



Apprenticeships

Your opportunity
to learn and earn

cityofbristol.ac.uk

Learn and earn

Apprenticeships are an exciting way to learn and earn; they mean that you gain not only a qualification but also invaluable work experience.

This guide aims to provide you with an overview of apprenticeships and an understanding of what is offered at City of Bristol College.

We aim to answer some common questions and we will also tell you about the help, support and pathways we offer here at the College.

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The information printed in this guide was correct at the time of printing but may be subject to change over the course of the year. Apprenticeship details are kept up-to-date on our website – please check for the latest information.

Welcome from our Principal & Chief Executive

Apprenticeships are one of the fastest growing educational pathways as they offer a fantastic alternative to traditional routes such as A Levels or vocational qualifications.

At City of Bristol College, we offer a wide range of apprenticeships for both young people who aspire to work in skilled occupations or progress to higher education, and adults seeking career development.

Our mission to progress people into work is at the heart of what we do. Our strong links with the city's major employers enable us to collaboratively develop the skills of individuals. Apprentices learn from staff who are industry experts and subject specialists, benefiting from their knowledge and industry links.

I hope you enjoy reading this guide. If you need any help along the way, contact our Business Partnership and Enterprise Team who will be happy to assist. I wish you the best of luck in your search and hope we can support you to take your career to the next level.



A stylized, handwritten signature in white ink that reads "Lee Probert".

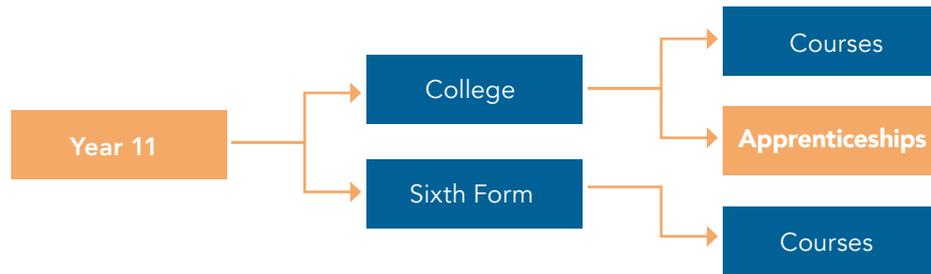
Lee Probert
Principal and
Chief Executive

What are my options?

Young people

It is now compulsory for all young people to stay in learning until they are 18 years old. **This does not mean you have to stay at school.** There are a number of different pathways available to you after your GCSEs including a full time college course.

Each post-16 pathway is designed to help you develop new skills, prepare for the workplace or progress to higher education. One pathway is an apprenticeship; an opportunity to learn and earn.



Adults

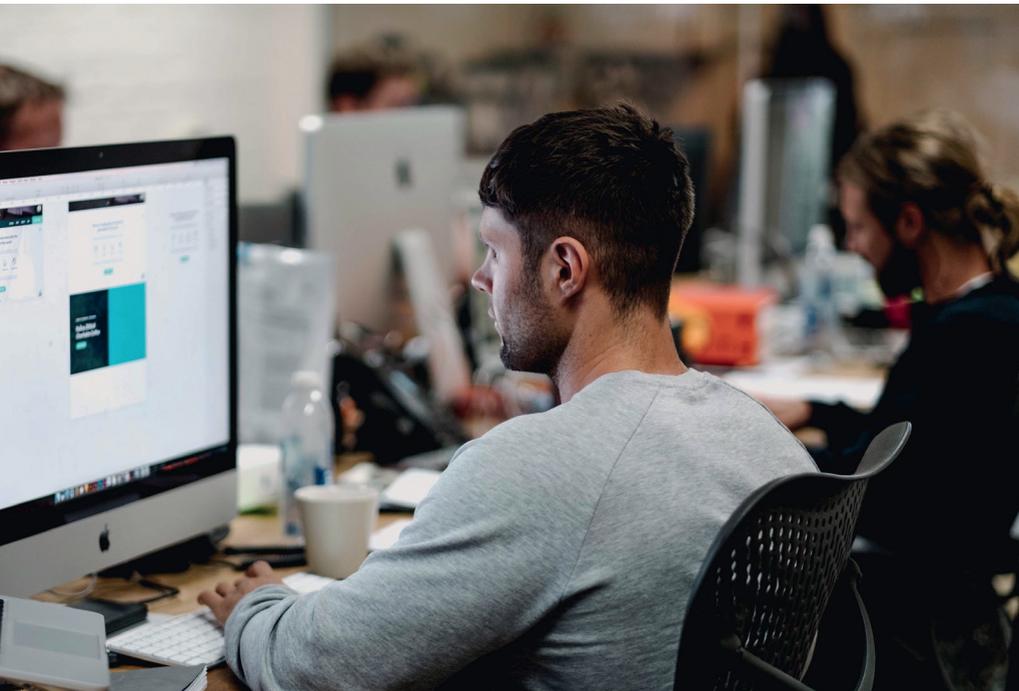
You do not have to be a school leaver to join an apprenticeship. Adults can join an apprenticeship training programme too, whether you are looking for a new opportunity or employed and looking to upskill. Apprenticeships are now available in a number of levels too – depending on the qualifications you have already achieved.

IF YOU HAVE...	YOU COULD STUDY...
GCSEs at grade 9 – 2 (A–E) or equivalent in maths and English	Level 2 apprenticeship
GCSEs at grade 9 – 3 (A–D) or equivalent in maths and English or a Level 2 apprenticeship	Level 3 apprenticeship
GCSEs at grade 9 – 4 (A–C) or equivalent and A levels or a Level 3 college course or apprenticeship	Higher / Degree apprenticeship



Why choose an apprenticeship?

The West of England is an economic leader with an economy worth over £33 billion a year. A net contributor to the national purse, with a population of over 1 million people and over 43,000 businesses, our region competes on a global scale. City of Bristol College works closely with employers to enrol 1,000 new apprentices each year.



With your employer, you will work alongside experienced professionals who will help you to develop the skills required in your chosen industry. You will also study at college, which means getting the best mix of practical and theoretical training and perhaps better still, you will get paid.

In April 2019, the national minimum wage for apprentices increases from £3.70 per hour to £3.90 per hour. Many employers choose to pay more than the minimum to attract candidates to their posts.

Who can do an apprenticeship?

Anyone over the age of 16 can apply for an apprenticeship as long as they have finished Year 11 and have not already enrolled on another course, full or part-time. In addition, you will be required to have a contract of employment in place with an employer who has agreed your apprenticeship placement. If you would like to complete an apprenticeship with an employer who has not previously taken an apprentice, our Business Partnership and Enterprise Team can work with them to explain everything they need to know.

How long does an apprenticeship last?

An apprenticeship takes between one and five years to complete, depending upon the level or apprenticeship and the industry sector. You will be required to complete the full length of the apprenticeship to achieve the qualification.

To find out more, contact the Business Partnership and Enterprise Team

☎ 0117 312 5250

✉ apprentice@cityofbristol.ac.uk

🖱 cityofbristol.ac.uk

What will I achieve on an apprenticeship?

Level 2 Intermediate Apprenticeship

Equivalent to 5 GCSE passes at grades 4 – 9 (A – C)

Intermediate apprenticeships provide you with an introduction to working in your chosen industry. You will learn new skills and professional practices to develop your confidence and abilities in your career. If you have not previously achieved GCSE English, maths and IT at grade 4/C or above you will need to study Functional Skills in these subjects as part of your apprenticeship.

Level 3 Advanced Apprenticeship

Equivalent to 2 A levels

With an advanced apprenticeship, you will begin to take on more responsibilities in the workplace and continue to develop your skills to produce work to a higher standard. If you have not previously achieved GCSE English, maths and IT at grade 4/C or above, you will need to study Functional Skills in these subjects as part of your apprenticeship.

Level 4/5 Higher Apprenticeship

Equivalent to Level 4/5 NVQ, HNC/D or Foundation degree

At higher apprenticeship level, you would already be working at a professional level. You will often be responsible for managing your own work or projects and may also be accountable for overseeing the work of others.

Level 6 Degree Apprenticeship

Degree apprenticeships are similar to higher apprenticeships, but differ in that they provide an opportunity to gain a full Bachelor's Degree (Level 6) or Master's Degree (Level 7). Degree apprenticeships combine working with studying part-time. They can take between three to six years to complete, depending on the course level.

Take a look at the great choice of apprenticeship vacancies available to you at City of Bristol College www.cityofbristol.ac.uk/courses/apprenticeships

What else will I gain?

Your apprenticeship is made up of three main parts. In most cases you will work towards:

Competencies Certificate

This qualification recognises your confidence and practical skills and is achieved through work place assessments made by an industry-experienced college assessor.

Technical Certificate

This is a knowledge-based qualification and is typically achieved through classroom-based assessments and examinations.

English, maths & IT Certificate

Certificates in maths, English or IT for those who have not already achieved a grade 4/C or above in these subjects at GCSE. Apprentices will receive support from a college tutor before completing an exam in each subject.

There are, on average, **23,000** apprenticeship opportunities listed on 'find an apprenticeship' every month

89% of apprentices are satisfied with their apprenticeship; **97%** of apprentices said their ability to do the job had improved, and **92%** of apprentices said their career prospects had improved

On average, achieving a level 2 or level 3 apprenticeship boosts earnings by **11%** and **16%** respectively. Although there is variation by subject, most subjects deliver a return of around **10%**

Nearly **9 out of 10 (89%)** apprentices were satisfied with their apprenticeship overall, and **97%** of apprentices said their ability to do the job had improved

The majority (**92%**) of apprentices in work felt that their apprenticeship had had a positive impact on their career.



Apprenticeships

	Level 2 Intermediate Apprenticeship	Level 3 Advanced Apprenticeship	Level 4/5/6 Higher Apprenticeship
Professional			
Accounting	✓	✓	
Business Administration	✓	✓	✓
Customer Service	✓	✓	
HR Consultant/Partner		✓	✓
HR Support		✓	
Management and Leadership - Team Leader/Supervisor		✓	
Management and Leadership - Operations Manager			✓
Marketing		✓	
Warehousing	✓	✓	

Catering

Production Chef	✓		
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Construction

Bench Joinery	✓	✓	
Brickwork	✓	✓	
Electrical Installation/Maintenance		✓	
Maintenance Operations	✓		
Plastering	✓		
Plumbing	✓	✓	
Site Carpentry	✓		

Engineering

	Level 2 Intermediate Apprenticeship	Level 3 Advanced Apprenticeship	Level 4/5/6 Higher Apprenticeship
Engineering			
Aeronautical Engineering		✓	✓
Aerospace Manufacturing		✓	
Composite Engineering		✓	
Electrical Installation and Commissioning		✓	
Electrical and Electronic Engineering		✓	
Engineering Maintenance and Installation	✓		
Engineering Maintenance		✓	
Engineering Technical Support	✓	✓	
Fabrication and Welding Engineering	✓	✓	
Mechanical Manufacturing Engineering	✓	✓	✓
Performing Manufacturing Operations	✓		

Hair and Beauty

Hairdressing	✓		
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Health and Social Care

Early Years Educator (childcare)	✓	✓	
Health and Social Care	✓	✓	

IT

IT, Software, Web and Telecoms Professionals	✓	✓	✓
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Transport

Heavy Vehicle	✓	✓	
Light Vehicle	✓	✓	

Where do I start?

Your first step is to contact our Business Partnership and Enterprise Team who will help you prepare everything you need. They can support you with:

- Apprenticeship and training advice and guidance
- Details of job vacancies
- Support with applications and CVs
- Help with interview preparation.

Steps to success!

1



Register your interest with the Business Partnership and Enterprise Team at www.cityofbristol.ac.uk/courses/apprenticeships

2



Register on the national website www.gov.uk/apply-apprenticeship for a list of national apprenticeship opportunities

3



Apply for vacancies

Some employers request specific qualifications as entry requirements to ensure you can fully meet the needs of the business. You will also be asked to complete an assessment as part of the interview process.



Get started today!

Contact the Business Partnership and Enterprise Team

 0117 312 5250

 apprentice@cityofbristol.ac.uk

To view a list of our current vacancies, please visit
cityofbristol.ac.uk/courses/apprenticeships

 cityofbristol.ac.uk

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