

APPRENTICESHIPS

Course Guide
2019/20

「 FIND YOUR FUTURE 」

2018/19 Open Events & Taster Days

October 2018

Open Event

Monday 22 October

5.30pm – 8.00pm

November 2018

Open Event

Saturday 10 November

9.30am – 12noon

February 2019

Open Event

Saturday 09 February

9.30am – 12noon

March 2019

Taster Day

Saturday 23 March

9.30am – 12noon

May 2019

Open Event

Thursday 02 May

5.30pm – 7.30pm

July 2019

Apprenticeships & Careers Evening

Monday 01 July

5.30pm – 7.30pm

New Student Day

Thursday 04 July

FIND YOUR
FUTURE

Welcome

Selby College is your No 1 choice for Apprenticeship programmes, student satisfaction and helping you find work.

Apprenticeships are a great way to learn: to gain and increase your professional skills whilst in a job and earning a wage. Those learning through Apprenticeship training progress in their career and can reach senior levels in their industry. Some people start an Apprenticeship when they leave school, others do so after a year or more on a full-time college course, while others use Apprenticeship training and funding at different points in their career.

What does Selby College offer?

Selby College has great links with local employers, with 93% of students progressing onto Higher Education, Further Education, an Apprenticeship or employment last year.

We also have excellent facilities and teaching and support staff. In December 2017, Ofsted graded the college as 'Good' across all areas, including quality of teaching, learning and assessment as well as our Apprenticeships.

Selby College has a team of highly experienced and dedicated staff in our Business Services Department whose mission is to ensure you are fully supported both in the workplace and whilst you are at college.

You will find lots of information about Apprenticeships in this guide including details about the Standard you will be working towards, how you will be assessed and where to go for support and guidance.

I hope you find this mini 2019/20 Apprenticeships Guide useful, if you have any queries, please contact **Selby College Business Services**, Tel 01757 211097 or email apprenticeships@selby.ac.uk



Phil Sayles,
Principal and Chief Executive

Apprenticeships

Earn as you learn



Apprentices learn on the job, building up knowledge and skills, gaining qualifications and earning money all at the same time. Designed with the help of employers, Apprenticeships offer a structured programme that provide you with the skills you will need to do a job well.

You will spend most of your time learning on the job, but depending on the qualification you may be expected to attend college on a weekly, fortnightly or block release basis.

You will study:

- A competence qualification – to prove you can perform the skill, trade or occupation for your particular programme.
- A technical qualification – to show you have learnt the relevant technical skills or knowledge and understand the concepts for the industry in which you are working (on some programmes this may be combined with the competence qualification).
- Functional Skills – e.g. Maths, ICT and English.

Please note: To undertake an Advanced Apprenticeship you must have a supervisory or extended Apprenticeship role as part of your job.

Apprenticeships are available to anyone aged 16 or over, not in full-time education.



Over **3.4 million** Apprenticeships were started between 2010/11 and 2016/17



Apprenticeships Explained



An Apprenticeship is a real job with training that gives you the opportunity to gain recognised qualifications whilst you work. This could be the perfect choice if you are passionate about working in a certain industry and keen to get into the workplace after leaving school or if you already have an employer who is willing to take you on as an Apprentice.

If you already have a job that you want to turn into an Apprenticeship, your employer can get in touch with us to make this possible.

Advantages

Apprenticeships offer a number of advantages, including:

- You will earn money whilst you learn.
- You will gain a recognised qualification whilst working and gaining valuable workplace experience.
- An Intermediate Apprenticeship is equivalent to five good GCSE passes.
- An Advanced Apprenticeship is equivalent to two A Level passes.
- Employers say that Apprentices are 15% more employable than those with other qualifications.
- You can progress in your career without any student debt from university.
- Apprentices are treated just like any other employee, so you will get all of the same benefits such as paid holidays.
- With some Apprenticeships, you won't need to attend college at all. Ideal if you're keen to get into full-time work after leaving school.
- Some employers could pay for you to progress onto a Higher Apprenticeship or university.
- The number of people enrolling onto an Apprenticeship is at an all-time high. There really is no better time to start an Apprenticeship.



Apprenticeships are getting even better



Since 2017, the Government have been introducing Apprenticeship Standards, which will replace the current Apprenticeship Frameworks by 2020.

Apprenticeship Standards reflect job roles rather than sectors, so the training you receive is tailored to suit you and the employer, and you will be better equipped to do your job. There will be more choice available, with around 600-800 Apprenticeship Standards in development.

Some larger employers also now have to pay into an Apprenticeship Levy, meaning they are more likely to take on Apprentices in the future, leading to a rise in Apprenticeship opportunities with nationally and internationally recognised companies.



So from September 2019, we will still offer all of the sectors listed in this guide, but the names and assessment methods may change. You can find out more about the new standards online at www.instituteforapprenticeships.org/apprenticeship-standards/

If you have any questions about the reforms, contact the team on the details found on page 6.

Over
90%
of Apprentices currently go into work or further training

Finding an Apprenticeship

There are around 20,000 Apprenticeship vacancies available across the country at any one time. All of our Apprenticeship vacancies are advertised on our Facebook and Twitter pages and on the Selby College website.

If you think you're ready to apply for an Apprenticeship, visit gov.uk/apply-apprenticeship, or search 'Find an Apprenticeship'.

You will need to make an account, then you can search for vacancies in your local area using the search tool.

You can even set up text message alerts, so if you can't find what you're looking for at first, you will receive a text when a new Apprenticeship is advertised near you.

Remember to always:

- Proofread your application.
- Keep referring back to the main responsibilities of the job.
- Include all of your work experience and qualifications.

Get in touch! The Apprenticeships team are here to help with your application, so if you're unsure about what to include, or want to find out more about a vacancy to check that it is right for you, give us a call on **01757 211097** or email us apprenticeships@selby.ac.uk

Over 520 Apprenticeship Standards have so far been published or in are development, with over **200 approved** for delivery



1 in 5 companies have an Apprentice at board level

90% stay in work after an Apprenticeship

71% stay with the same employer



Apprenticeships at Selby College

Selby College currently offers Apprenticeship Standards in:

Apprenticeship Sector

Available Levels

Accounting	2, 3
Business and Administration	2, 3, 4
Team Leading/ Management	2, 3
Customer Service	2, 3
Information Technology	3
Hairdressing	2, 3
Beauty Therapy	2, 3
Hospitality and Catering	2, 3
Construction	2, 3
Engineering	2, 3, 4
Food and Drink (Industry Skills)	2, 3
Children and Young People's workforce	2, 3
Supporting Teaching and Learning	2, 3
Health and Social Care	2, 3, 5

23,000 Apprenticeship vacancies available online at any one time*



* Source: Get In Go Far July 2018

General information



Liability Disclaimer

Whilst every effort has been made by Selby College to ensure the information in this 2019/20 Apprenticeship Course Mini Guide is correct, we cannot accept responsibility for any inaccuracies.

Selby College reserves the right to make changes to course information, fees and concessions without prior notice.

Equal Opportunities For All

Selby College is committed to giving learners access to the services and facilities we offer. We oppose all forms of discrimination and strive to ensure all members of our community are treated equally, fairly and with respect. Equality and Diversity data, policies, procedures and guidance confirm our commitment to meet our moral and legal obligation and are available via the college information systems.

Safeguarding Policy

Selby College recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued.

We are alert to the signs of abuse and neglect and follow our procedures to ensure our students receive effective support, protection and justice. Selby College expects governors, staff, volunteers and partners working on behalf of the organisation to share this commitment.

Selby College Prevent Duty and British Values Statement

Selby College adheres to the Prevent Duty which aims to prevent learners from being drawn into extremism and believes British Values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs are very important to everyone in our college community.

These British Values identify how we should conduct ourselves as citizens in Great Britain today; a diverse population with each individual contributing to our society as a whole.

These values are promoted to students across all areas of our curriculum, via pastoral tutorials and reinforced through a variety of different college media including our website, through posters and other published materials.

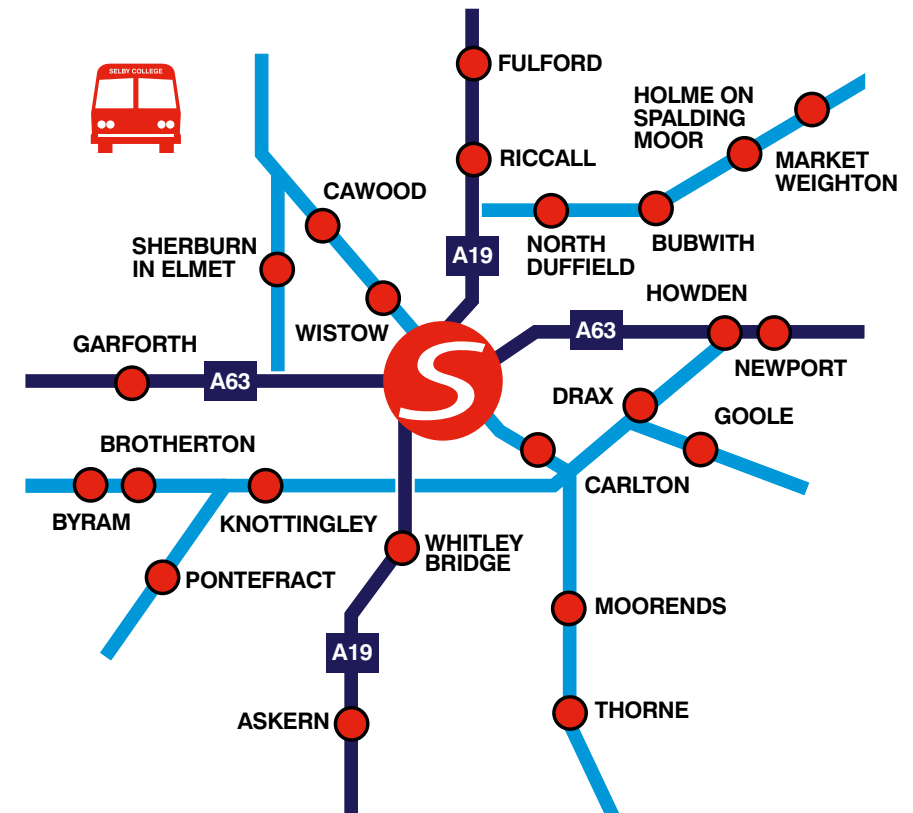
A copy of the 2019/20 Full-Time Course Guide is available in a larger print size for those with visual impairments.

See our website for an electronic version of this Full-Time Course Guide and further details of our course listings www.selby.ac.uk

Stats source: Education and Skills Funding Agency, 2017 & Apprenticeship Statistics: England, Briefing Paper, published July 2018



How to get to Selby College



Transport

Worried about how you will get to college?

The map provides details of current bus services to and from college. As well as utilising Arriva services and contract buses for our students, we also have minibus shuttle services to help some students from outlying areas, not on a regular bus route, to come to college.

If you cannot see the service on the local map that goes past your home, contact Student Services for advice **Tel 01757 211040** as we are always looking at new routes.



selby college

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