



THE
BEDFORD
COLLEGE
GROUP

THE PARENT AND CARERS GUIDE TO APPRENTICESHIPS

WHAT IS AN APPRENTICESHIP?

Apprenticeships are an excellent opportunity for young people to develop their independence by working in a full-time job whilst gaining a recognised qualification.

WHY CHOOSE AN APPRENTICESHIP WITH THE BEDFORD COLLEGE GROUP?

- We have over 60 different apprenticeship programmes including Agriculture, Business Administration, Dental Nursing, Engineering, Motorsport, Hair & Beauty, IT Software, Plumbing and Trees & Timber.
- We work with over 1,500 employers each year including Weetabix, Lockheed Martin, Vauxhall, Center Parcs as well as Local Authorities.
- We offer apprenticeships from GCSE through to degree-level, meaning your child could be debt free and earning an impressive salary in the time it would take to graduate from university.

THE PROCESS

WHEN TO START LOOKING:

It's important to talk to young people about what they think they would like to do after GCSEs. If they are thinking about an apprenticeship, start your research as soon as possible by visiting www.bedford.ac.uk/apprenticeships and www.tresham.ac.uk/apprenticeships. We would also recommend that you visit www.gov.uk/apply-apprenticeship to create an account and receive vacancy alerts. Our open events are also a great way to find out more about apprenticeships, dates of these events can be found on the Bedford College and Tresham College websites.

HOW TO APPLY:

When applying for an apprenticeship, they will go through a recruitment process starting with completing an application form. You can support them by making sure that they take their time to complete it, check that they have included all the information that the application form has asked for and help them read it through before sending.

ENTRY CRITERIA:

All apprenticeship opportunities will have entry criteria in terms of qualifications or experience. They will need to make sure that their grades/predicted grades meet the entry requirements that the employer has requested on the advertisement.

INTERVIEWS:

Candidates that meet the entry criteria will be invited for an initial interview with a member of the Recruitment Team who will check that they are ready for an apprenticeship, as well as offering application support and interview technique advice. The team will also keep them up to date with any other relevant opportunities. They will also take an online maths and English test; this test is for all candidates, even if they have the required grades, but don't panic! Advise them to take their time and try their hardest.

If shortlisted by an employer, they will be invited for an interview. You can help them by making sure that they are well prepared. Have they got a suitable outfit? Have they sorted out their travel plan? Make sure they get an early night and set an alarm for the morning!

TIP

It can be really easy to get carried away and apply for every apprenticeship opportunity available. Talk to them about the jobs they are interested in and check they have considered travel, entry grades and ask if they see themselves doing the role as a full-time job. Most importantly, check the start date — they will not be able to start an apprenticeship before they finish their GCSEs.

USEFUL INFORMATION

SCHOOL LEAVING AGE:

Young people can start an apprenticeship once they have completed their GCSE exams, but there is no upper age limit. As they must remain in education or training until they turn 18, an apprenticeship offers the opportunity to learn new skills in a totally different environment.

LEVELS AND PROGRESS:

Apprenticeships are available from GCSE up to degree level so apprentices can achieve a higher level qualification without debt and with an employment history.

SALARY:

The minimum apprenticeship wage is £3.50 per hour but most employers pay more than this and increase the wage once their apprentice has demonstrated commitment to the role and is doing well.

CONTRACT, HOURS AND ANNUAL LEAVE:

Once offered an apprenticeship, the employer must provide a contract of employment before they enrol onto their apprenticeship at College. They will work between 30-40 hours a week. Vacancies for apprenticeships will state the number of hours required and what the start and finish time will be. They will be allocated annual leave which can be taken throughout the year but not on days when they are at College.

ATTENDANCE:

All apprenticeships are different; some require the apprentice to attend College either one day a week or in a block placement, and some apprentices complete all of the qualification in the workplace and do not need to come into College at all. College days are considered part of their working week and they will be paid for these days. Excellent attendance, punctuality and commitment is expected for both work and College.





YOU CAN STUDY AN APPRENTICESHIP FROM GCSE LEVEL TO DEGREE LEVEL

90%

OF APPRENTICES STAY IN EMPLOYMENT AFTER THEIR APPRENTICESHIP PROGRAMME¹



THE AVERAGE PAY FOR AN APPRENTICE IS AROUND

£170 PER WEEK



MANY OF OUR APPRENTICESHIPS CAN BE STARTED AT ANY TIME OF THE YEAR



WE TRAINED OVER

2,000

APPRENTICES LAST YEAR

¹WWW.GOV.UK

CONTACT US

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