

WORK TRAIN EARN PETROC™

**GUIDE TO APPRENTICESHIPS 2011/12
FOR LEARNERS AGED 16 TO 25**



AT PETROC WE OFFER APPRENTICESHIP PROGRAMMES THAT DEVELOP INDUSTRY SPECIFIC SKILLS.

By combining work and training, our Apprentices develop vocational skills and essential knowledge.

We support Apprentices and their employer throughout the programme, to ensure maximum benefits for all.

So, if you're interested in training as an Apprentice to get ahead in your chosen industry, we'll work with you to help you reach your full potential.

**WE'RE ALL ABOUT BEING THE BEST WE
CAN BE AND HELPING YOU DO THE SAME.**

01271 338125
www.petroc.ac.uk

How an apprenticeship works

Apprenticeships are made up of qualifications gained in the workplace and at college. See page 5 for full details.

The training that takes place in college is delivered at one of Petroc's specialist training centres - Barnstaple or Tiverton Campus - by qualified tutors and experienced practitioners. The Apprentice attends college on a day or block release basis depending on the occupational area being studied.

At college and in the workplace, Apprentices learn in a practical environment where they are guided, supported and encouraged.

How long does an apprenticeship take?

An Apprenticeship usually takes between one and three years to complete, depending on the experience of the trainee and the occupational area being studied.

The requirements of the employer and the specific tasks the Apprentice carries out also have an effect on the length of the training.

To achieve an Advanced Apprenticeship takes a maximum of four years in total.

Costs and funding

For the employer, the cost of training an Apprentice aged 16 to 18 is fully funded by the Government through the National Apprenticeship Service (NAS)*. A contribution of 50% is available for an Apprentice aged 19 to 24.

The employer pays the Apprentice's wage and ensures that suitable opportunities are available in order for them to complete all aspects of the training.

*For full terms and conditions visit www.apprenticeships.org.uk.

How much is an apprentice paid?

The new National Minimum Wage (NMW) for an Apprentice is £2.50 per hour for those either under 19 years of age or over 19 and in the first year of their Apprenticeship. Many Apprentices actually earn more than this.

If you reach 19 years old and have completed the first year of your Apprenticeship you will be paid at least the full NMW rate for those aged 18 to 20, which is currently £4.92 per hour.

If you are already 19 and have completed the first year of your Apprenticeship you will be paid at least the NMW rate for your age, which for those aged 21 and over is £5.93 per hour.

Support available

Each Apprentice is allocated a Placement Officer from the start of the Apprenticeship who is their main college contact. They will carry out the initial interview and discuss any additional learning support.

They will regularly visit the workplace to carry out a progress review and to offer guidance and support.





MATT CHRISTIE

Trowel Occupations Apprentice

Apprenticeships have been the key to long term growth and success for local construction company, Roger Andrews Builders.

Roger Andrews established his current Bradworthy business in 1980 with partner Shirleyann.

The couple took on their first Apprentice soon after who already had core knowledge in building and labouring. Shirleyann encouraged him to attend college to progress further. They realised he improved their company's skill base and made the decision then to employ a young workforce who add a youthful and enthusiastic dynamic to Rogers own experience.

Further trainees followed in carpentry and masonry and over the years they have offered ten Apprentices the opportunity to fulfil their potential. Of these, seven are still with the company including three current Apprentices.

"Apprentices have taken the company into different areas that we couldn't have tackled otherwise," he said. "They have raised the standard."

The most recent appointment, 20 year old Matt Christie, has been with the company only a short time but is already benefitting from the positive environment.

"I wanted to do an apprenticeship for years. I tried to get one at 17 and had to wait for a year before I could find an employer ready to support me," he said. "I love this trade - watching the building structure going up, knowing I did that. It's great doing something hands on."

The company looks set to continue successfully into the future and Roger is very proud of what he and his workforce have achieved.

WHAT GOES INTO AN APPRENTICESHIP FRAMEWORK?

The diagram below shows how the various elements make up an Apprenticeship Framework. Each element is key to the Apprenticeship to ensure the Apprentice is fully competent in their industry with a rounded set of skills.

WORK BASED QUALIFICATION

The site based qualification is achieved through the training and assessment of the Apprentice's competence to carry out specific work related tasks. This is a Level 2 qualification* and on completion the Apprentice could progress to a Level 3 which is an Advanced Apprenticeship.

COLLEGE BASED QUALIFICATION

This qualification provides the theory and understanding which gives the Apprentice the underpinning knowledge of the industry in which they are working. This qualification is usually gained through guided learning and exams or assessments conducted in college.

FUNCTIONAL SKILLS

These qualifications will help develop Communication, Application of Number and ICT skills. The level and combination undertaken depend on the individual and the vocational area being studied. They help the Apprentice deal with the various demands of their job role and are transferable skills.

EMPLOYMENT RIGHTS & RESPONSIBILITIES

It is important that the Apprentice can source help in solving employment issues and that they are aware of the political climate of their chosen occupation.

SAFETY

All Apprentices will learn about their responsibilities at work with regard to health and safety so that they are able to follow safe systems of work and adhere to policies and legislation in the workplace.

* Please note that the Work Based Qualification for the Electrical Apprenticeship is undertaken at Level 3 and not Level 2.



SARAH BROWN

Business and Administration Apprentice

Sarah Brown is currently working towards her Business and Administration Advanced Apprenticeship. She works and studies at Petroc's Barnstaple Campus, rotating each term between working in the Central Administration and the Support teams.

"My days are always really varied, doing many different jobs," she said. "The rotation is great as I can transfer skills from one area to another. It has also meant that I have got to meet lots of different people from across the college that I wouldn't have met otherwise."

The opportunity to learn in the workplace appealed to Sarah and she specifically chose to do an Apprenticeship to gain experience in administration whilst doing a qualification.

"I love learning something new, especially when I can use it in the workplace. An Apprenticeship is a brilliant opportunity to get the career you want - it's great to have an employer to support this."

Sarah is also studying towards an Award in Administration as part of her training which develops further skills to take back into the workplace.

"We recognise the need to invest in training and education, particularly in the current climate," said Petroc Principal, David Dodd. "We have taken on five apprentices in the last year and by investing in apprentices we are developing the future leaders of our college."

QUALIFICATION GUIDE


An Apprenticeship can lead to higher achievement and further studies which open up more career opportunities.

Petroc offers Higher Education (Level 4) opportunities in a range of subjects for students with a Level 3 qualification. Our degree courses are run in partnership with the University of Plymouth.

See our Guide to Higher Education for more information or call **01271 338100**.




HIGHER EDUCATION



A LEVELS BTEC SUBSIDIARY & EXTENDED DIPLOMAS
On completion of the qualifications this level is equal to 3 A Levels.
ADVANCED APPRENTICESHIPS AND/OR NVQ 3



GCSES CERTIFICATES & DIPLOMAS
On completion of the qualifications this level is equal to 5 or more GCSEs at grade C or above.
FOUNDATION APPRENTICESHIPS AND/OR NVQ 2



DIPLOMA FOUNDATION LEARNING TIER
On completion of the qualifications this level is equal to 4 or more GCSEs at grade E or above.
NATIONAL VOCATIONAL QUALIFICATIONS (NVQ 1)

APPRENTICESHIP FRAMEWORK OVERVIEW BY AREA

The Apprenticeship Frameworks offered at Petroc are detailed below.

Accounting

Venue: Barnstaple and Tiverton Campus.

Running a business involves a lot of financial activities, from expenses and bills to taxes and payroll - accountants keep track of all these and more. This Apprenticeship could find the Apprentice working in an accounts department, helping a business or organisation manage their money properly. It takes a business brain, as well as a way with numbers, to get ahead in this competitive industry.

Architectural Technology **NEW**

Venue: Barnstaple Campus.

An architectural Apprentice will enjoy, one day a week, learning a wide variety of skills and knowledge related to the role of architectural technician in college. You will learn how to draw to professional standards, how the design process works and how the design teams work together. Apprentices will be taught about construction methods and have the opportunity to design their own buildings and show their creations using CAD programmes. This will give you a BTEC Diploma in Construction, at the same time you will be working in an architectural practice learning on the job, building up actual work experience in your chosen vocational route. Through work experience you will be able to achieve an NVQ in Architectural Technician work.

Beauty **NEW**

Venue: Tiverton Campus.

This Apprenticeship is about improving people's wellbeing by making them look and feel better. As a beauty therapy Apprentice, you'll assist senior therapists and learn a range of skills and techniques, such as how to improve facial skin conditions, wax body hair, spray tan, shape and colour brows, perform hand and foot treatments, and apply make up. To succeed, you need to work hard at practical and theory work, have a mature, caring personality and be very well presented. You will need a business brain and a way with numbers to get ahead in this competitive industry.

Business and Administration

Venue: Barnstaple and Tiverton Campus.

Without administrators, information would be hard to find, meetings would be missed and businesses would be less productive. This sort of work requires a strong sense of responsibility, accuracy and attention to detail. One of the great things about the Business and Administration Apprenticeship is that almost all businesses require these skills and processes. Administration roles are also an excellent starting point to move into management once more experience has been gained.

Please note: The Foundation Apprenticeship (Level 2) is delivered at our Tiverton Campus only.

Creative Industries **NEW**

Venue: Barnstaple and Tiverton Campus.

Before setting up his own studio, Leonardo da Vinci spent six years learning his craft as an Apprentice. More than 500 years later, Apprenticeships are still a great way to get your break in Arts, Media and Publishing. The arts world covers everything from film to fashion, music to computer gaming. While it's the artists and actors, musicians and models who take centre stage, they wouldn't be there without armies of assistants and teams of technicians – just take a look at the number of crew members listed in the credits next time you watch a film. Media and publishing is even bigger business. Imagination and a flair for English, art, music, fashion or a similar creative subject can help you succeed in the creative industries.



APPRENTICESHIP FRAMEWORK OVERVIEW BY AREA

Customer Service

Venue: Barnstaple and Tiverton Campus.

This Apprenticeship can be applied to hundreds of job roles across many different sectors. As a customer service Apprentice, they'll be making sure that customers are dealt with in a positive, reliable and pleasant way, offering advice, answering questions or handling complaints. These are skills that will serve well in virtually any industry - so it's a very good way to move forward and prepare for a future career.

Early Years NEW

Venue: Barnstaple and Tiverton Campus.

This Apprenticeship covers a range of job roles in the early year's field including working in nurseries and playgroups. As an Apprentice in this field you will have an opportunity to train in all age ranges – up to the age of eight, and be professionally competent to deal with all aspects of childcare. It will enable the Apprentice to go onto other childcare related courses and possibly progress into a management role or onto higher education study.

Electrical Installation

Venue: Barnstaple and Tiverton Campus.

Bright sparks should consider this Apprenticeship, which gives a complete grounding in the scientific and practical aspects of electrical installation. Apprentices learn how to install and commission electrical systems - test them, inspect them, find and diagnose faults. Attendance at college includes studying science based subjects to an advanced level and practical workshop based activities. They will also need to undertake a practical competency assessment in the latter end of the Apprenticeship.

Engineering

Venue: Barnstaple Campus.

Engineers design and build the things that make our world what it is. Everything, from aeroplanes to buildings, comes back to engineering. Apprentices begin by learning about work safety, how to communicate technical information and identify engineering equipment. Through the Advanced Apprenticeship there is the opportunity to become either a skilled crafts person (skilled in practical trades, like fitting or machining) or a technician (involved in technical matters and problem solving).

Engineering Mechanical and Electronic NEW

Venue: Barnstaple Campus.

This Apprenticeship can be completed in two different disciplines. You will either choose to complete the Apprenticeship in Mechanical Engineering or Electronic Engineering. The programme can be completed at two levels, either at Level 2 or 3. The knowledge part will be covered whilst at college and covers a range of subjects depending on which route you choose. For example, in Mechanical Engineering you will study mechanical principles and applications and engineering design. In Electronic Engineering you will study electrical and electronic principles. Both routes will contain units that are mandatory such as Health and Safety in the Workplace. If you complete the Apprenticeship at Level 2 you will undertake workshop activities related to mechanical engineering.

Hairdressing

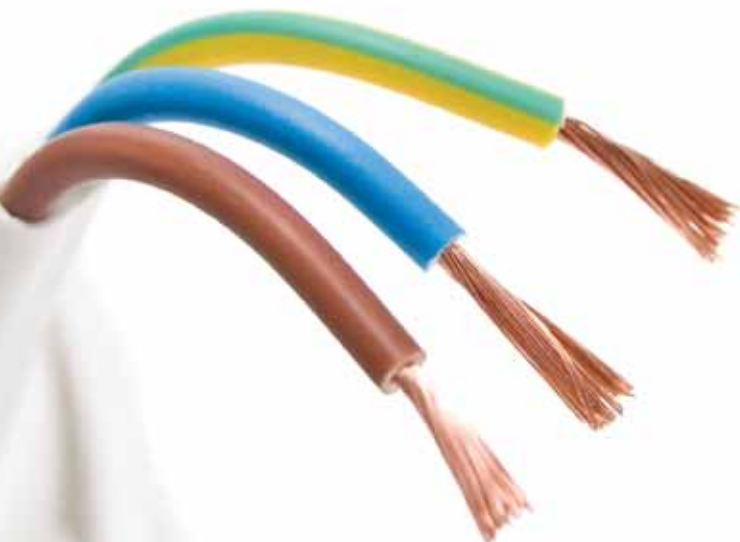
Venue: Barnstaple and Tiverton Campus.

A hairdressing Apprentice will work as a salon junior, assisting senior staff while training as a junior stylist. Advanced Apprentices (Level 3) develop their cutting and colouring skills so they can carry out all the latest fashion techniques - and determine the looks of the future. The Apprentice will need to look smart and have good communication skills to understand exactly what the customer wants in order to make them happy.

Health and Social Care

Venue: Barnstaple and Tiverton Campus.

The Apprenticeship covers a wide range of job roles in the health and social care fields. As an Apprentice you will work in a variety of fields including those who are elderly, have a learning disability or those with mental health issues. It will enable the Apprentice to progress to other health and social care related courses and eventually they could choose a profession in nursing or midwifery or management roles in the care sector.





Hospitality and Catering

Venue: Barnstaple and Tiverton Campus.

Hospitality and catering covers work in restaurants, hotels, cafés, pubs and with contract caterers - it also supplies other industries with food and drink. There are dozens of possible career options. An Apprentice in this field will need to have an outgoing personality and be prepared to work in an environment which is largely shift based. Successful completion of the Advanced Apprenticeship (Level 3) could lead to management or supervisory roles.

Marine Engineering Fabrication and Welding **NEW**

Venue: Barnstaple and Tiverton Campus.

This Apprenticeship can be completed at Levels 2 and 3, and covers both fabrication and welding related to marine applications. The framework will consist of both "on" the job and "off" the job training. The first part of the programme will require you to attend college and complete the basic training in welding and fabrication. The remaining part of the programme will be completed in the work place. A portfolio of evidence will be completed in a range of disciplines relevant to your work area, such as welding, fitting and cutting of materials.

Motor Cycle **NEW**

Venue: Tiverton Campus.

The motor cycle Apprenticeship can be completed at two different levels and covers the service and repair of motor cycles, ranging from scooters through to high performance equipment. The Level 2 will require you to remove and replace a range of components in the areas of suspension, transmission, engines, electrical, braking and steering systems. Evidence from the workplace will go towards a portfolio. At Level 3 you will be required to diagnose and rectify a range of faults related to light vehicles. Knowledge will be assessed by a technical diploma in both theory and practical subjects and be completed at college.

Motor Vehicle

Venue: Barnstaple and Tiverton Campus.

The motor vehicle apprenticeship can be completed at two different levels and covers the service and repair of modern vehicles. The Level 2 will require you to remove and replace a range of components in the areas of suspension, transmission, engines, electrical, brakes and steering. Evidence from the workplace will go towards a portfolio of evidence. At Level 3 you will be required to diagnose and rectify a range of faults related to light vehicles. This will involve the use of sophisticated diagnostic equipment and repair procedures. Knowledge will be assessed by a technical diploma in both theory and practical subjects and be completed at college.

Painting and Decorating

Venue: Barnstaple Campus.

Making buildings look their best with a perfect finish, the Apprenticeship in decorative occupations is studied over two years. Students in the first year will take the Construction Diploma Level 1 and the CSCS Health and Safety test. Following this, students can progress to Level 2 and 3 over subsequent years.

Plastering

Venue: Barnstaple and Tiverton Campus.

To qualify as a plasterer the Apprentice will need to show aptitude and flair for producing high quality finishes. An Apprenticeship in plastering will allow the student to work towards the Construction Diploma Level 2, the CSCS Health and Safety card and NVQ Level 2 in Plastering. There are college and workbased practical assessments. Study mode is either day or block release, dependant on any prior experience in the field.

Plumbing and Mechanical Engineering Services

Venue: Barnstaple and Tiverton Campus.

A plumbing Apprentice will learn about the installation and maintenance of plumbing systems and components. The plumbing industry is a highly competitive field and plumbers must be familiar with everything from domestic heating and plumbing systems, to lead sheet weathering. In recent years, the industry has also been involved with developing environmental technologies such as solar water heating and rain water harvesting. These are areas that the Apprentice will develop, broadening the knowledge base to encompass current technology.

Retail

Venue: Barnstaple and Tiverton Campus.

Retail covers a host of businesses from market stalls and independent shops to national chains and large superstores. An Apprentice could be assisting customers on the sales floor of a high street store or working behind the scenes in stock handling; ensuring products are received in the correct quantities and appropriately stored. From organising displays to learning the crucial aspects of management, the skills gained from this Apprenticeship are transferable to all retail companies.

Site Management **NEW**

Venue: Barnstaple Campus.

A site management Apprentice will enjoy, one day a week, a broad look at all aspects of the construction industry, gaining a working knowledge of construction, surveying, technical drawings, design processes and the use of computer aided diagrams on the computer. This will give you a BTEC Diploma in Construction. For the rest of the week you will be working with a local company gaining valuable work experience from which you will achieve an NVQ in Site Management.

APPRENTICESHIP FRAMEWORK OVERVIEW BY AREA

Sport and Fitness **NEW**

Venue: Barnstaple Campus.

The Apprenticeship in sport and fitness is aimed at those individuals who wish to pursue a career within the teaching, coaching and leadership industry or the health and fitness industry. An Apprentice in this field could be engaged in wide variety of activities and career options, some of which may include leading young people, assisting teachers and coaches, working directly with members of the public and carrying out general duties within a school or health club setting. Individuals interested should possess excellent interpersonal skills and demonstrate an ability to work well within a team environment.

Supporting Teaching and Learning in Schools **NEW**

Venue: Barnstaple Campus.

This Apprenticeship will prepare you for working within a school, supporting children to fulfil their potential. Throughout the Apprenticeship you will cover a range of topics including safeguarding, children's development, communication with children, young people and adults, literacy, numeracy, and inclusion. The knowledge and understanding gained will provide you with a comprehensive vision of what this vital role means both in practical terms and academically. The knowledge and experience you gain throughout this course will contribute hugely to your employability, additionally, it may inspire you to progress your training further through a variety of routes.

Trowel Occupations

Venue: Barnstaple and Tiverton Campus.

To qualify as a craft mason the Apprentice will need to show an aptitude in craft masonry and the construction industry. An Apprenticeship in Trowel Occupations will allow the student to work towards the Construction Diploma Level 2, the CSCS Health and Safety card and Level 2 in Trowel Occupations. There are college and work based practical assessments. Study mode is either day or block release - dependant on any prior experience in the field.

Using Information Technology

Venue: Barnstaple and Tiverton Campus.

IT makes the modern world go round. The technical expertise and knowledge gained during this Apprenticeship will make the Apprentice a valuable asset to any organisation that relies on computers - which is pretty much everyone. There is also a chance to gain other qualifications during this Apprenticeship or progress on to Petroc's Foundation Degree in Computing.

Vehicle Body Repair and Refinishing

Venue: Barnstaple Campus.

This apprentice can be completed in two different disciplines. You will choose to complete the apprenticeship in Vehicle Accident Body Repair Principles or Vehicle Accident Repair Paint Principles. At Level 2 you will be introduced to the principles of vehicle body repair, such as remove and replace panels, welding and panel repair. You will be introduced to preparing metal and pre-painted surfaces, preparing and applying fillers and foundation materials to vehicles and repairing Minor Paint Defects. Level 3 will involve more complex tasks, for example identifying and rectifying body misalignment, MIG & MAG welding techniques, resistance spot welding operations, understanding of vehicle construction and materials for body and working with plastic materials and components, preparing metal and pre-painted surfaces, establishing paint defects, applying topcoats and completing refinishing and colour matching. Knowledge will be assessed by a technical diploma in both theory and practical subjects and be completed at college. Evidence from the workplace will go towards a portfolio.

Wood Occupations

Venue: Barnstaple and Tiverton Campus.

Wood occupations include site joinery, bench joinery or wood machining. An Apprentice will also study for the Construction Diploma Level 2, the CSCS Health and Safety card and Level 2 in Wood Occupations. They may then progress to an Advanced Apprenticeship (Level 3) which will include the Construction Diploma Level 3. The Apprenticeship can be studied through either day or block release - day release is for those who have already been working on site for at least two years or are aged 19 or above.

AN ADVANCED APPRENTICESHIP (LEVEL 3) IS OFFERED IN ALL OF THE APPRENTICESHIP FRAMEWORKS AT PETROC, ENABLING THE APPRENTICE TO FURTHER DEVELOP THEIR VOCATIONAL SKILLS. SEE PAGE 7 FOR FURTHER DETAILS.

PLEASE NOTE THAT ENTRY REQUIREMENTS MAY APPLY FOR CERTAIN VOCATIONAL AREAS. CONTACT US FOR FURTHER DETAILS.



AIMEE SMALE

Hairdressing Apprentice

Aimee Smale started at Petroc in 2004 as a 14-16 Increased Flexibility student; a project which offers school pupils the opportunity to spend a day a week at college developing a vocational skill.

From here, Aimee worked as a Junior at Tangles Hair and Beauty in Braunton, where she further developed her passion for hairdressing. The following year she began her Hairdressing Apprenticeship.

"By the time I started the Apprenticeship at college I already knew quite a lot," she said. "A lot of people come straight from school but because I'd already worked in a salon I had been more hands on and had a better understanding."

Aimee is one of three current Apprentices, all of whom have the opportunity to grow and develop through the skills they learn at college and the encouragement and practical experience they gain in the workplace.

"I've never been very academic and if I'd have gone to college full time it would have been half-hearted," said Aimee. "Hairdressing is always something I can fall back on and can take it all over the world."

Aimee is currently undertaking her Advanced Apprenticeship as she needs to be trained to Level 3 to follow her dream of working on a cruise ship.

NEXT STEP TO BECOMING AN APPRENTICE

To become an Apprentice you must be aged 16 or over and you need to find a suitable employer before you start your Apprenticeship. Entry requirements may apply for specific Apprenticeships, such as minimum GCSE grades, which will be discussed with you at interview stage.

You can apply online at www.petroc.ac.uk or via the contact details below.

You will then receive details of your interview date, at which you have an opportunity to ask any questions. You will also be required to complete an initial assessment in numeracy and literacy.

We will then advise you of the most appropriate training and will discuss any additional support that you may need as part of your Apprenticeship programme.

For further information on Apprenticeships please contact us on **01271 338125** or visit **www.petroc.ac.uk**.

EQUALITY DIVERSITY INCLUSION

At Petroc, we believe in and promote equal opportunities.

We encourage applications from everyone, regardless of race, colour, ethnic origin, gender, nationality, belief, marital status, age, mental or physical disability or sexual orientation. We work hard to ensure that coming to Petroc to work or learn is an enjoyable, safe and fulfilling experience. We treat others with respect and expect to be treated with respect in return.

In addition to being respectful of each other, we also respect our environment and our neighbours. Our staff are expected to challenge anti-social and disrespectful behaviour, so they will approach you if you are dropping litter or smoking in a non smoking area. We are also here to help any student report anti-social behaviour, if they do not feel safe or comfortable challenging it themselves.

We have mechanisms in place to deal effectively with disrespectful behaviours.

For more details and information about Petroc's policies and commitments, contact the Guidance Centre on 01271 338125 or visit www.petroc.ac.uk.

Please note: This guide is also available in other formats on request.

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