



## Key Facts

What is an Apprenticeship?

Apprenticeships are work-based training programmes designed around the needs of the employer that offer a job, qualifications and work experience

Apprenticeships are open to all age groups above 16 years old from school leavers to those seeking to start a new career

Apprentices are employed from the very start of their apprenticeship and earn a wage whilst working alongside experienced staff in businesses to gain job-specific skills and nationally recognised qualifications, so they 'earn and learn' at the same time.

Employment will be for at least 30 hours per week and maximum of 40 hours per week (45 hours max at 18). In cases where the learner cannot complete the full 30 hours, employment must be for more than 16 hours per week

Apprentices gain technical knowledge and practical experience for their immediate job and future career and recognised qualifications. There is often a six month minimum probationary period – to make sure the apprentice is right for the role and both sides are happy with progress etc. It is very important to check the apprenticeship vacancy details before applying carefully. Look at the annual salary, number of weeks and **hours** expected to work. E.g., there are some employers who only pay for half an hour lunch break, even though you may have to take a full hour, but they may not let you take this time off in lieu. Ask about whether you would be offered a full-time job at the end of the apprenticeship, or could you continue as an apprentice to a higher level. **Some** employers expect some apprentices to fund their own apprenticeship after Level 3, other employers fund all the way through to Degree level. Before accepting an apprenticeship and signing a contract – check the details and if there are any issues you can call the apprenticeship helpline who will guide you through it. Telephone: 0800 015 0400 or email:

[nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk)

You can check employment law for apprentices on: Telephone: 0800 015 0400 or email:

[nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk)

Apprentices must be living in England and not taking part in full-time education

The training for 16-18 year old apprentices is fully funded by the Government

Apprenticeships can take between one and four years to complete depending on the level of Apprenticeship, the apprentices' ability and the industry sector

The minimum apprentice wage is £4.15 an hour around £125.00 per week (30 hours normal working hours per week). The minimum apprenticeship wage applies to those aged 16 to 18, and those aged 19 or over who are in their first year. All other apprentices should be paid the national minimum wage for their age group. Salaries vary depending on the industry sector, level (advanced, higher, degree) and the company employing the apprentice

There are more than 1,400 job roles and 250 frameworks in sectors from different job roles in a range of industry sectors, from Veterinary Nursing to Graphic Design, Horticulture to Electric Vehicle Engineering, and Boat Building to Accountancy. Here is a list of some of the large employers offering apprenticeships but there are many others:

BAE SYSTEMS - runs one of the largest Apprenticeship programmes in the UK

BNFL (SPRINGFIELD FUELS)

MBDA

EDF ENERGY

JAGUAR LANDROVER

LEYLAND TRUCKS

MORRISONS

NATIONAL GRID

ROLLS-ROYCE

HALFORDS

GREENE KING

GREGGS

CIVIL SERVICE

ITV

LANCASHIRE COUNTY COUNCIL

WHITBREAD

THALES

BBC ACADEMY

SIEMENS

IBM

NETWORK RAIL

ARMED SERVICES

ROYAL MAIL

BARCLAYS

HSBC

LLOYDS

E.ON

ROYAL MAIL

COSTAIN Construction

MARKS & SPENCER  
BOOTS THE CHEMIST  
SEDDON Construction  
ERIC WRIGHT Construction Limited  
BT/OPENREACH

NHS Apprenticeships provide training for health-related occupations such as occupational therapy, physiotherapy and radiography assistants, and for other roles within health care settings, such as catering, painting and decorating and business administration:  
<http://healthacademy.lancsteachinghospitals.nhs.uk/courses/apprenticeships/>

For information on national companies offering apprenticeships 2021 go to 'the apprenticeship guide' website: <http://www.apprenticeshipguide.co.uk/>

And <https://www.ratemyapprenticeship.co.uk/top-employers>

For a list of apprenticeship training providers in Lancashire go to: [www.lancsforum.co.uk](http://www.lancsforum.co.uk) 'Sorted' brochure. <http://www.lancsforum.co.uk/apprenticeships/>

### **Apprenticeships can lead to good careers with real progression**

Higher Apprenticeships provide up to degree equivalent qualifications for apprentices and enable employers, colleges and universities to deliver the advanced skills most critical for growth, specifically in skill shortage areas - apprenticeships have developed to match this. Some of the fastest growing areas have been in IT & Digital Technology (including automation/robotics), accountancy, childcare, health, and the food manufacturing industry and logistics.

### **Reasons for aiming for Apprenticeships**

Apprenticeships can be a great way to start a successful career. You earn while you learn and gain nationally recognised qualifications but it is important to be '**ready for work.**' Work experience is highly valued by employers (which you can do in the school holidays or at weekends) to show an employer you have developed skills for the workplace. You can check Child employment law and hours able to work on: <https://www.lancashire.gov.uk/children-education-families/keeping-children-safe/children-in-employment-and-entertainment/child-employment/>

Apprenticeships are available in all sectors and industries throughout England. There are more than 200 different types of Apprenticeships available offering over 1,200 job roles, in a range of industry sectors. Higher Apprenticeship opportunities are also available, which will give apprentices access to new employment opportunities with great career progression options and valuable professional skills.

### **How to register and apply for vacancies:**

Vacancies are advertised using the Apprenticeship Vacancies website. You can search and apply for Apprenticeship vacancies online, the new official recruitment system for Apprenticeships in England is the **APPRENTICESHIP VACANCY MATCHING SERVICE** at <https://www.gov.uk/apply-apprenticeship> Tel: 0800 015 0400.

Although, Apprenticeship Providers advertise local vacancies on the <https://www.gov.uk/apply-apprenticeship> website, it is **essential** that you also do your own job search and attempt to find your own employer, and keep in touch with the local training providers including colleges. **Work experience is key to finding an apprenticeship.** Employers want young people who are ready for work and have proven experience in a related job area. Research the employer too - what is their reputation for apprenticeships, check out reviews on recruitment websites e.g. 'Indeed' etc.

For more information contact the Apprenticeship helpline  
Telephone: 0800 015 0400 or email: [nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk)

Contact the National Careers Service helpline if you would like to speak to a Careers Adviser:  
Telephone: 0800 100 900  
Text messages: 07766 413 219  
Textphone: 0800 096 8336 Monday to Sunday, 8am to 10pm

You can also contact local training providers listed here for information and advice on apprenticeships, and details of virtual events/open days – this will give you a chance to find out more about what is involved in the apprenticeships they offer. They advertise local apprenticeship vacancies on the above Apprenticeship Vacancy Matching Service website, but also expect and encourage school leavers to be proactive in finding their own employer using family/friends' contacts, sending out a CV and covering letter to potential employers (using [www.yell.com](http://www.yell.com) for contact addresses). Listed below are some local and regional and national providers for Apprenticeships check websites for Open Events:

### **Alliance Learning**

Alliance Learning, The Hurst Building, Horwich Loco Estate,  
Chorley New Road, Horwich, Bolton BL6 5UE

<https://www.alliancelearning.com/page/apprenticeships>

**Electrical Engineering, IT Networking, Mechanical Engineering, Fabrication & Welding, Engineering Maintenance, Business Admin, Dental Nursing, Child Care, Health & Social Care, Customer Service.**

### **BConstructiveCITB**

Unit 2, Venture House  
674 Melton Road, Thurmaston, Leicestershire LE4 8BB  
e: [myapprenticeship@citb.co.uk](mailto:myapprenticeship@citb.co.uk) t: 0344 994 4010

<https://www.bconstructive.co.uk/> (for current vacancies) Tel: 0300 456 5037

**Web: [www.citb.co.uk](http://www.citb.co.uk) for information on all construction careers: Bricklaying to Surveyor**

**Runshaw College Business Centre,**  
Euxton Lane, Chorley, PR7 6AQ

Email: [rbcenquiry@runshaw.ac.uk](mailto:rbcenquiry@runshaw.ac.uk)

Euxton Lane Centre

Chorley PR7 6AQ

Tel: 01772 643008

Email: [www.runshaw.ac.uk](http://www.runshaw.ac.uk)

**Various including: Business Admin & Accounting, Childcare, Hairdressing, Health & Social Care, Hospitality & Catering, IT and Engineering**

### **Blackburn College**

Fielden Street

Blackburn, BB2 1LH

Tel: 01254 292929

Email: [studentservices@blackburn.ac.uk](mailto:studentservices@blackburn.ac.uk)

Web: [www.blackburn.ac.uk](http://www.blackburn.ac.uk)

**Various including: Business & Computing, Textiles, Motor Vehicle, Construction etc.**

### **Little League Sports**

Little League Sports HQ

Woolton High School

Woolton Hill Road, Woolton

Liverpool, Merseyside L25 6JA

Telephone: 0151 294 3229

Email: [info@littleleaguesports.co.uk](mailto:info@littleleaguesports.co.uk)

**Offer sports coaching programmes that can lead onto apprenticeships**

### **Myerscough College**

Bilsborrow, Preston, PR3 0RY

Tel: **Employer services on:** 01995 642255

Email: [enquiries@myerscough.ac.uk](mailto:enquiries@myerscough.ac.uk)

**Horticulture/Agriculture, Landscape, Equine & Animal Care & Sport related**

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

### **North Lancs Training Group** Preston Centre:

Apprenticeship and Foundation Learning Centre

227 Lancaster Road North, Preston, PR1 2PY Tel: 01772 885165

Email: [preston.fl@nltg.co.uk](mailto:preston.fl@nltg.co.uk)

**Business Admin/IT, Furniture & Joinery/Glass industry, Hospitality & Catering,**

**Manufacturing/Warehousing etc. Also offer Foundation Learning programmes at Level 1.**

### **Preston's College**

Fulwood Campus, Preston, PR2 8UR, Tel: 01772 225266

Email: [apprenticeships@preston.ac.uk](mailto:apprenticeships@preston.ac.uk) Web: [www.preston.ac.uk](http://www.preston.ac.uk)

**Various including: Creative & Cultural, Business, Construction, Health & Social Care, Hair & Beauty etc.**

**Springfields Fuels Limited**

Springfields Works

Salwick

Preston, PR4 OXJ

Tel: General enquiries: 01772 763090 or 01772 762383

Email: [springfields.recruitment@springfields.com](mailto:springfields.recruitment@springfields.com)

Web: [www.apprenticetraining.co.uk](http://www.apprenticetraining.co.uk)

<http://www.apprenticetraining.co.uk/apprentice-training>

**Training 2000 Ltd (T2K)**

Furthergate Business Park,

Harwood Street

Blackburn, BB1 3BD

Tel: 0845 604 2000 or 01254 54424

Email: [info@t2k.org.uk](mailto:info@t2k.org.uk)

**Business Admin/Accounting, Construction, Engineering, MV, Health & Care.**

**Wigan & Leigh Training**

Wigan and Leigh College

PO Box 53, Parson's Walk

Wigan, WN1 1RS Tel: 01942 761111 or 01942 761600

**Various including, engineering, plumbing, construction, business admin & childcare etc.**

**Remit Ltd (Retail Motor Industry Training)**

3 Acorn Business Park, Mansfield, Nottingham, NG18 1EX

Apprentice recruitment tel: 0845 8399200

Email: [apprenticeships@remit.co.uk](mailto:apprenticeships@remit.co.uk)

Web: [www.remit.co.uk](http://www.remit.co.uk)

**Automotive Industry – MV Mechanics, Sales, IT, Food & Hospitality, Passenger Transport.**

**JTL (Joint Training Ltd) National Administration Centre**

Unit 3H1, Third Floor

Redwither Tower

Redwither Business Park

Wrexham, LL13 9XT

Email: [nacnorthwestbusiness@jtltraining.com](mailto:nacnorthwestbusiness@jtltraining.com)

Web: [www.jtltraining.com](http://www.jtltraining.com)

**JTL Training centres at Preston's College, Bolton College Electrical Installation, Plumbing, Heating & Ventilation**

**Baltic Training Services**

Baltic House

Hilton Road, Aycliffe Business Park

Newton Aycliffe, Co Durham DL5 6EN

T: 01325 731050

Web: [www.baltictraining.com](http://www.baltictraining.com)

**IT Technical, Digital Marketing, Software Development (National and local opportunities)**

### **Bolton College**

Deane Road Campus

Deane Road, Bolton

BL3 5BG

**Tel. 01204 482000**

**Email. [info@boltoncc.ac.uk](mailto:info@boltoncc.ac.uk)**

<https://www.boltoncollege.ac.uk/apprenticeships>

e: [info@boltoncc.ac.uk](mailto:info@boltoncc.ac.uk) or

t: 01204 482000

### **ProCo**

NW Ltd @ Wigan Skills Centre,

Prescott Street, Wigan, WN6 7DD

Offer supportive Study Programmes, Traineeships and Apprenticeships in a range of occupations including Construction, Catering, Animal Care, Business etc.

<https://www.wigan.gov.uk/LINC2/Survival-Guide/Local-services/Pro-Co.aspx>

t: 01942 318099

### **Engineering Construction Industry Training Board**

Blue Court, Church Lane,

Kings Langley, Hertfordshire, WD4 8JP

t: 01923 260000

e: [ecitb@ecitb.org.uk](mailto:ecitb@ecitb.org.uk)

<https://www.ecitb.org.uk/apprenticeships-careers/apprenticeships-in-engineering/>

### **SEMTA**

(Engineering/Manufacturing Technologies)

Head Office, Unit 2, The Orient Centre,

Greycaine Road, Watford, Herts, WD24 7GP

Tel: 0845 643 900

Email: [customerservices@semta.org.uk](mailto:customerservices@semta.org.uk)

<https://semta.org.uk/services/apprenticeships/>

**BNFL, BT, Royal Mail, Network Rail, BAE Systems, British Gas, National Grid, Rolls Royce, SIEMENS, local companies like NIS and Telent,** and other companies do usually advertise vacancies with the National Apprenticeship Service, but you can also **apply direct** to the employer by completing their applications on-line, check company websites for details. Some do take on school leavers at age 16, others only 17 or 18 year olds (**Some deadlines for applications are January/February 2021**).

Motor vehicle industry – for list of Manufacturers/Employers go to the Institute of the Motor Industry website at: [www.autocity.org.uk](http://www.autocity.org.uk) and download the list that includes,

**Mercedes Benz, Ford, Scania, DAF, Kia, BMW, Audi UK, Jaguar and Kwik-Fit etc. For**

**Leyland Trucks vacancies go to: <https://www.leylandtrucksLtd.co.uk/en-gb/working-at->**

[leyland-trucks/apperentice-ship](http://www.leylandtrucks.com/working-at-leyland-trucks/young-professionals#apprenticeships) and <http://www.leylandtrucks.com/en-gb/working-at-leyland-trucks/young-professionals#apprenticeships>

Other useful websites that advertise apprenticeship vacancies are:

[www.apprenticeshipguide.co.uk](http://www.apprenticeshipguide.co.uk)

[www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk)

[www.ratemyapprenticeship.co.uk](http://www.ratemyapprenticeship.co.uk)

[www.indeed.co.uk](http://www.indeed.co.uk)

[www.monster.co.uk](http://www.monster.co.uk)

[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)

[www.creativeskillset.org](http://www.creativeskillset.org)

If you need any help with applying for apprenticeships, putting together a CV/Personal Statement, or any further information, ask to see the Careers Adviser in school. There are also some good tips on how to put a CV together and a template on the National Careers Service website: <https://nationalcareers.service.gov.uk/careers-advice/cv-sections>

Be prepared to impress employers with your enthusiasm to go onto an apprenticeship – have a CV ready to download to training providers and employers for opportunities! A CV template is also available on Target Careers website: <https://targetcareers.co.uk/careers-advice/applications-and-interviews/198-how-to-write-a-cracking-school-leaver-cv>

COVID-19 – With the disruption to apprenticeships due to the pandemic, more information is available with regard to apprentices being furloughed or made redundant on the government website – however, employers are still recruiting at this time: There is information on apprenticeships in view of Covid-19 that can be seen in detail on these web-links: <https://www.apprenticeships.gov.uk/apprentice/find-an-apprenticeship>.

<https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response/coronavirus-covid-19-guidance-for-apprentices-employers-training-providers-end-point-assessment-organisations-and-external-quality-assurance-pro>