

# WHAT IS AN APPRENTICESHIP?

Apprenticeships are a great way to get a head start in a career whilst improving your qualifications and earning money at the same time.

When you're a Leek College Apprentice you'll be in full-time employment and you'll be working towards nationally recognised qualifications that can lead all the way to a Foundation Degree.

Skillsbase is the College's dedicated Apprenticeship Service.

**skillsbase**   
Apprenticeships

## What's in it for you?

- Full time employment – We will help to find you employment as an Apprentice.
- You'll earn a minimum of £97.50 per 37.5 hour week – In some job roles this can be considerably higher.
- Nationally recognised qualifications valid for any employment at no cost to you or your employer.
- Paid holidays – 20 days is an average holiday entitlement.
- Invaluable work experience and specialist support and coaching from advisors based at Leek College.

## What are your prospects after completing an Apprenticeship?

When you've completed your Apprenticeship you can carry on working or you may want to progress to an Advanced Apprenticeship, HND/HNC or even a Foundation Degree.



## How will you be assessed?

As part of your Apprenticeship your performance and knowledge will be continuously assessed on the job\*.

## Are you eligible?

Generally there are no set entry requirements to get accepted onto an Apprenticeship Programme\*\*.

However, you do need to be:

- Enthusiastic
- Prepared for further study
- Genuinely interested in your chosen career path
- Reliable and a good time keeper
- Able to demonstrate that you'll be a good employee

## How will your Apprenticeship compare with other qualifications?

- Apprenticeship (NVQ Level 2)  
= GCSEs at grades A-C
- Advanced Apprenticeship (NVQ Level 3)  
= A Levels / Vocational equivalent courses

## How long will your Apprenticeship take?

Typically an Apprenticeship will take 12–24 months to complete, however some Apprenticeships can take longer.



*"Skillsbase provided us with screened candidates, designed day release training at Leek College and managed the Apprenticeship for us. We gained two employees who wanted to learn, proved cost effective and are still an asset to the business".*

**Jeremy Green, Managing Director,  
Falco UK Ltd**

### **Why should you choose a Skillsbase Apprenticeship?**

We have a dedicated team of 30 people looking after our Apprentices. We have established links with hundreds of local employers and we will work hard on your behalf to help you find an Apprenticeship to suit you.

### **HOW WE CAN HELP YOU**

#### **Free Advice and Guidance**

If you're still considering which career path and Apprenticeship is for you, or just need to know more about becoming a Leek College Apprentice you can:

Call us on 01538 399 637 to speak to an Apprenticeship Advisor or arrange to meet one of our dedicated staff who can advise you further. See Pre-apprenticeship Training Programme of page 99.

Go to [www.skillsbaseapprentice.co.uk](http://www.skillsbaseapprentice.co.uk) where you can read more about Apprenticeship Programmes and sign-up to our newsletter or search for Apprenticeship vacancies in your area.

#### **Help with CVs**

Every job application you'll ever make will require you to produce a well prepared CV and applying for an Apprenticeship is no different. Our Advisors can offer assistance and 'top tips' to help you produce a CV that will create a great first impression.

### **Covering Letters**

Our Advisors can help you create a professional and memorable covering letter. Regardless of whether it is an e-mail or a letter it will help to set you apart from other applicants.

### **Interviews**

There are few of us who wouldn't be nervous at an interview but like most things in life, if you know you're well prepared you can keep those nerves at bay and will have a good chance of success. Our Advisors will help you prepare for your interview and give you the inside information on what employers are looking for. Don't forget, there are no set entry requirements for Apprenticeships. Employers will value your enthusiasm and desire to 'get on'.

\* Some Apprenticeships will require you to complete a Technical Certificate such as a BTEC National Diploma or a City & Guilds Progression Award. Assignments and on-line tests based on the work you'll be doing are included in most Apprenticeships.

\*\* Entry requirements for the Engineering Programme do apply and can be found on page 96.

Scan the QR code using a Smartphone to access our Apprenticeship courses on your mobile

