





# Apprenticeships

## WHAT IS AN APPRENTICESHIP?

An apprenticeship is a combination of on-the-job training in the workplace, and classroom or workshop based learning at college. It will provide you with job-specific skills for your chosen career, a wage, a nationally recognised qualification that is related to the job and the opportunity to improve your English, maths and ICT skills.

## IS AN APPRENTICESHIP RIGHT FOR YOU?

If you are about to leave school and like the idea of getting straight into work, are already working and need to secure a qualification to back up your experience, or to help you progress your existing or new career, an apprenticeship could be for you. Read on to find out more about apprenticeships and how Boston College can help you get to where you want to be!

**TECHNICAL CERTIFICATE**  
(Knowledge, Skills and Behaviours)

**FUNCTIONAL SKILLS**  
(English, Maths, ICT)

**WORK BASED QUALIFICATION**  
(Theory and Work Based Learning)

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# Why choose Boston College

**EXPERIENCED LECTURERS** many of whom have worked in your chosen industry.

**TRUSTED, ESTABLISHED COLLEGE** - we've been here for over 50 years!

**GREAT LINKS** with employers and local businesses.

**JOB VACANCIES ARE AVAILABLE** - contact our Apprenticeship Team for help in finding a job!

**IT'S LOCAL** - with campuses in Boston and Spalding providing excellent training on your doorstep.

**40 DIFFERENT APPRENTICESHIPS** to choose from.

## WHY CHOOSE AN APPRENTICESHIP?

**AN APPRENTICESHIP IS A REAL JOB, OFFERING EXCITING OPPORTUNITIES.**

**Learn job-specific skills and gain real work experience!**

**EARN WHILE YOU LEARN.**

**Meet new people and make new friends.**

**Train using the tools of your industry, whether it's top-of-the-range technology or state-of-the-art machinery.**

**BECOME CAREER FOCUSED.**

**AIM HIGH!** Higher Level Apprenticeships from Level 4 to Level 7 - which are equivalent to degree level programmes - are now available through some providers.

**DEAL WITH REAL-LIFE CHALLENGES IN A REAL-LIFE SETTING.**

# Case Studies



Visit the apprenticeship page on our website to read full case studies, plus many more, and see what employers have to say too!

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"I saw an apprenticeship vacancy within the Exams department at Boston College, so I applied and I've never looked back. Right from the start, I could feel myself growing and thriving here. My colleagues are brilliant and they are all very supportive. I hope to spend many more years here and have carried on improving my skills and knowledge through an Advanced Apprenticeship."

**Jaimee Cross, 22**  
Business Administration Apprentice

"An apprenticeship is a fantastic way to achieve a qualification whilst also gaining 'on-the-job' experience. I chose to study an apprenticeship as I wanted to gain a qualification whilst still working. The course is very easy for me to fit around my employment as I attend college in the evening, which is convenient and allows me to keep up with my workload."

**Jack Woods, 24**  
Accounting Apprentice



"I chose to study an apprenticeship with Boston College because I didn't enjoy the classroom environment but wanted to gain a qualification and experience. I attend college one day a week, split between theory and practical lessons, which has helped me to develop in my role. I am now prepared for the world of work and look forward to becoming fully qualified."

**Casey Houghton, 21**  
Bricklaying Apprentice



# YOUR QUESTIONS ANSWERED



## Q : HOW OLD DO YOU HAVE TO BE?

A: You need to be at least 16 years old when you start your apprenticeship. There's no upper age limit – an adult can train as an apprentice too.

## Q : HOW MUCH WILL I EARN?

A: The current minimum wage for an apprentice is £3.70\* per hour but employers can, and often do, pay more. This rate applies to all apprentices in their first year. After year one, all apprentices are entitled to the National Living or National Minimum Wage according to their age.

## Q : WHAT ARE THE ENTRY REQUIREMENTS?

A: You may need up to five GCSEs at grade (9-4) A\* to C - including English and Maths. Entry requirements vary between individual apprenticeships. Please see detailed course information on our website.

## Q : WHERE WILL MY APPRENTICESHIP BE BASED?

A: The majority of apprenticeships are based in the workplace and include one day a week at college, however some are 100% work-based. Please see individual course information on our website.

## Q : WHAT SUPPORT DO APPRENTICES RECEIVE?

A: As an apprentice you will receive support from your employer, your lecturers and assessors at college. You will also have a dedicated staff member who will visit you in the workplace to support your progress both at college and at work.

## Q : HOW MUCH WILL IT COST?

A: As an apprentice your training won't cost you anything. However, you may want to buy books and stationery to support your learning.

## Q : WHERE DO I START WHEN SEARCHING FOR AN APPRENTICESHIP AND JOB VACANCY?

A: Our Apprenticeship Team will support you in choosing the right apprenticeship, and can also help you to find a relevant job - they have vacancies waiting! Our Careers Team can help you with CV writing and job applications.

## Q : I'VE ALREADY GOT A JOB, CAN I STILL BE AN APPRENTICE?

A: Definitely – if your employer agrees you can become an apprentice in your current workplace. Contact our Apprenticeship Team for more information, or your employer can do this directly.

## Q : WILL I GET HOLIDAY PAY?

A: You will be entitled to the same conditions as other employees working at similar grades or in similar roles, including paid annual leave, sick pay and company benefits.

## Q : HOW LONG DOES AN APPRENTICESHIP TAKE?

A: It will depend on the individual apprenticeship, however all apprentices have to be in training for a minimum of 12 months.

## Q : WHO DO I CONTACT FOR MORE INFORMATION?

A: Contact the Apprenticeship Team at Boston College for everything you need - call 01205 313238 or email [apprenticeships@boston.ac.uk](mailto:apprenticeships@boston.ac.uk)

\*Correct at time of print



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# APPRENTICESHIP LEVELS

The table below shows apprenticeship levels and the equivalent qualification alternatives.

	Level	Equivalent Educational Level
INTERMEDIATE	2	5 GCSE passes at grades (9-4) A* to C
ADVANCED	3	2 A level passes
HIGHER	4, 5, 6 and 7	Foundation degree and above



If you like the sound of an apprenticeship but would like to get more experience first, then a traineeship could be a great starting point for you – they are designed to prepare young people for the world of work, and are a great stepping stone between leaving school and applying for an apprenticeship.

Traineeships are available in many industry areas, and are completed over a flexible period of six weeks to six months - split between college attendance and work experience. They are available for 16-24 year olds, with qualifications lower than Level 3.

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## PROGRESSION AND PROMOTION

### - Aim high!

Employers are keen to grow their own talent by training apprentices using their tried and tested business methods. Showing the ability to work and study often helps apprentices to stand out from other employees, meaning an apprenticeship could provide you with an excellent progression path.

- Over 90% of apprentices currently go into work or further training.\*
- Higher apprentices could earn £150,000 more on average over their lifetime compared to those with Level 3 vocational qualifications.\*

\*Government statistics

# CAREERS ADVICE

If you're not sure what's right for you and what best suits your career aims then an informal chat with one of our impartial Careers Advisers will help! Our Careers, Education, Information, Advice and Guidance (CEIAG) trained advisers are available by appointment in Boston and Spalding. Call our information line on **01205 313218** to make an appointment.

**Staying in education after GCSEs doesn't mean you have to stay at school.**

Our Apprenticeship Team have job vacancies available from many different employers, with new ones being added all the time. They can help you find suitable employment for your chosen career path. Apprenticeships are available in many different industries, and within businesses and organisations that you might be surprised to discover.

**The following are just some of the roles and settings our apprentices have worked in:**

- Accounts Assistant, Customer Service Assistant, Web Developer, Marketing Assistant, Trainee Engineer...
- Doctor's Surgeries, Schools, Restaurants, Hospitals, Construction Sites, Solicitors, Hairdressers, Manufacturers, Shops, Care Homes...

**It's your career - be inspired by the possibilities**

## EXCELLENT CAREER PROSPECTS

An apprenticeship gives you lots of industry experience which is very important when progressing in your job. Having lots of experience, in addition to a qualification, will give you an excellent head start, helping you to achieve your career goals. A large number of apprentices successfully gain permanent employment with the company they train with, and gain promotion within the business and beyond.

See all current vacancies at  
 ► [www.boston.ac.uk](http://www.boston.ac.uk)  
 ► [findapprenticeship.service.gov.uk](http://findapprenticeship.service.gov.uk)



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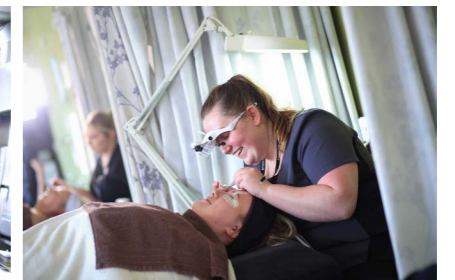
call now: 01205 313238

email us: [apprenticeships@boston.ac.uk](mailto:apprenticeships@boston.ac.uk)

		Duration	Location
ACCOUNTING	<b>Accounting</b> Apprenticeship Level 2	1 Year	Boston or Spalding
	<b>Assistant Accountant</b> Apprenticeship Level 3	18 Months	Boston or Spalding
	<b>Professional Accounting or Taxation Technician</b> Apprenticeship Level	2 Years	Boston
ANIMAL CARE	<b>Animal Care</b> Apprenticeship Level 2	15 Months	Workplace
	<b>Animal Care</b> Apprenticeship Level 3	2 Years	Workplace
BEAUTY THERAPY	<b>Beauty Therapy</b> Apprenticeship Level 2	12-18 Months	Spalding
	<b>Massage Therapies</b> Apprenticeship Level 3	12-18 Months	Spalding
BRICKLAYING	<b>Bricklaying</b> Apprenticeship Level 2	2 Years	Boston
BUSINESS	<b>Business Administration</b> Apprenticeship Level 2	1 Year	Boston
	<b>Customer Service Practitioner</b> Apprenticeship Level 2	1 Year	Workplace
	<b>Retail</b> Apprenticeship Level 2	1 Year	Boston
	<b>Team Leading</b> Apprenticeship Level 2	1 Year	Boston
	<b>Customer Service</b> Apprenticeship Level 3	18 Months	Boston or Spalding
	<b>Dental Nursing</b> Apprenticeship Level 3	18 Months	Workplace
	<b>Management</b> Apprenticeship Level 3	18 Months	Workplace
	<b>Retail Team Leader</b> Apprenticeship Level 3	18 Months	Boston
	<b>Team Leader/Supervisor</b> Apprenticeship Level 3	18 Months	Boston
	<b>Business Administration</b> Apprenticeship Level 3	18 Months	Boston
	<b>Medical Administration</b> Apprenticeship Level 3	18 Months	Boston
	<b>Operations/Departmental Manager</b> Apprenticeship Level 5	30 Months	Boston or Spalding
	CARPENTRY AND JOINERY	<b>Site Carpentry</b> Apprenticeship Level 2	2 Years
<b>Site Carpentry</b> Apprenticeship Level 3		18 Months	Boston
CATERING AND HOSPITALITY	<b>Food Production and Cooking</b> Apprenticeship Level 2	12 - 18 Months	Boston
	<b>Hospitality Team Member</b> Apprenticeship Level 2	12 - 18 Months	Boston
	<b>Catering and Professional Chefs</b> Apprenticeship Level 3	12 - 18 Months	Boston
	<b>Hospitality Supervision</b> Apprenticeship Level 3	12 - 18 Months	Boston

		Duration	Location
COMPUTING	<b>IT and Software</b> Apprenticeship Level 2	1 Year	Boston
	<b>IT, Software, Web and Telecoms Professionals</b> Apprenticeship Level 3	18 Months	Boston
EARLY YEARS	<b>Early Years Educator</b> Apprenticeship Level 3	2 Years	Boston
ELECTRICAL	<b>Electrotechnical</b> Apprenticeship Level 3	3.5 - 4 Years	Boston
ENGINEERING	<b>Engineering Technology</b> Apprenticeship Level 2	2 Years	Boston
	<b>Engineering Technology</b> Apprenticeship Level 3	2 Years	Boston
HAIRDRESSING	<b>Hairdressing</b> Apprenticeship Level 2	18 - 24 Months	Spalding
	<b>Hairdressing</b> Apprenticeship Level 3	1 Year	Spalding
HEALTH AND SOCIAL CARE	<b>Adult Care Worker</b> Apprenticeship Level 2	18 Months	Workplace
	<b>Lead Adult Care</b> Apprenticeship Level 3	2 Years	Workplace
MOTOR VEHICLE (AUTOMOTIVE)	<b>Automotive Retail Motor Vehicle Service and Maintenance Technician Light Vehicle</b> Level 3 Apprenticeship	3 Years	Boston
PLUMBING	<b>Plumbing</b> Apprenticeship Level 2	2 Years	Boston
SPORT	<b>Instructing Exercise and Fitness</b> Apprenticeship Level 2	1 Year	Boston
TEACHING	<b>Supporting Teaching and Learning in Schools</b> Apprenticeship Level 3	2 Years	Boston or Spalding

## FULL COURSE INFORMATION ONLINE



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email us: apprenticeships@boston.ac.uk

# HOW TO BECOME AN apprentice

## WHAT YOU NEED TO DO:

- ☑ Think about your career options
- ☑ Choose an apprenticeship
- ☑ Find an employer

## Are you currently employed?

You can train through an apprenticeship with your current employer and base your training around your current job role. You need to be working within a relevant industry for a minimum of 30 hours per week, however terms are becoming more flexible.

You can contact our Apprenticeship Team yourself for more information, or your employer can do this directly.

## Are you looking for a job?

You will need to find a suitable apprenticeship job within a relevant industry, ideally for a minimum of 30 hours per week. Our Apprenticeship Team can match you to their existing employer vacancies, and will give you information about the training and qualification. To find out more and to keep up-to-date with the latest vacancies, contact us.

Call **01205 313238** or email [apprenticeships@boston.ac.uk](mailto:apprenticeships@boston.ac.uk)

You can also search for local vacancies at

- [www.boston.ac.uk](http://www.boston.ac.uk)
- [findapprenticeship.service.gov.uk](http://findapprenticeship.service.gov.uk)

## apply now

[www.boston.ac.uk](http://www.boston.ac.uk)



## APPLY FOR AN apprenticeship

You can apply for your apprenticeship by filling in an application form in one of the following ways:

- **Apply online at [www.boston.ac.uk](http://www.boston.ac.uk)**  
We encourage online applications as the quickest route.
- **Contact the Boston College information line on **01205 313218** or email [info@boston.ac.uk](mailto:info@boston.ac.uk) to request a paper application form to be sent in the post.**

## WHAT NEXT?

You can make an appointment to speak to our Apprenticeship Team, meet our industry expert staff or get advice from one of our impartial Careers Advisers to help you plan your career route – call **01205 313218** or email [info@boston.ac.uk](mailto:info@boston.ac.uk)

## OUR CAMPUSES

If your chosen apprenticeship includes attendance at college, this could be at one of our campuses in Boston or Spalding - it will depend on the individual apprenticeship, and some offer you the choice of either. Find out more on our website.

## CAMPUS ADDRESSES

### Boston College

Rochford Campus  
Skirbeck Road  
Boston  
Lincolnshire  
PE21 6JF  
Sat nav postcode: PE21 6DA  
T: 01205 365701  
E: [info@boston.ac.uk](mailto:info@boston.ac.uk)

### Spalding College Main Entrance

Red Lion Street  
Spalding  
Lincolnshire  
PE11 1SX  
T: 01775 715880  
E: [spaldinginfo@boston.ac.uk](mailto:spaldinginfo@boston.ac.uk)

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## Open Events

### BOSTON OPEN EVENTS

<b>October 2018</b>	Thursday 11th	5:00pm-8:00pm
<b>November 2018</b>	Thursday 15th	5:00pm-8:00pm
<b>February 2019</b>	Thursday 7th	5:00pm-8:00pm
<b>June 2019</b>	Saturday 22nd	12:00pm-3:00pm

### SPALDING OPEN EVENTS

<b>October 2018</b>	Tuesday 2nd	5:00pm-7:00pm
<b>May 2019</b>	Tuesday 14th	5:00pm-7:00pm

### APPRENTICESHIP INFORMATION EVENT (BOSTON)

<b>March 2019</b>	Thursday 14th	5:00pm-7:00pm
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