

career : now

start your career now with an apprenticeship

PARENT GUIDE TO APPRENTICESHIPS

Apprenticeship Recruitment Event
26 April 2017
Meet local employers
cornwall.ac.uk/apprenticeship-hub



THE CORNWALL COLLEGE GROUP



“The whole process of recruiting, employing and managing our apprentice was incredibly easy with the support and help from a professional and efficient team from The Cornwall College Group throughout.”

Tania Clark and Pete Roseveare
Red Hotels - Scarlet and Bedruthan Hotel & Spa

Pictured: Finlay Loader, Horticulture Apprentice
Red Hotels - Scarlet and Bedruthan Hotel & Spa

Talk to one of our recruitment team to find out more on: 0330 123 4785

Who we are...

The Cornwall College Group including Bicton College, Duchy College and Falmouth Marine School has helped almost 15,000 people into apprenticeships in the last 10 years and are the number one provider in the South West, with over 80 career routes to choose from.

What is an apprenticeship?

An apprenticeship is open to anyone over the age of 16 and with rising university fees; it's becoming an increasingly popular option, as apprenticeships are now offering routes to degree-level qualifications. Apprenticeships often lead on to full-time employment in careers with excellent job prospects and in some sectors the potential to earn significant salaries.

An apprenticeship is the perfect option for your daughter/son to start or keep earning while receiving on and off the job training. As well as being paid, they will work towards a nationally recognised qualifications with the full support of The Cornwall College Group and their employer.

How much will they get paid?

As an apprentice your daughter/son has the opportunity to earn a wage alongside training. Salaries start from £3.40 per hour (increasing to £3.50 per hour April 2017); however some employers will pay more. The same applies if they are 19 and above, and in the first year of their apprenticeship, after that they are entitled to the National Minimum Wage. However, they will earn significantly more as they progress through their qualifications.

Will my daughter/son have any support during their apprenticeship?

Yes every apprentice has their own customer advisor, who will liaise with the employer over an induction, ensure the workplace complies with all health and safety legislation, work with the relevant college department to organise their qualifications training schedule and enrolment and drop in on them at the workplace every few months to ensure everything is going well.

#1 for apprentices in the South West



www.cornwall.ac.uk/apprenticeship-hub



Work trials

We offer the opportunity for your daughter/son to take part in a 'work trial'. A work trial is part of the recruitment and selection process and enables them to get a better understanding of the job role. This will give them the chance to meet the employer, understand their business and see if the job role is something they would enjoy. The work trial is unpaid and its duration can be agreed by you and the employer.

The College recommends that up to three days trial would give your daughter/son and the employer the opportunity to establish mutual suitability for the apprenticeship.

How to get an Apprenticeship

We have a recruitment service that is dedicated to working with your daughter/son to find an employer to take them on as an apprentice, usually we have more than 100 vacancies with employers available at any given time. When your daughter/son gets in touch we will:

- Find out exactly what they want from their apprenticeship so we can send them details of vacancies they might be interested in.
- Offer help with their CV and cover letter so they can start contacting employers.
- Recommend pre-apprenticeship courses and workshops that will enhance their CV and make them a stronger candidate.
- Help your daughter/son with on-going advice and support.

Your daughter/son can also post or hand-deliver their CV and cover letter to businesses they'd like to work with, explaining that they are looking for an apprenticeship.

In addition, keep checking www.cornwall.ac.uk/apprenticeship-hub or like our Facebook page www.facebook.com/cornwallcollegeuk.

When your daughter/son are offered a position let us know the good news!

Starting an Apprenticeship

Once in place, your daughter/son's customer advisor will be in regular contact with them to monitor their progress and assess the training undertaken in the workplace. Full support and guidance will be offered to them throughout the apprenticeship and any questions they have are welcomed.

What happens after an apprenticeship?

When your daughter/son finishes their apprenticeship they will have a qualification, the practical skills they've gained in college and the updated English, Maths and ICT skills they'll need for their job. Apprenticeships are highly regarded by many employers, because they offer real work experience. Many employers offer their apprentices a permanent position when they have completed their training.

	Apprenticeship equal to:	Opportunities to move onto:	
Level 5	HND/DEGREE	A MASTERS	SENIOR MANAGER SPECIALIST CAREER
Level 4	FOUNDATION DEGREE	A DEGREE	PROMOTION
Level 3	2 A-LEVELS	FURTHER TRAINING	PROMOTION
Level 2	5 GCSE'S*	FURTHER TRAINING	A PERMANENT JOB

* Apprenticeships start at Level 2, as the knowledge required is very different to GCSEs.

Apprenticeships available...

Accounting
Aeronautical
Agriculture
Animal Care
Bakery
Beauty Therapy
Boatbuilding
Brewing
Business Administration
Butchery*
Chef
Children & Young People's Workforce
Cleaning & Support Services
Customer Service
Dairy - Cheese Making
Early Years
Eden Chef
Eden Events
Eden Gardener
Eden Host
Electrotechnical (Electrical)*
Engineering
Engineering Maintenance
Fabrication & Welding
Facilities Services
Fish & Shellfish
Fish Frying
Floristry
Food & Beverage Service

Food & Drink Manufacturing
Food Manufacturing Excellence
Food Production & Cooking
Forestry & Arboriculture
Fresh Produce
Front of House Reception
Furniture Making
Game & Wildlife Management
Gas Fitting
Greenkeeping*
Groundworks
Hairdressing
Healthcare
Horse Care
Horticulture – Amenity, Parks & Gardens
Horticulture – Commercial, Nursery & Retail Outlets
Horticulture - Hard Landscaping
Hospitality Services
Housekeeping
Housing & Housing Maintenance
Information Technology
Journalism*
Lab Technician & Lab Scientist
Land-based Engineering
Licensed Hospitality
Live Events & Promotions
Marine Engineering

Mobile Plant Operations
Motor Vehicle - HGV
Motor Vehicle - Light Vehicles
Nail Services
Outdoor Sports & Leisure
Plant Operations
Plumbing
Retail
Roofing
Sign Making
Software Developer*
Sport
Teaching Assistant
Travel & Tourism
Trowel Occupations
Warehousing & Distribution
Waste Recycling
Watersports
Web Development
Web Media
Wood Occupations

Coming soon:
Culinary Skills*
Management for Team Leaders & Departmental Managers*
Project Management*
Marketing*
HR*

*New Apprenticeship Standards

Talk to one of our recruitment team to find out more on: 0330 123 4785

Your Questions answered...

Will my daughter/son have to pay anything to become an apprentice?

No, while they are on an apprenticeship their employer pays them a salary and supports them while they undertake their training. Most of the training is on the job within the workplace, however the rest will be provided by The Cornwall College Group.

If they are 16 to 18 years old, all their training is free. However, if they are aged 19 or older their employer will need to contribute toward their training fees. For more information on this please speak to one of our recruitment advisors.

How many hours a week do apprentices have to work?

Apprentices will be expected to work for a minimum of 30 hours a week, which includes time spent at college. This may be different for certain apprenticeships that offer block college training.

Is there an upper age limit for apprenticeships?

No, there is no upper age limit. However apprentices aged 19+ will have to have an employer who is willing to contribute financially to the cost of the training.

How long does an apprenticeship take?

The length of an apprenticeship varies depending on your prior skill levels, experience, the qualification being obtained and the

industry sector. Generally, apprenticeships take between one and four years to complete.

What time of year can you start an apprenticeship?

Your daughter/son can apply at any time of the year. When they begin the work-based training depends on the availability of a position within the business.

Can my daughter/son do an apprenticeship with their current employer?

Yes, if your employer agrees, you can become an apprentice where you work now.

How do apprentices get to college if they don't have transport?

The College has buses that apprentices can use for a small fee to get to College. Some employers will pay this for you. The buses cover Cornwall and a large proportion of Devon. You will need to find your own transport to get to your workplace. For more information on transport call one of our advisors.

How do you apply for an apprenticeship vacancy?

We have over a 100 vacancies available right now, contact our apprenticeship recruitment team on 0330 123 4785 or email apprenticeships@cornwall.ac.uk

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Talk to our recruitment team
to find out more

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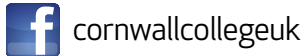
www.cornwall.ac.uk/apprenticeship-hub

apprenticeships@duchy.ac.uk

www.duchy.ac.uk

apprenticeships@bicton.ac.uk

www.bicton.ac.uk



The Cornwall College Group, including
Bicton College, Duchy College and
Falmouth Marine School work in
partnership with CCB to deliver a wide
range of apprenticeships.



Business training solutions

THE CORNWALL COLLEGE GROUP

Apprenticeship Recruitment Event Wed 26 April 2017, 5pm - 7.30pm

At Bicton College, Cornwall College Saltash, St Austell and Camborne.

- Meet local employers recruiting apprentices
- Get help with CV writing and interview tips
- Meet current apprentices, managers and college tutors.

Register online

www.cornwall.ac.uk/apprenticeship-hub

Some of our recent clients:

BD

Bishop Fleming LLP

Blue Flame Heating Solution

China Fleet Golf & Country Club

Cornwall Care

Cornwall Council

Cory

Eden Project

Francis Clark LLP

Glenn Humphries Landscaping Ltd

Growing and Knowing Preschool

Haven Holidays

Kawasaki

Kings College

Naturally Learning

NFU Mutual

Ocean Housing Group

Parkdean Holidays

Pendennis Shipyard

Pall Corporation

Plymouth City Council

Polymermedic

Redrow plc

Royal Cornwall Hospital Trust

Sadlar and Bourne

Squid Ink

Trenance Learning Academy

Timken

Wrigley