

HOPWOOD HALL COLLEGE & UNIVERSITY CENTRE

APPRENTICESHIP GUIDE

**Your handy guide to apprenticeships and how
they can kickstart your career**



Apprenticeships
...we've got this!



**Hopwood Hall College
& University Centre**

hopwood.ac.uk

10 REASONS TO BECOME AN APPRENTICE

1. A great way to earn while you learn! You'll have a full-time job with a wage
2. You'll receive fantastic support from our expert Work Based Tutors
3. Develop industry-specific skills and technical knowledge
4. Gain hands on experience as you learn the practical way
5. Apprenticeships offer a range of excellent progression routes
6. Meet a network of people in your chosen industry as you begin an exciting new career
7. A great alternative to full time education for those who don't want to be stuck in the classroom
8. Gives you the opportunity to retrain or upskill within paid employment
9. Improve your English and Maths skills and put these to good use in your role
10. Work alongside experienced staff and train with experts

We work with over 400 employers and train apprentices of all ages



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Hopwood Hall College



**State of
the Art
Facilities**



**Earn
a Wage**



**Hands on
Experience**



**Personal
Training
Plan**



**Sector
Recognised
Standards**



**Support
from
industry
experts**

START YOUR APPRENTICESHIP JOURNEY WITH US

Apprenticeships are a great route for anyone looking to combine education and learning new skills with working, earning a wage, and gaining new qualifications for your career development. Alongside gaining practical industry specific skills, apprenticeships allow enthusiastic and eager to learn individuals to work and train alongside staff experienced in the sector.

Employers recognise the value of training staff to industry standards and the importance of providing a great opportunity for you to start your career, gain recognised qualifications and develop essential skills.

With an apprenticeship you have a real job where you earn while you learn – gain experience, get paid and establish a career within your chosen industry.

Hopwood Hall College has a fantastic range of apprenticeships to choose from and with state-of the-art facilities, expert tutors on hand to provide training and our dedicated Apprenticeships Team to support you and your employer - there's no better time to become an apprentice.

Crista Wilkieson
Director of Apprenticeships



APPRENTICESHIPS EXPLAINED

Apprenticeships combine education and work-based training programmes, designed around the needs of employers.

The Apprenticeship route allows you to develop practical, job specific skills, you will be learning at college and in the workplace where you will work alongside experienced staff.

By completing an apprenticeship, you will gain recognised qualifications that are valued by employers and enhance your prospects for career progression in the future.

Apprenticeships give you the opportunity to earn while you learn and they give your employer the opportunity to train new members of their team.



WHAT DOES AN APPRENTICESHIP INVOLVE?

Apprenticeships are designed with employers and offer a structured programme that helps you to develop the industry-specific skills your employer needs for you to undertake your job to a high standard.

Employers are responsible for paying their apprentices' wages. 80% of the training is 'on-the-job' at the employer premises working alongside experienced staff, while the remaining 20% of the training is delivered 'off-the-job' in college.

Apprentices benefit from gaining a range of skills and attributes, including:

- **Confidence**
- **Interview skills**
- **Communication skills**
- **Problem solving skills**
- **Independent and team working skills**
- **English, Maths and IT skills**

**Apprenticeships
are for people
of all ages**



20% off-the-job training

Off-the-job training is an integral part of the apprenticeship journey, as apprentices should be learning frequently and continuously throughout their training programme.

Examples of off-the-job training include:

- Company training
e.g new systems
- Self-study
- Research
- Completion of assignments
- Role-playing
- Simulation exercises
- E-learning, webinars and short courses
- Industry related training
- Shadowing & Mentoring
- Industry visits
e.g visiting suppliers
- College day-release
- Workshops & Masterclasses
- Conferences & Networking Events

APPRENTICE

Works a minimum of 30 hours per week

Study towards your qualification

Attend college classes (where needed)

Completes English and Maths (where needed)

Spend at least 20% of your time on off-the-job training

HOPWOOD HALL COLLEGE

Works with you to find suitable employment

Coaches and mentors you

Provides classroom training / tutorials

Provides additional learning support if needed

Works closely with your employer

STUDYING AN APPRENTICESHIP

Studying towards an apprenticeship is a three-way commitment between your employer, us and you.

EMPLOYER

Employs you in related role to undertake the training and gain experience

Provides a workplace mentor to support you as an apprentice

Works closely with us to support your learning

English and/or Maths

There are minimum English and/or maths requirements to start an apprenticeship. You will also continue to develop your English or maths knowledge and how these are applied whilst in the workplace.

Competency

This ensures learners have the required skills to do the job and are competent within their field or job role.

Apprenticeships

Skills

Skills are the practical application of knowledge needed to successfully undertake the duties that make up the occupation. They are learnt through on and/or off-the-job training or experience.

Behaviours

Behaviours are mind-sets, attitudes or approaches required for the workplace and industry.

Knowledge

This is the information, technical detail, and 'know-how' that an individual needs to have and understand to successfully carry out the duties that make up the occupation.

APPRENTICESHIPS AVAILABLE

Professional Services

Apprenticeship	Level				Duration (Months)	Day Release	English & Maths Entry Criteria	Other Criteria
	2	3	4	5				
Accounts/Finance Assistant	X				15	Y	GCSE E&M Grade D/3 or above	
Customer Service Practitioner	X				12	N	GCSE E&M Grade D/3 or above	
Facilities Operative	X				15	N	GCSE E&M Grade D/3 or above	
Assistant Accountant		X			18	Y	GCSE E&M Grade C/4 or above	
Business Administrator		X			18	N	GCSE E&M Grade C/4 or above	
Customer Service Specialist		X			15	N	GCSE E&M Grade C/4 or above	
Facilities Management Supervisor		X			18	N	GCSE E&M Grade C/4 or above	
Team Leader/Supervisor		X			12	N	GCSE E&M Grade C/4 or above	Industry experience
Professional Accounting Taxation			X		18	Y	GCSE E&M Grade C/4 or above	Must have completed Level 3
Operations/Departmental Manager				X	30	N	GCSE E&M Grade C/4 or above	Industry experience

Education & Childcare

Apprenticeship	Level				Duration (Months)	Day Release	English & Maths Entry Criteria	Other Criteria
	2	3	4	5				
Early Years Practitioner	X				15 months	Y	GCSE E&M Grade D/3 or above	
Early Years Educator		X			18 months	Y	GCSE E&M Grade D/3 or above	

Environmental & Animal Care

Apprenticeship	Level				Duration (Months)	Day Release	English & Maths Entry Criteria	Other Criteria
	2	3	4	5				
Veterinary Nurse		X			30 months	Y	GCSE E&M Grade C/4 or above	GCSE Science and 2 other GCSE grades C/4 or above

KEY E&M: English and Maths

Hospitality & Catering

Apprenticeship	Level				Duration (Months)	Day Release	English & Maths Entry Criteria	Other Criteria
	2	3	4	5				
Hospitality Team Member	X				15	N	GCSE E&M Grade D/3 or above	
Hospitality Supervisor		X			15	N	GCSE E&M Grade C/4 or above	Industry experience
Commis Chef	X				12	Y	GCSE E&M Grade D/3 or above	
Production Chef	X				15	N	GCSE E&M Grade D/3 or above	
Senior Chef Production Cooking		X			15	N	GCSE E&M Grade C/4 or above	

Adult Care

Apprenticeship	Level				Duration (Months)	Day Release	English & Maths Entry Criteria	Other Criteria
	2	3	4	5				
Adult Care Worker	X				15	N	GCSE E&M Grade D/3 or above	
Lead Adult Care Worker		X			18	N	GCSE E&M Grade C/4 or above	
Leader in Adult Care				X	24	N	GCSE E&M Grade C/4 or above	

Hair & Beauty

Apprenticeship	Level				Duration (Months)	Day Release	English & Maths Entry Criteria	Other Criteria
	2	3	4	5				
Hair Professional	X				24 months	Y	GCSE E&M Grade D/3 or above	

Construction/Trades

Apprenticeship	Level				Duration (Months)	Day Release	English & Maths Entry Criteria	Other Criteria
	2	3	4	5				
Bricklayer	X				30	Y	GCSE E&M Grade D/3 or above	
Carpentry and Joinery	X				24	Y	GCSE E&M Grade D/3 or above	
Plasterer	X				36	Y	GCSE E&M Grade D/3 or above	
Property Maintenance	X				15	Y	GCSE E&M Grade D/3 or above	
Advanced Carpentry and Joinery		X			15	Y	GCSE E&M Grade C/4 or above	Must have completed Level 2
Electrical Installation		X			42	Y	GCSE E&M Grade C/4 or above	
Fire Emergency Security *Virtual option available across England*		X			36	Y	GCSE E&M Grade C/4 or above	
Plumbing and Domestic Technician		X			48	Y	GCSE E&M Grade C/4 or above	





Engineering & Manufacturing

Apprenticeship	Level				Duration (Months)	Day Release	English & Maths Entry Criteria	Other Criteria
	2	3	4	5				
Lean Manufacturing Operative	X				15	Y	GCSE E&M Grade D/3 or above	
Engineering Fitter		X			42	Y	GCSE E&M Grade D/3 or above	
Engineering Technician		X			42	Y	GCSE E&M Grade C/4 or above	GCSE Science C/4 or above
Metal Fabricator		X			42	Y	GCSE E&M Grade C/4 or above	GCSE Science C/4 or above

Motor Vehicle

Apprenticeship	Level				Duration (Months)	Day Release	English & Maths Entry Criteria	Other Criteria
	2	3	4	5				
Motor Vehicle Service & Maintenance		X			36	Y	GCSE E&M Grade C/4 or above	

APPRENTICESHIP LEVELS

Intermediate Apprenticeship

- Level 2
- 12-18 months

Advanced Apprenticeship

- Level 3
- 16-48 months

Higher Apprenticeship

- Levels 4, 5, 6, 7
- 24 months+

Apprenticeship standards are defined by the level of the job role, skills and behaviours which need to be developed for that role. Entry requirements depend on the employer framework and standard.

85% of apprentices stay in employment and 64% of these continue working with the same employer

Source: www.simplyacademy.com

ENGLISH AND MATHS

Apprentices undertake an initial assessment before the start of the apprenticeship. This will inform us of your current level and allow us to tailor your learning and embed English and Maths in your study.

END POINT ASSESSMENT

End Point Assessments depend on the selected standard and range from:

- Presentation
- Practical Assessment
- Portfolio
- Interview / Professional Discussion
- Exam / Test

End Point Assessments are completed externally and selected by the employer.



**Success
is closer
than you
think**



www.hopwood.ac.uk

HOW TO APPLY

Step 1 - Apply

Research which type of apprenticeship is most suitable. Apply online at www.hopwood.ac.uk.

Step 2 - Information, Advice & Guidance

You will be invited in for an interview with a member of our team where we will discuss your suitability for the apprenticeship.

Step 3 - Search

If suitable we will put you forward for any vacancies we may have, however you should be actively looking and contacting employers yourself.

Step 4 - Interview

An employer will shortlist candidates who they would like to interview.

Step 5 - Offer

After a successful interview and the offer of a job, you are ready to start your apprenticeship.

Already secured employment?

Contact us and we will work with your employer to create an apprenticeship training plan and get you started.

Useful Resources

Our advertised vacancies:

www.hopwood.ac.uk/search-apprenticeships/current-vacancies

Gov Find An Apprenticeship website

www.findapprenticeship.service.gov.uk

Register online at

www.hopwood.ac.uk/search-apprenticeships

SECURING YOUR APPRENTICESHIP

Apprenticeships are real jobs and therefore you will need to participate in a competitive application, recruitment and selection process. It is likely that you will need to apply for a few vacancies before you are successful in securing the perfect apprenticeship for you.

Remain positive

- Positivity is key when searching for an apprenticeship
- It is important to understand that these are competitive places
- Reflect on what went well and anything you might change for future applications

Seek assistance with the application process

- A second pair of eyes is always helpful when checking through an application
- Someone else could spot any grammatical or spelling errors
- They can also make sure you have answered the questions

Check out our Applicant Content on itslearning (our Virtual Learning Environment)

- Explore our fantastic resources available via our VLE (Virtual Learning Environment) which is available via mobile and the college website: <https://hopwoodhall.itslearning.com/>
- You'll find useful guidance on CV writing, interview techniques, contacting employers and much more on there!
- Details of how to access it will be sent to you when you apply – be sure to make the most of these resources

Stay engaged

- Continue searching for vacancies to stay engaged with the application process
- Set up alerts for new vacancies direct to your phone, register on Find an Apprenticeship: www.gov.uk/apply-apprenticeship
- Keep actively contacting employers

Practice makes perfect

- Anxious about an element of the application and recruitment process? Take some time to practice this with a parent, teacher or friend
- Get them to ask you mock interview questions or help you to practice a presentation

Make yourself more employable

Stand out from the crowd in a busy job market. Have you got relevant work experience to put on your CV? Do your skills match what the employer is looking for?

HOW WE SUPPORT YOU

Student Support: We're there for you

It is very important to us that you feel happy and supported throughout your Apprenticeship. We believe in creating a safe and inclusive environment for everyone.

Your College and Work Based Tutors will help you to succeed in your studies and our Student Support Team are here to help and support you with pastoral, social and welfare issues, learning difficulties and disabilities and safeguarding, ensuring that you can access and fully participate in college life.

Here to help

No question is too small and no problem too big - confidential advice and support is where our Student Support Team excel.

Safeguarding

Your safety and well-being are important to us. If you have any concerns whilst at college you can contact a member of our safeguarding team at safeguarding@hopwood.ac.uk



Counselling and support

We offer a confidential Counselling Service which is available to all students throughout the academic year.

Our counsellors offer the highest possible level of confidentiality consistent with the codes of the British Association for Counselling and Psychotherapy (BACP). Drop-ins to the counsellor are available Monday-Friday or you can contact counselling@hopwood.ac.uk

Mental Health

Your mental health is important to us and we understand that from time to time you may need someone to talk to about college, work or home life, anxiety, stress or your general health. We have a team of Mental Health First Aiders who can help you at college.

Please speak to your Work Based Tutor who can direct you to help or you can contact:

Crista Wilkieson
Director of Apprenticeships

Tracey Marrow
**Safeguarding & Welfare Manager and
Designated Safeguarding Lead**

Donna Nicholson
Contracts and Compliance Coordinator

Catherine Heaton
**Apprenticeship Lead - Electrical, Fire
& Security, Engineering**



WORK BASED TUTORS

All Work Based Tutors come from an industry background and this gives them the experience and strengths to support you in your work place while completing your apprenticeship. They continually update their knowledge so they are current with all legislation and changes to the industry.

At the start of your apprenticeship you will receive a detailed guide of how your qualification will be delivered. This will enable you to forward plan and work with your employer to support you to gather the evidence.

Your Work Based Tutor is there to advise on any area of your program and at the end of the apprenticeship you will be given details of progression opportunities available to you within your chosen subject.

e-PORTFOLIO SYSTEM

Hopwood Hall uses an e-portfolio system to deliver your program. This enables apprentices access to learning resources 24/7.

Evidence towards your qualification is captured on here so you are able to upload this at anytime and your Work Based Tutor can see it instantly.

Resources are constantly updated and comply with current legislation.

Your employer will receive access to your portfolio to enable them to support you with the work requirements.

BLENDED LEARNING

We are able to offer blended learning for times you are not able to attend college, which gives you and your employer more flexibility.

Work Based Tutors are able to deliver taught sessions online on a 1-2-1 basis or in small groups.

We understand that one size does not fit all and we are happy to work together to produce an apprenticeship route that suits everyone.

We want your time at Hopwood Hall to be a fantastic experience and will do everything we can to support and encourage you to gain your apprenticeship.

Hear from our former apprentices...



Name: Emily Hamilton

Apprenticeship: Level 3 Business Administration

Now: Working to become GP Practice Manager at Healey Surgery, Rochdale

"If you're thinking about an apprenticeship, I'd say go for it! I began mine several years after most of my friends and, although I felt like I was a bit behind at the time, I am now on an ever-growing career path."



Name: Oliver Lewis

Apprenticeship: Level 2 Commis Chef Apprentice

Now: Chef at The Rake Tapas

"Being an apprentice helped me to learn and develop new skills – which gave me the tools to progress further in my career and become a better chef."



Name: Rida Sarmad

Apprenticeship: Level 2 Adult Care Worker

Now: Healthcare Assistant at Rochdale Infirmary

"Doing an apprenticeship taught me the importance of being responsible in the workplace. You can have all the knowledge, but without the skills you pick up in that type of environment I think it would be hard to succeed."

...and where their careers have taken them



Name: Anthony Hayes

Apprenticeship: Level 3 Engineering Fitter

Now: Ken Mills Engineering

"It's worth investing your time and effort into dedicating yourself to an apprenticeship because it boosts your career prospects and earning potential."



Name: Luke Webster

Apprenticeship: Level 2 Business Administration

Now: Recruitment Consultant at REED

"Hopwood Hall College has given me so much to be thankful for. Alongside obtaining relevant qualifications, my apprenticeship gave me the opportunity to work with inspiring co-workers and helped me become the professional I am today."



Name: Abigail Hawthorn

Apprenticeship: Level 3 Business Administration

Now: Learning and Development Co-ordinator at Hopwood Hall College and University Centre

"I'd recommend an apprenticeship to people of all ages. They're a great way to gain a skillset that you'll use throughout your career and make valuable connections in the working world."

EMPLOYER SPOTLIGHT



"I can't praise Hopwood Hall College enough for their dedication to quality apprenticeships. The team are engaged, dedicated and knowledgeable - ensuring a prospective employer is matched to a diverse, enthusiastic and capable group of candidates.

Having recruited for my own team through Hopwood Hall, I'd have no hesitation in recommending them to employers big and small who are seeking an apprentice to join their team."

Chris Clarkson
MP for Heywood and Middleton



"The team at Hopwood Hall have supported PDS with our apprentice recruitment over the last couple of years.

They're always very helpful, informative and come highly recommended. Recruiting from Hopwood has helped us to recruit high-quality apprentices who are now an integral part of our future growth plans."

Tim Fairley
Managing Director
PDS



"Our experience with the Apprenticeships Team at Hopwood Hall College has been excellent.

To have the opportunity to fulfil a work placement works well for both parties and has meant learners get to experience the working environment.

We look forward to helping our apprentices grow and to taking on our next intake of apprentices."

David Gilligan
Head of Operations
Constant Group

Employer Partnerships

HOPWOOD HALL COLLEGE HAS FORMED EXCITING PARTNERSHIPS WITH MORE THAN 400 LOCAL AND REGIONAL PARTNERS.

We have a dedicated Employer Services team that works with our employers to generate apprenticeship vacancies.



MIDDLETON CAMPUS

Rochdale Road
Middleton M24 6XH
Tel: 0161 654 4373

APPRENTICESHIPS TEAM

e. apprenticeships@hopwood.ac.uk
www.hopwood.ac.uk



Funded by



European Union
European
Social Fund

