



**EMPLOYER TRAINING
& APPRENTICESHIPS**

FAST TRACK YOUR CAREER

With Gloucestershire's Leading Apprenticeship Provider

Discover award-winning apprenticeships
across 17 industries with 1,000 of
Gloucestershire's best businesses.

www.gloscol.ac.uk/apprenticeships

GC
Gloucestershire College



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“When I was 17 I was I was already working at the business in a different role when a colleague suggested I do an apprenticeship in accountancy as they thought I would excel at it. I decided to do it and really enjoyed studying something new. I was studying with people who were the same level as me so didn’t feel out of my depth.

Earning money for myself as well as studying gave me a lot of independence and I found I was actually really good with numbers. Starting from a Level 2 qualification and going on to a Level 4 meant I built lots of good core skills and business etiquette which I wouldn’t have known before.”



Ella started her AAT apprenticeship with GC at 17. She is now ACCA qualified and Senior Accountant at Andorran Ltd.



DON'T JUST GET A JOB, **FAST-TRACK** YOUR CAREER

An apprenticeship is a great way to gain a new qualification while getting experience and earning money.

Apprenticeships today aren't just for trade jobs like plumbing and carpentry. At GC we offer apprenticeships in many sectors, including accountancy, computing, customer services, hairdressing, IT, engineering and construction.

You can achieve a certificate, diploma, and even a degree level qualification, making them a great alternative to university and full-time study.

A foot through the door

Have you ever looked at an entry level job vacancy which asks for minimum two years' experience? It's pretty common. Employers report that the single most important factor affecting the recruitment of young people is work experience.

Young people who build links with organisations and professionals in the sectors that they are interested in can build a more effective network – offering a better chance of getting a recommendation that they may need to get their foot on the employment ladder.

In fact, 9 out of 10 Gloucestershire College apprentices stay with their employer after they've completed an apprenticeship and nearly all of them are given promotions, pay rises and benefit packages.

Learning and development departments of UK organisations recognise apprenticeships in the top 3 staff upskilling methods.

**CIPD,
Skills Development in the UK Workforce report,
Nov 2019**



HOW DOES AN APPRENTICESHIP WORK?

An apprenticeship is a full time commitment, with your time being split between working and learning, allowing you to develop knowledge whilst gaining industry experience.

Apprentices study for a nationally recognised qualification. The length of an apprenticeship will depend on a number of factors such as the level of the apprenticeship, the chosen sector, employer requirements and individual ability.

You'll spend most of your time with an employer. You will also have teaching sessions with college staff, either in college or at your workplace, depending on the apprenticeship you are studying. Apprenticeship courses can take anything between one and five years to complete. Working hours will vary depending on the employer, but you'll work a minimum of 30 hours per week.

An apprenticeship delivered by Gloucestershire College may include:

- Obtaining a professional qualification from the Chartered Management Institute, Chartered Institute of IT or Chartered Institute of Marketing
- A National Vocational Qualification (NVQ)
- A Technical Training Certificate
- Functional Skills in maths and English



A DEBT-FREE ROUTE TO A DEGREE

With an average student debt of £35,000, it's no wonder that people are looking for a debt-free route to a degree. As a higher apprentice, you'll be paid by your employer while studying, there are no tuition fees and you won't need to take out a student loan.

Higher apprenticeships range from Level 4, equivalent to a Higher National Certificate (HNC), to Level 6, which is equivalent to a Bachelor's Degree. They combine on-the-job training with studying towards a degree-level qualification. Higher apprenticeships are highly regarded by employers that are looking to create a talent pipeline with those who have combined theory and experience.

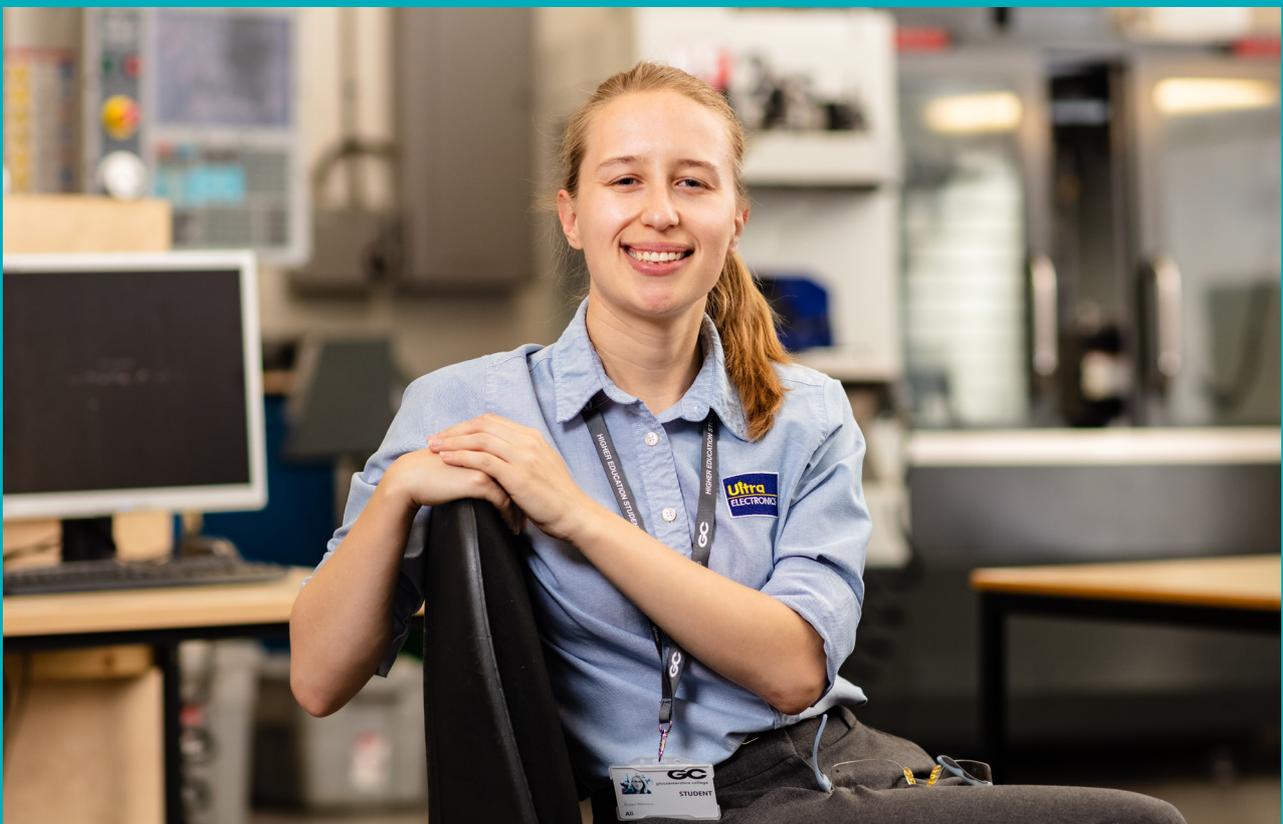
Just like more well-known apprenticeships, higher apprentices can typically expect to work four days a week, and study one day a week - either at college or

in their workplace. Depending on the course level, our higher apprenticeships can take two to five years to complete.

The number of industries that offer higher apprenticeships is growing and we offer higher apprenticeships in accounting, HR, management, marketing, computing, electrical engineering and mechanical engineering.

“I went to sixth form but knew university wasn’t for me. I loved motorbikes and being hands-on with them so I applied for an apprenticeship through Ultra Electronics. No debt and good job prospects at the end definitely appealed to me and it meant I didn’t have to move away from the area.

Doing a higher apprenticeship really reinforced what I had learnt while studying and applied the theory to different tasks. I was able to earn at the same time and was supported by my lecturers 24/7. This helped my confidence grow and to see different parts of the business that I wouldn’t have if I was sat in lectures all day.”



Alice,
Mechanical Engineering Apprentice
Ultra Electronics



What Makes Us Award-winning

GC is well known for making people more employable through our award-winning apprenticeships.

We work with over 1,000 of Gloucestershire's best businesses to offer apprenticeships across 17 industries. Our focus is on shaping students to meet real business needs, and we have a lot of experience with all kinds of businesses.

As an apprentice, you'll have access to all of the same facilities as a full-time student. You're welcome to use our libraries where you'll find a whole host of books, trade journals, computers and Mac suites.

If your apprenticeship includes time at College, you'll develop your skills in industry-standard facilities including our Advanced Digital Academy (ADA), engineering labs, a fully-equipped training ward, a working salon, and construction workshops – the list goes on!

You'll receive all the support you need to complete your apprenticeship. Your training assessor will meet with you and your employer regularly to set targets and review your progress to keep you on track.

We offer apprenticeships in:

- Accounting
- Business Administration
- Construction
- Customer Services
- Dental Nursing
- Early Years and Childcare
- Engineering
- Hairdressing
- IT, Cyber, Software and Digital
- Management
- Marketing
- Motor Vehicle
- Professional Cookery and Hospitality
- Recruitment
- Team Leading



Gloucestershire's
Training Provider
of the Year 2022



HOW TO CHOOSE AN APPRENTICESHIP

Here are some things you should consider to help you choose the best apprenticeship for you.

Entry criteria

All apprenticeships have specific entry criteria which can be found at:

www.gloscol.ac.uk/apprenticeships

If you do not meet the criteria but have relevant work experience, then our Apprenticeship Team will be happy to discuss your options.

Location and travel

It's great that your enthusiasm for employment means that you are willing to travel – but try to be realistic.

Narrow your searches by areas close to your home, explore bus routes to potential jobs and even practice cycling in the rain – you might have to do this if driving is not an option.

Styles of learning

Understanding how you like to learn is important when choosing an apprenticeship. Do you enjoy classroom study or do you prefer to be more 'hands on'?

Play to your strengths and look at which apprenticeships can combine both your skills and interests.

Turn a passion into a career

Ever heard the saying, "Find a job you love, and you will never do a day's work again"? Well, it's still true!

With so many apprenticeships to choose from, pick an area that you are interested in as this will naturally help you to work harder and strive for success.

Our Employer Training & Apprenticeships Team can support you throughout the application process and give advice on apprenticeship vacancies available.



FINDING AN APPRENTICESHIP

Finding an apprenticeship may seem daunting, but don't panic! We've listed below the three ways you can find an apprenticeship.

Option 1: Search our latest vacancies

At Gloucestershire College, we offer a range of apprenticeships at Intermediate, Advanced and Higher levels. Our website always has the latest vacancies.

Sign up for top job updates at:

www.gloscol.ac.uk/apprenticeshipvacancies

When you apply for a vacancy, a member of the Employer Training & Apprenticeships Team will be in contact, offering further support.

Once you have a conditional offer, we will email you new vacancies each week.

Option 2: Already in employment?

If you're already in employment and are interested in completing an apprenticeship with your current

employer; you can. Get in touch with our Employer Training & Apprenticeships team with contact details for your employer.

One of our Business Consultants will then get in touch with your employer to discuss course options and to explain the process.

Once this has been setup, our Apprenticeship Team will guide you through the application process.

Option 3: You have specific companies in mind

If you've got a particular employer in mind but they're not listed as currently looking for an apprentice, why not contact them directly?

Top Tips:

Hand delivering CVs is also a good way of showing your interest and gives you the opportunity to talk to your prospective employer directly.

Offering to do a work trial is a brilliant way of showing a potential employer how keen you are to work for them. Work trials are often unpaid and for a short duration, but they give you a chance to demonstrate your skills in the work environment.

“E.G Carter have been taking on apprentices from GC for years. It is our local training provider and the family that started the business studied there too.”

“We offer carpentry, construction and office based apprenticeships. We invest in our apprentices and work with them very closely to give them the best hands-on experience; aiming to give apprentices daily lessons that help them to gain confidence in their abilities.”

“Apprentices that work for us have good communication skills, enthusiasm and a punctual work ethic. If we could give apprentices any advice, it would be to keep their eye on the end goal and stick with it. Success will come.”



Joshua Carter,
E.G Carter, Employer

GETTING YOUR CV **RIGHT**

Your CV will show an employer your strengths and provides them with your information so they can contact you in the future.

Keep it simple

Your CV should be clear and easy to read. Try to keep it to a maximum length of 2 sides of A4 with a font size of 11 or higher.

Using headings and bullet points will also ensure that your skills and experience are well presented and easy to read.

Sorry, wrong number!

Make sure that all of your contact information is up to date so that your prospective employer can get hold of you and include a sensible email address.

Don't be someone else

You might be asked for proof so don't say anything that you cannot provide evidence for.

Get the basics right

There are different ways to write a CV, but making sure you have the basics is essential. We've included a handy template on the next page.

Know your tone

Be confident and use positive phrases, proudly informing your prospective employer of your relevant achievements. Aim to provide evidence that you are a suitable candidate for your chosen position and you will be sure to impress!

Check, check, and check again

Proof reading is vital. Double check your CV for any mistakes – particularly with your contact details.

Ask a friend or family member to proof read your CV for you before handing it out to ensure you have the best spelling, grammar and attention to detail.

What if I don't have any work experience?

We know that many school leavers won't have that much work experience when they first apply for an apprenticeship. It's not just your CV that a prospective employer wants to see. Personality goes a long way.



SAMPLE CV

Name

Address

Telephone number

E-mail address

Date of Birth

Personal Profile

A statement about you, your skills, your personality what you like doing and why you are applying for an apprenticeship.

I am a

I enjoy

My strengths are

I would like an apprenticeship because

Education

School Name (include dates)

Qualifications

A Level (predicted)

GCSE maths (predicted)

GCSE English (predicted)

Employment and work experience

Name and address of company (include dates)

Nature of duties (a brief description of your roles and responsibilities)

Hobbies and interests

A brief statement about what you like to do in your spare time. Include any relevant experiences that demonstrate any transferable skills e.g. sports teams, school teams, responsibility, volunteering.

Referee

A referee is someone (not a family member) who can comment on what sort of person you are. It is usually best to use a line manager or previous employer, but if you haven't had a job before you could ask a teacher.



NOW YOU'VE APPLIED, WHAT'S NEXT?

Once we receive your application, you will be invited to a pre-screening telephone interview with a member of our team.

An interview helps us know whether you meet the apprenticeship criteria and are ready to progress to an interview with the employer.

If you didn't meet the criteria for your chosen apprenticeship vacancy, our Apprenticeship Team can help you with what to do next – whether you need to improve some of your current grades or look at other local apprenticeship options.

Employer interview

If you are successful at your screening interview, we will send your application form to the prospective employer, along with any other candidates.

As with any job, the employer decides which candidates they want to invite for an interview.

If you aren't invited to an interview, don't worry! You can apply for other vacancies on our website.

Whilst you are still looking for an apprenticeship, you will also receive sector specific emails each week containing current apprenticeship vacancies.

Sample interview questions

- › Tell me about yourself?
- › Why have you applied for this apprenticeship?
- › Apprenticeships mean working full time alongside studying for a qualification. How will you prioritise your workload?
- › Give an example of a time when you worked independently
- › Give an example of a time you have worked as part of a team
- › What do you know about the company you are applying for?
- › What do you think is the most interesting aspect of this position?
- › Do you have any questions for us?



10 TOP TIPS TO ACE YOUR APPRENTICESHIP INTERVIEW

Congratulations on getting an interview!

Interviewing for an apprenticeship is very similar to how you'd interview for any other job. After all, an apprenticeship is a foot through the door with a good employer and a way to get that all-important work experience, as well as a qualification.

If it's your first interview, it's normal to feel nervous but don't worry, we can help you feel prepared.

Here are our 10 top tips to ace your apprenticeship interview:

- 1. Do your research:** take a look at their website. What's the culture, what do they offer their customers, what are they proud of and why do you want to work for them in particular?
- 2. Stand out:** you may want to be prepared with suggestions on what you could do differently or what you would bring to their organisation.
- 3. Familiarise yourself with the job description:** do you have any relevant experience already, transferrable skills or an interest in what they're asking for?
- 4. Take a portfolio of work:** if you have any relevant work to take with you, be proud and showcase your work.

5. Practice interview questions: after looking at the job description, you should have an idea of what questions they might be likely to ask you. Ask a friend or family member to help you rehearse your answers so that you're well prepared.

6. Review your online/social media profile: make your settings private and check that you're happy with what a potential employer may see.

7. Plan your journey: how are you going to get there and how long will it take? Ensure you get there on time and you have enough time to spare so that you feel more relaxed.

8. Dress appropriately for the job: show your potential employer that you're ready to work for them.

9. Follow up on an interview: even if you have been unsuccessful. Don't worry, it happens, but what's more important is that you can learn from your experience for your next interview.

10. Be yourself! Relax and be yourself at your interview. Remember, you're choosing your employer as much as they're choosing their apprentice.

We wish you
the very **best of**
luck in finding an
apprenticeship!

☎ 0345 155 2020

✉ apprenticeshipvacancies@gloscol.ac.uk

🔗 gloscol.ac.uk/apprenticeships

