

**Q1. What is an Apprenticeship?**

- ▶ When you start work as an Apprentice you must have a contract of employment and working a minimum of 30 hours a week and a maximum of 40 hours a week.
- ▶ An Apprenticeship is a real job with training so you can earn while you learn and pick up nationally recognised qualifications as you go. Apprenticeships take between one and four years to complete and cover 1500 job roles in a wide range of industries, from paralegal to childcare, plumbing to accountancy.

**Key benefits:**

- ✓ Earning a salary
- ✓ Training in the skills employers want
- ✓ Excellent progression opportunities whether looking to study further or climb the ranks within the workplace
- ✓ Increased future earning potential. Apprentices enjoy marked salary increases when they complete their training
- ✓ Better long term salary prospects
- ✓ Learning at a pace suited to the individual with the support of a mentor
- ✓ Paid holiday and all the benefits of being employed

**Q2. What does an Apprenticeship involve?**

An Apprenticeship includes the following components:

- ▶ A knowledge based element related to the job role
- ▶ A skills based element related to the job role
- ▶ A behaviours element related to the job role
- ▶ Functional Skills in English and maths (and ICT if relevant to the job role)
- ▶ An end point assessment by an independent assessment centre

**Q3. How long do they last?**

The length of an Apprenticeship varies depending on prior skills levels of the Apprentice, the qualification being obtained and industry sector. Generally, Apprenticeships take between one and two years to complete.

**Q4. How do I find out about Apprenticeship opportunities?**

1. We have lots of local employers who regularly take on Apprentices. These vacancies are advertised on our website <https://www.westherts.ac.uk/courses/apprenticeships/search-apprenticeship-opportunities/>
2. Register your details and upload your CV with Get My First Job and search and apply for vacancies with a single click <https://www.getmyfirstjob.co.uk/>
3. The National Apprenticeship Service runs Find an Apprenticeship. This is a free online resource and available at: <https://www.gov.uk/apply-apprenticeship> sign up for email and text alerts when a new opportunities are added.
4. Higher and degree apprenticeships are available at levels 4 to 7. They combine work with study and may include a work-based, academic or combined qualification or a professional qualification relevant to the industry. <https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>
5. Approach local companies yourself directly and ask if they take on Apprentices.

**Q5. How much do I get paid?**

- ▶ All Apprentices are paid a wage. The Apprentice National Minimum Wage is £3.90 per hour. The average weekly apprenticeship wage in Hertfordshire is around £200 per week but many of our employers pay more than this.
- ▶ The Apprentice National Minimum Wage applies to all 16 to 18 year olds and to those aged 19 and over in the first year of their Apprenticeship.

**Contact West Herts College Apprenticeship Team for more information:**

✉ [apprenticeships@westherts.ac.uk](mailto:apprenticeships@westherts.ac.uk) or ☎ 01923 275700

- ▶ If you reach age 19 and have completed the first year of your Apprenticeship your employer must pay you at least the full National Minimum Wage rate for those aged 19 to 20. If you are already 19 and have completed the first year of your Apprenticeship you must be paid at least the National Minimum Wage rate for your age. <https://www.gov.uk/national-minimum-wage-rates>

### **Q6. Do I have to attend College?**

This depends on your prior skills levels, the qualifications being obtained and industry sector. Some programmes require College day release for the duration of the Apprenticeship, for others this may involve attendance for workshops, assessments, English and maths Functional Skills and exams.

### **Q7. Does it cost me anything?**

- ▶ No. While you are on an Apprenticeship, your employer pays you a salary and supports you whilst you undertake your training. As an apprentice you must receive 20% off the job training within the workplace, in College or with a specialist learning provider.
- ▶ Government funding and/or your employer will pay the costs of your training depending on your age and the level of Apprenticeship.

### **Q8. What Apprenticeships can I do at West Herts College?**

(S) = New Standard

#### **BUSINESS AND MANAGEMENT**

Business and Administration Level 2  
 Business Administrator Level 3 (S)  
 Customer Service Practitioner Level 2 (S)  
 Ops/Departmental Manager Level 5 (S)  
 Team Leader/Supervisor Level 3 (S)  
 Associate Project Manager Level 4 (S)  
 HR Support Level 3 (S)  
 HR Consultant/Partner Level 5 (S)  
 Paralegal Level 3 (S)  
 Procurement Level 4 (S)

#### **EDUCATION AND TEACHING**

Children and Young People's Workforce Level 2  
 Early Years Educator Level 3  
 Supporting Teaching & Learning in Schools Level 2, 3

#### **FOOD AND HOSPITALITY**

Hospitality Team Member Level 2 (S)  
 Hospitality Supervisor Level 3 (S)

#### **MOTOR VEHICLE**

Motor Vehicle Maintenance and Repair (LV) Level 2  
 Motor Vehicle Maintenance and Repair (LV) Level 3 (S)

#### **CONSTRUCTION AND PROPERTY**

Carpentry and Joinery Level 2, 3 (S)  
 Bricklayer Level 2 (S)  
 Electrical Installation Level 3 (S)  
 Plumbing and Heating Level 2  
 Plumbing and Domestic Heating Technician Level 3 (S)  
 Property Maintenance Operative Level 2 (S)  
 Fabrication and Welding Level 2  
 Housing/Property Management 2, 3, 4 (S)  
 Facilities Management Supervisor Level 3 (S)  
 Construction Site Engineering Technician Level 4 (S)

#### **HAIRDRESSING AND BARBERING**

Hair Professional Level 2 (S)  
 Hairdressing Level 3

#### **IT AND TELECOMS**

IT and Telecoms Professionals Level 2, 3  
 IT Technical Salesperson Level 3 (S)  
 Unified Communications Technician Level 3 (S)

#### **LEISURE**

Exercise and Fitness Level 2  
 Personal Training Level 3

### **Q9. Why should I do an Apprenticeship?**

You can earn while you learn. Gain a nationally recognised qualification. Advance your career and your earning potential. Get the benefits of being an employee. Progress your qualifications all the way to graduate level with Higher and Degree Apprenticeships.

Contact West Herts College Apprenticeship Team for more information:

✉ [apprenticeships@westherts.ac.uk](mailto:apprenticeships@westherts.ac.uk) or ☎ 01923 275700