



APPRENTICESHIP

GUIDE FOR ADULTS

2024 - 2025



St Helens College



ADVANCE YOUR CAREER WITH AN APPRENTICESHIP

Are you looking for a career change or are you already employed and wanting to upskill? An apprenticeship could be the perfect option!



What is an apprenticeship?

An apprentice is employed and earns a wage while they learn. Apprenticeships combine practical experience and assessment in the workplace with formal off-the-job training at college or in the workplace, to develop their theoretical knowledge.

Apprenticeships are designed by employers and linked to a specific occupation, to ensure you develop the correct skills, knowledge and behaviours that are required to be fully competent in your chosen industry and job role.

Apprenticeships are available to people of all ages and are suitable for those pursuing a new career or looking to upskill in their current role. They are offered at a range of levels from intermediate (level 2) to degree (level 7) and can take one to five years to complete.



Apprentices work for a minimum of 30 hours a week.



You will spend a minimum of 6 hours per week completing 'off-the-job training' which can either be day release in College, remote learning or allocated time in the workplace.



You will earn at least the National Minimum Wage for apprentices.



You will complete a range of assessment activities as part of an 'End-Point Assessment' to evaluate the knowledge, skills and behaviours learnt throughout the apprenticeship.

WHY CHOOSE ST HELENS COLLEGE?

01

Largest Provider

We are one of the largest apprenticeship providers in the Northwest.

03

Facilities

Our exceptional facilities and resources provide a first-class learning experience.

05

Dedicated Support

We provide a dedicated assessor to provide one-to-one support and monitor your progress.

02

Employer Partnerships

We work with over 750 businesses across the Liverpool City Region and surrounding areas.

04

Industry Experts

Learn from expert tutors with years of industry experience and specialist knowledge.

06

Progression

Progress on to further training such as degree apprenticeships or professional qualifications.

FINANCIAL SUPPORT

Merseytravel Apprentice Travelcard

This is available to apprentices aged 19-24, providing half price bus and train travel discounts across Merseyside. Visit www.merseyrail.org

Free Breakfast *

No more running around in the morning - you'll get a free breakfast on the day you attend college!

* Terms and conditions apply.

Free Microsoft Office 365

Usually worth over £100, you'll get the full Microsoft Office package for free!

Student Discounts

An NUS Apprentice Extra Card costs £11 per year to set up but provides apprentices with massive discounts on high street and online retailers.

Bursary

Up to £3000 bursary is available for care leavers aged 16-24, to help the transition into the workplace.*

* Subject to eligibility.

Benefits of an apprenticeship:

- No learning costs, debt or student finance.
- Achieve a nationally recognised qualification.
- Develop skills and knowledge aligned to the next step in your career.
- Receive employee benefits such as pension and annual leave.



ANIMAL CARE

Apprenticeships

Animal Care | Level 2

BUSINESS AND PROFESSIONAL

Apprenticeships

Accounting | Level 2, 3 and 4
Business Administration | Level 3
Customer Service | Level 2 and 3
Management | Level 3 and 5

EARLY YEARS AND TEACHING

Apprenticeships

Early Years | Level 2 and 3
Children, Young People and Families | Level 4 and 5
Teaching Assistant | Level 3
Education Technician (HE) | Level 3
Learning and Skills Assessor | Level 3



CONSTRUCTION

Apprenticeships

Bricklaying | Level 2
Carpentry and Joinery | Level 2 and 3
Electrical Installation | Level 3
Painting and Decorating | Level 2
Plastering | Level 2
Plumbing and Gas Engineering | Level 3
Property Maintenance Operative | Level 2
Tiling | Level 2



ENGINEERING

Apprenticeships

Fabrication and Welding | Level 2 and 3
Lean Manufacturing | Level 2
Electrical Engineering | Level 3
Mechanical Engineering | Level 3
Maintenance Engineering | Level 3 and 4



HEALTH AND SOCIAL CARE

Apprenticeships

Dental Nursing | Level 3

Dental Practice Manager | Level 4



MOTOR VEHICLE AND HGV

Apprenticeships

Autocare | Level 2

Heavy Vehicle Maintenance and Repair
| Level 3



SCIENCE

Apprenticeships

Laboratory Technician | Level 3

Technician Scientist | Level 5

WAREHOUSING

Apprenticeships

Warehouse Operative | Level 2

WHAT IS OFF-THE-JOB TRAINING?

It is a statutory requirement for an apprentice to spend a minimum of 6 hours per week of their paid working hours 'off-the-job'. This time will be spent receiving training to gain the skills needed to complete the apprenticeship.



This training is delivered remotely, in the classroom or in the workplace. Off-the-job-training could include day release at College, completing work, assessor meetings and reviews, coaching from a colleague, and shadowing a colleague. The employer and College will decide on the best model.

How are apprenticeships assessed?

Apprenticeships are assessed through an End-Point Assessment (EPA) which is designed to test your knowledge, skills and behaviours learnt during

the apprenticeship, and to ensure you have achieved full competency within your job role.

If you do not pass the assessment, you will not complete your apprenticeship. EPA assessment could include practical or online exams, synoptic testing, professional discussions, interviews or a portfolio of work, which will be led and graded by the End-Point Assessor.

You will begin preparation for the EPA 3-6 months from the end of your apprenticeship and will be fully supported throughout.

APPRENTICESHIP LEVELS EXPLAINED



There are various levels of apprenticeships dependant on current skills and qualifications. Apprenticeship qualifications are just as substantial as alternative study routes and can still lead to university, upon completion of a level 3 apprenticeship.

See the table below for an explanation of apprenticeship equivalent levels:

Name	Level	Equivalent Educational Level
Intermediate Apprenticeship	2	5 GCSEs (grades 9-4)
Advanced Apprenticeship	3	2 A levels, 4 AS Levels, Level 3 Diploma/ Certificate
Higher Apprenticeship	4, 5, 6 and 7	Foundation, Bachelor's or Master's Degree
Degree Apprenticeship	6 and 7	Bachelor's or Master's Degree

Did you know your employer could fund your apprenticeship?

If you are currently employed and looking to progress in your career, your employer may be interested in funding your apprenticeship to invest in your training and development. They can find out about funding, incentives and much more by visiting our website: www.sthelens.ac.uk/employers

APPRENTICE SUCCESS STORIES

JESSICA

Level 2 Animal Care Technician Apprentice at St Helens College

"As a mum of two young children, going back to college to study full-time was a big decision for me, especially as I didn't have a full-time job and an income to support my family but my apprenticeship gave me both of those things! I get to achieve a qualification whilst gaining experience doing a job that I love, along with the security of earning a wage."



JAMES

Level 3 Laboratory Technician Apprentice at Warrington Fire Safety

"I wanted to expand my knowledge and skills in my role as a Technical Assistant at Warrington Fire and was offered an apprenticeship through the company's apprenticeship scheme. I spend one day at College and the rest of the week at work in my regular role developing my abilities, with no impact to my salary. My apprenticeship has been an amazing opportunity. I will achieve a level 3 qualification through my apprenticeship and I am already working towards a level 4 HNC, with plans to progress on to a HND."



STEPHEN

Level 2 Painting and Decorating Apprentice at HMS

"My apprenticeship has given me the opportunity to train on-the-job and learn in College, whilst also being able to earn a on-the-job wage to help support my family and progress in a lifelong career. I feel very fortunate to have secured a role with an employer who is so supportive of my development. It is never too late to change your career path. Apprenticeships are a great opportunity for people of all ages."



ALICIA

Level 2 Early Years Practitioner Apprentice at St Helens College

"Becoming an auntie and then a Mum inspired me to pursue a career working with children. My apprenticeship has allowed me to secure my dream job, whilst achieving a qualification and earning a wage. I love seeing the children's faces light up when they learn something new. My goal is to progress on to further study after my apprenticeship so I can continue to learn and develop within my career."



APPLYING FOR AN APPRENTICESHIP

You know what industry you want to work in but have not yet found an employer.

ROUTE 1

Visit our Job Shop to search for live apprenticeship vacancies. To apply for a role, you must register your details with the Find An Apprenticeship website: www.findapprenticeship.service.gov.uk/signin

Once you have submitted an application, you will receive a phone call from us to check you are suitable for the role you have applied for. This may involve a telephone or face-to-face interview.

After your interview with us, you may be shortlisted for an interview with the employer. The employer will decide who gets the apprenticeship, so it is important to sell yourself.

If you are successful, you will be invited to a pre-enrolment session to complete pre-enrolment activities including an English and maths assessment. This is to determine your current working level.

Once your employer has completed their side of the pre-enrolment process, you will then be given a start date for your apprenticeship training.

Find vacancies at:



Apprenticeships

www.gov.uk/apply-apprenticeship



St Helens College

www.sthelens.ac.uk/jobshop



Knowsley
Community
College

www.knowsleycollege.ac.uk/jobshop

You already have an employer to complete an apprenticeship with.

ROUTE 2

Get in touch to let us know your employer's contact details and the details of the apprenticeship you have secured and complete and application form.

You can do this by calling
01744 623521 or email:
appenquiry@sthelens.ac.uk

You will be invited to a pre-enrolment session to complete pre-enrolment activities including an English and maths assessment. This is to determine your current working level.

Once your employer has completed their side of the pre-enrolment process, you will then be given a start date for your apprenticeship training.

Unsure of which industry or apprenticeship vacancy is right for you? Our dedicated apprenticeship team can support you in your search!





Apprenticeships



St Helens College



www.sthelens.ac.uk/apprenticeships

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