

Brooklands College

A GUIDE TO APPRENTICESHIPS

BLAZE YOUR OWN TRAIL AND BECOME AN APPRENTICE



An apprenticeship is a nationally recognised training programme, combining real work with learning and training both on and off the job.

As an apprentice you are an employee of a company and will earn a monthly salary from your employer. If you are determined to succeed and achieve in the world of work and you're willing to commit to training and studying, then an apprenticeship is definitely for you.

WHAT IS AN APPRENTICESHIP?

Being an apprentice means that you will be employed, which includes gaining qualifications and essential skills whilst you are working and earning a wage. It is employment with training.

HOW DO THEY WORK?

This varies, but often, apprentices will go to College for 1 day a week for off-the-job training and will spend 4 days a week in the workplace.

Some apprenticeships are based entirely in the workplace and your progress will be monitored by both your employer and coach, who will visit you in the workplace.

Apprenticeships usually last a minimum of a year and one day. They can last up to 3 years.

HOW MUCH WILL I GET PAID?

The minimum wage for apprentices is currently £4.15 per hour but many employers pay more than this. This will depend on what sector you are working in, the region you live in and the level of your apprenticeship.



THE STEPS TO BECOMING AN APPRENTICE

- 1** - You must be aged 16+, living in England and not be in full-time education when starting.
- 2** - You can apply whilst still at school, but most have entry requirements of specific GCSE's.
- 3** - Visit Open Events, and talk to the apprenticeship team.
- 4** - Register on the GOV National Apprenticeship Service website to search for vacancies near you. You will need to find a job to start an apprenticeship, but our team are happy to support you with this process.
- 5** - Apply through the gov website, www.gov.uk/apply-apprenticeship, the next steps could be an interview! If successful, you will then find out through College about training.
- 6** - Start your apprenticeship! You will be employed for a minimum of 30 hours per week.
- 7** - You will be supported by an Assessor from the College and a Mentor in the workplace.
- 8** - An apprenticeship can last from one to three years. Once completed you can go to the next apprenticeship level, continue to work with your employer, search for a new role with your new qualifications or continue a course of further study.
- 9** - Enjoy it! You can earn while you learn, as well as build upon your skillset and CV.



NAOMI HAMILTON - MY APPRENTICESHIP

"It was hard to start off with, being the only female on site, I enjoyed the work and enjoyed having the experience working on big sites." Naomi Hamilton intends to carry on working in the industry and possibly start up her own small business. "I would recommend Brooklands college to anybody. Christian is a really good teacher. He helped me build my confidence and self-esteem up, and he has helped me get so far. I wouldn't be where I am today without his help."

BUSINESS & ADMINISTRATION



ACCOUNTS AND FINANCE ASSISTANT (LEVEL 2)

Typical tasks could include:

- Basic bookkeeping, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry.
- The Accounts/Finance Assistant is responsible for assisting the team of accountants with junior accounting duties.

ASSISTANT ACCOUNTANT (LEVEL 3)

Typical tasks could include:

- Assisting in the day-to-day financial activities such as data entry, to month end management accounts and/or year-end financial statements.
- The Assistant Accountant could assist with the completion of VAT returns or assisting in the preparation of tax computations.

CUSTOMER SERVICE PRACTITIONER (LEVEL 2)

Typical tasks could include:

- Providing excellent, high quality service to customers, dealing with orders, payments, offering advice, guidance and support, meet-and-greet, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction.
- Customer interactions may include face-to-face, telephone, post, email, text and social media.

CUSTOMER SERVICE SPECIALIST (LEVEL 3)

Typical tasks could include:

- Acting as an escalation/referral point for complex or technical customer requests, complaints, and queries.
- Analyse data that influences improvements in service as the expert in your organisation's products and/or services.

BUSINESS ADMINISTRATOR (LEVEL 3)

Typical tasks could include:

- Developing, maintaining and improving administrative services.
- Support different parts of the organisation and interact with internal or external customers.
- Demonstrating strong communication skills.

DIGITAL

DIGITAL SUPPORT TECHNICIAN (LEVEL 3)

Typical tasks could include:

- Supporting and implementing digital operations.
- Maximising use of digital office technologies, productivity software, digital communications, including collaborative technologies, and digital information systems to achieve objectives.
- To help internal users to maximise the use of digital technologies and adapt to changes in technology.



CATERING

COMMIS CHEF (LEVEL 2)

Typical tasks could include:

- Preparing food and carry out basic cooking tasks.
- Carrying out the basic functions in every section of the kitchen.
- Gaining experience of each section in order to progress to any future senior chef role.



MOTORVEHICLE

AUTOCARE TECHNICIAN (LEVEL 2)

Typical tasks could include:

- Carrying out a range of services and repairs to cars, car derived vans and light goods vehicles.
- Using tools and, measuring and diagnostic equipment to identify and repair simple system faults.
- Using customer service skills in challenging situations.
- Problem solving.

MOTOR VEHICLE SERVICE MAINTENANCE TECHNICIAN (LEVEL 3)

Typical tasks could include:

- Servicing and repairing of light vehicles.
- Working in dealerships or an independent garage.
- Communicating with colleagues and customers.
- Ordering parts.
- Working on all the systems found within the vehicle.
- Replacing simple parts and solving complex faults with diagnostic equipment.





ENGINEERING

ENGINEERING OPERATIVE (LEVEL 2)

Typical tasks could include:

- Ensuring machines and equipment used are maintained and serviceable.
- Dealing with breakdowns, restoring components and systems to serviceable condition by repair and replacement.
- Operating a variety of machines (CNC or Conventional).
- Assembling press tools, dies, jigs, fixtures and other tools.
- Fabrication/installation of a wide variety of sheet fabrications and equipment and.
- Fabrication and assembly of metal parts and joining techniques.
- Preparing materials and equipment for engineering processes.
- Providing technical support including communications software, test tools, performance, capacity planning, and e-commerce technology.
- Identify hazards.
- Referring to job documentation and work instructions.

ENGINEERING

GENERAL WELDER - ARC PROCESSES (LEVEL 2)

Typical tasks could include:

- Producing items like components for cars; ships; rail vehicles; simple metallic containers; and steelwork for bridges, buildings and gantries.
- Taking responsibility for the quality and accuracy of work.
- Working anywhere in the world and providing services in the harshest of environments.
- Use arc welding processes.



ELECTRICAL INSTALLATION

INSTALLATION ELECTRICAL (LEVEL 3)

Typical tasks could include:

- Installing, maintaining and repairing electrical systems in industrial, commercial and domestic environments. This may include switchboards, motors, cables, fuses, thermal relays, fault current protection switches, heating, lighting, air conditioning and metering equipment as well as crime and fire alarm systems and renewable energy technologies.
- Installing, testing, commissioning and maintaining devices and appliances.
- Designing electrical systems.
- Setting out jobs from drawings and specifications.
- Adhering to safe working practices.
- Maintenance and repairs.

CONSTRUCTION

CARPENTRY AND JOINERY (SITE) (LEVEL 2)

Typical tasks could include:

- Carrying out skilled work, primarily using timber products, either on a construction site, or in a workshop. Creating and installing building components.
- Preparing and fixing building components, from the initial erection of a new building, through to the installation of all necessary fixtures and fittings.
- Repair and maintenance activities.

BRICKLAYER (LEVEL 2)

Typical tasks could include:

- Laying bricks, blocks and other types of building components in mortar.
- Constructing and repairing walls, foundations, partitions, arches and other structures.
- Refurbishing brickwork and masonry on restoration projects. Working on large commercial developments, new builds in housing, alterations, extensions and restorations.



HAIR & BEAUTY

HAIR PROFESSIONAL (LEVEL 2) HAIRDRESSER

Typical tasks could include:

- Shampooing and conditioning hair, cutting hair using a range of techniques, styling and finishing hair to create a variety of looks, and colour and lighten hair for ladies and men.



EDUCATION

TEACHING ASSISTANT (LEVEL 3)

Typical tasks could include:

- Supporting the class teacher to enhance pupils' learning.
- Ensuring pupils understand the work set, stay on task and make progress.
- Promoting self-belief, social inclusion and a high self-esteem play.
- Acting as role models with honesty and integrity.
- Contributing to planning and class activities.
- Teaching Assistants work in Primary, Special and Secondary education.

EARLY YEARS

EARLY YEARS PRACTITIONER (LEVEL 2)

Typical tasks could include:

- Interacting with children daily.
- Supporting the planning of activities.
- Communicating with parents, children, colleagues and wider multi agency professionals.
- Ensuring the welfare and care for children.

EARLY YEARS EDUCATOR (LEVEL 3)

Typical tasks could include:

- Ensuring children from birth to 5 years old learn and develop well and are kept safe.
- Working in full day care, children's centres, pre schools, reception classes or as childminders.



CONTACT INFO

WEYBRIDGE CAMPUS

Heath Road, Weybridge, Surrey KT13 8TT

GET IN TOUCH!

We're here to help you through this process.

Please contact us if you have any enquiries:

Apprenticeship Tel: 01932 797 733

Email: apprenticeships@brooklands.ac.uk

