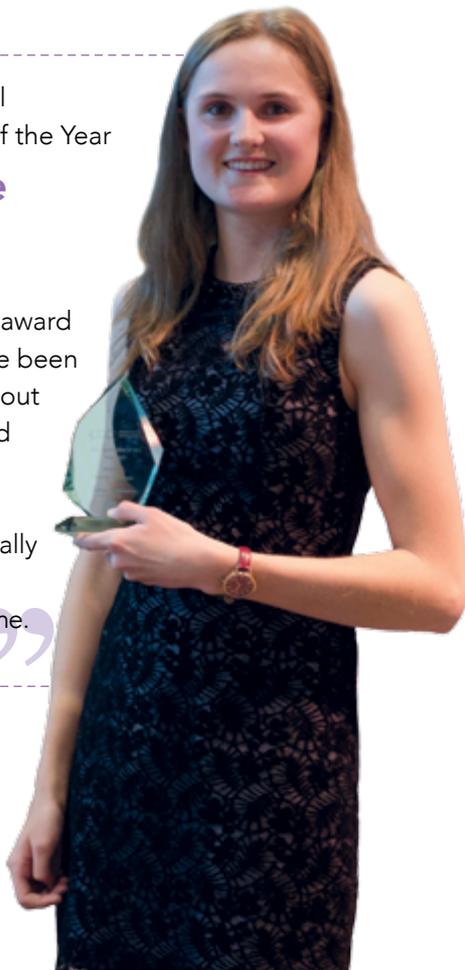
## Course tutor

When you attend college the course tutor will be providing you with the support and understanding you need to achieve the knowledge for the sector you are working in. Depending on the apprenticeship this could be day release or block week.

AoC National  
Apprentice of the Year

**Danielle  
Thomas**

“Winning this award wouldn't have been possible without the continued support from City College. They've all really pushed and encouraged me.”



## Student support

We want to ensure you are happy and settled during your time at college. You may need support from time to time. Your tutor will most likely be the first person you want to talk to but if you feel you need extra support you can speak to one of our Student Advisors. They can help with:

- Ensuring you are on the right apprenticeship and right level
- Support to keep your attendance up
- Support with personal issues
- Refer you to other services such as counselling if required

Whilst at City College, you may need extra support to help your learning needs. Our dedicated team of Learning Support Assistants (LSAs) have a wealth of experience in supporting students with learning difficulties and disabilities. We may be able to offer:

- A support assistant in your class
- One to one sessions outside timetabled hours
- Use of assistive technology
- Communication support worker for hearing impaired students
- Special exam arrangements for those that need them

## Futures

Your specialist one-stop shop based at City College for everything related to finding employment or going to university, including:

- Interview and presentation skills
- Searching for job opportunities
- Job and apprenticeship vacancies
- Higher education and university information
- UCAS applications
- Student finance application support

# Meet our apprentices

## Danielle Thomas

Boat Building Advanced Apprentice  
Works for FIBRE Mechanics

“My apprenticeship has given me the opportunity to earn as I learn; gaining the skills I need to start a successful career. It’s a real alternative to university as it has taught me the hands-on skills I need that a degree can’t offer me. Ultimately I’d love to travel the world, building high-performance boats.”



## Daniel Lee

Building Services Engineering  
Advanced Apprentice  
Works for Ridge & Partners

“I chose an apprenticeship as I learn best by learning on the job. It’s much more than a qualification – it has given me confidence, communication skills and valuable work experience. It has certainly opened up more options for my career and I’m now considering getting a university-level qualification.”

## Nick Thorn

Electrical Installation  
Advanced Apprentice  
Works for QinetiQ

“Doing an apprenticeship makes total sense – I’m getting trained and paid at the same time! Every day is different and I’m applying what I’m learning directly to the job. It’s definitely set me up for a career in the sector and QinetiQ have offered me a permanent job on completion.”



## Lauren Southwell

Hairdressing Apprentice  
Works for Tim Hughes Hairdressing

“I’m really enjoying my apprenticeship and I’m earning money! I’ve gained a wealth of hands-on experience, including learning how to do the accounts, and my people skills have grown considerably. It has definitely put me on the right track for running my own salon in the future.”

# How to find an apprenticeship

To be an apprentice you must secure an apprenticeship position with an employer – an apprenticeship is a full-time paid job with training. You need to be ready to work in a role you enjoy so choosing the right employer is really important.

Finding an employer:

- Think about which industries appeal to you
- Research the types of jobs you might like  
Useful resource: <https://nationalcareersservice.direct.gov.uk/job-profiles>
- Try and secure some work experience – it will look great on your CV
- Get your CV together along with a covering letter
- Look at jobs and apprenticeship vacancies available in your area
- Ask around – do any friends or family know of companies looking to recruit?
- Attend local careers events
- Approach employers – if you know the industry you want to work in, send employers your CV with a covering letter

**STAND  
OUT**  
from the  
**CROWD**



There is a lot of competition for apprenticeship places so you need to make a positive first impression on employers.

Employers look for:

- Positive attitude
- Willingness to learn
- Good standard of presentation and communication
- Reliability and punctuality
- Passion, enthusiasm and commitment

# How to apply for an apprenticeship

Finding an apprenticeship is exactly like job hunting, you need to get yourself noticed by employers. A good starting point is keeping a check on our apprenticeship vacancies on our website [www.southampton-city.ac.uk/apprenticeship-vacancies](http://www.southampton-city.ac.uk/apprenticeship-vacancies)

If you can't find a vacancy that matches your criteria, a proactive approach will often impress employers. There is nothing stopping you approaching employers with an up-to-date copy of your CV and a covering letter that demonstrates your passion and enthusiasm for working for their company and in their industry.

## Send us your CV

If you want to be considered for apprenticeship vacancies, send us a copy of your CV and we will match your skills to our employers' requirements. Email your CV and preferred job role to [apprenticeships@southampton-city.ac.uk](mailto:apprenticeships@southampton-city.ac.uk)

## Still at school?

If you are still at school and hoping to start an apprenticeship when you finish, get in contact with us so we can support you and increase your chances of getting started on an apprenticeship.

☎ 023 8048 4848

✉ [apprenticeships@southampton-city.ac.uk](mailto:apprenticeships@southampton-city.ac.uk)

We will invite you in for an interview for the full-time equivalent course so you have a back-up plan if you are unsuccessful in finding an employer in time.

## Already employed?

If you already have a job and your employer is willing to offer you an apprenticeship we will contact them to discuss the options available.

## Be prepared for interviews



Wear  
**smart**  
clothes



Take  
**questions**  
with you



**Plan**  
your journey



Arrive  
**early**



Take your  
**CV**



**Research**  
the company

# Myth buster

## Myth: Apprenticeships are for those that have poor grades.

**Busted:** Wrong, they are just another type of learning for those that want to get into employment rather than develop their career through study alone.

## Myth: Apprenticeships are poorly paid.

**Busted:** The national minimum wage for apprentices is £3.70 per hour for those 16–18 and for 19+ who have completed their first year is £5.90 per hour.

## Myth: An apprenticeship won't help me get into University.

**Busted:** Many students progress to university from a level 3 apprenticeship and apprenticeships are available right up to degree level.

## Myth: Apprenticeships are not real jobs.

**Busted:** An apprenticeship is a full-time job and you have to be employed for a minimum of 30 hours per week, and you will be paid accordingly. This includes your time at work and at college.

## Myth: I won't get a qualification with an apprenticeship.

**Busted:** All apprenticeships must include an element of training. They provide you with on and off the job training, which leads to an industry recognised qualification.

## Myth: It won't help my career prospects.

**Busted:** On successful completion of your apprenticeship, your job prospects will be very good. 90% of apprentices stay in employment on completion and will earn around £100,000 more in a lifetime than other employees.



### Sam Britt

Business Administration Apprentice  
Works for St Peter's Surgery

“I really enjoyed my apprenticeship. It was great to be working, gaining a wealth of hands-on and relevant skills, getting paid and all whilst achieving a qualification. I'm now employed permanently as the surgery's Receptionist & Administrator.”

# To get ahead

you need up-to-date skills and experience that are valued by employers but

# you don't need to sit in a classroom

every day to get them.

If you want to learn new skills,

# get a qualification and get paid

an apprenticeship is the perfect option for you.



The information in this guide was correct at the time of publication (April 2018)

## Want to know more?

### Contact us

☎ 023 8048 4848

✉ [apprenticeships@southampton-city.ac.uk](mailto:apprenticeships@southampton-city.ac.uk)

🖱 [www.southampton-city.ac.uk](http://www.southampton-city.ac.uk)

📍 St Mary Street, Southampton

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