



MACCLESFIELD
COLLEGE

**APPRENTICESHIP
GUIDE**



ALL ABOUT APPRENTICESHIPS

What is an apprenticeship?

An apprenticeship is a training programme where you'll be employed by a company gaining hands-on experience and expertise. You'll be paid a wage, so you can earn as you learn. Depending on the type of apprenticeship programme, the qualification can be completed in the workplace, and you may spend some time studying at college. You'll learn industry-standard skills, gain valuable experience in the workplace, and study a relevant qualification.

How old do you need to be?

You can apply for an apprenticeship when you are 16 and not in full time education. However, apprentices can be any age, and many people choose an apprenticeship to train for a different career or learn additional skills to progress in their current role.

What levels of apprenticeship are there?

Apprenticeship	Level	Equivalent educational level
Intermediate	2	GCSE
Advanced	3	A Level
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or Master's degree

Your apprenticeship may start at Level 2 but there's plenty of opportunities to progress in your chosen field. There are various levels of apprenticeships depending on your current skills and qualifications.

As an apprentice, you'll undertake on and off the job training leading to industry recognised standards or qualifications. Some apprenticeships require an assessment at the end of the programme to assess the apprentice's competence in their job role.

What will I get paid?

The minimum salary is £4.15 per hour. This rate applies to the first 12 months of an apprenticeship, regardless of age. It will then increase to the National Minimum Wage for your age group.

Like any job role the amount you get paid normally depends on the industry and the employer. Your salary is at the discretion of your employer and you could be paid more than the National Minimum Wage.

Apprenticeship facts and figures



WHY CHOOSE MACCLESFIELD COLLEGE?

Macclesfield College is one of the largest apprenticeship providers in the local area, training hundreds of apprentices each year.

Our tutors are sector specialists with relevant workplace experience. We've invested in a modern campus with industry-standard equipment and facilities. Our team is there to support you, from practical support on studying or careers advice on your next steps.

Macclesfield College has built extensive relationships with leading employers and businesses both locally and nationally, to ensure that our apprenticeship offer is relevant, up to date and of a high quality. We work closely with hundreds of employers across the region from SMEs to large corporate businesses.

What kind of support is available?

As an employee and a student at Macclesfield College there will be plenty of support on offer for you. You will be allocated a Trainer/Assessor from the College who will visit you and your employer in the workplace on a regular basis to go through your progress and help with any issues you may be having.



How to apply

You can search through the available vacancies on the Macclesfield College website: apprenticeship vacancies - Macclesfield College.

Once you find an apprenticeship you'd like to apply for, you need to register and apply for the role. If you need help with your application, you can contact the college.

Top tips for your application:

- Give some examples that match the skills and knowledge the employer is looking for.
- Answer the questions fully, think about the job advert, the employer and what you can tell them that might make you stand out from other applicants.
- Research the company so that you know about their business and can tell them something interesting about your future career plans in that industry
- Most importantly... check your application for mistakes – and ask someone to double check it before you click send!

What to expect from the application process?

Once you find an apprenticeship you'd like to apply for you'll be invited to college for an interview and initial assessment to ensure you enrol on to the correct type and level of apprenticeship.

If you need help finding an apprenticeship, we will invite you in for interview and initial assessment and then work with you to help secure employment.

What happens if I'm unsuccessful?

Apprenticeships are growing in popularity and there can be a lot of competition for places, so you'll need to demonstrate that you are committed, and are aware of your responsibilities to both yourself and the company.

If you don't secure an apprenticeship, don't worry. Many people start with a full-time or part-time course at College which will help to develop your skills and abilities to progress into an apprenticeship in the future. Many learners have made the transition from classroom-based study into an apprenticeship.



THE APPRENTICE LIFE

Meet Harry Tomlinson Maintenance Operations Engineering Technician Apprentice

“Before I was an apprentice I was in a management role in the hospitality industry and whilst I liked the job I knew I had always had a passion for all things engineering. At 21 years, I am older than most traditional apprentices, but I knew this was the type of role for me. I went for a few interviews before I found Proseal, they believed in me and gave me the opportunity.

“I was immediately aware of Proseal’s commitment to training when I saw the Training Centre and was made aware of the many options available to me. In year two we do a round robin covering many areas of the business. I have the opportunity to find a skill I don’t even know I have yet and work with the trainers to find the best pathway for me.

“I’VE GROWN SOCIALLY, EVERYONE IS REALLY FRIENDLY AND SOCIABLE.
I’VE GROWN PERSONALLY WHICH IS A SKILL I CAN USE OUTSIDE OF WORK.
LOOKING FORWARD TO WORKING ACROSS ALL THE DIFFERENT DEPARTMENTS,
I KNOW I’M ON A PATH BUT I’M NOT SURE WHERE IT WILL END.”



THE APPRENTICE LIFE

Meet Cara Moores Business Administration Apprentice at Endress+Hauser UK

Cara joined Endress+Hauser, a global leader in measurement instrumentation, services and solutions for industrial process engineering in August 2018 and hasn’t looked back since.

Currently studying for Level 3 in Business Administration, Cara enjoys her varied role in which she supports the training team at the company. She explains:

“I enjoy my job as I have lots of different tasks to carry out through the day and week, and this means I have to prioritise. I also have great colleagues and team who are always there and happy to chat or help out.

I chose an apprenticeship as I worked extremely hard for my GCSE’s and got a set of grades I am proud of. However, I was ready to get into the working role, learn on the job, as I feel this is how I work and learn the best and be around more mature people.”

“I WOULD 100% RECOMMEND
IT TO ANYONE WHO LIKE
ME FELT THEY WERE
READY TO GET INTO
THE WORKING WORLD.”

EMPLOYER SPOTLIGHT

Andy Gray, Training Manager Proseal



Proseal is the UK’s leading heat sealing manufacturer, employing 353 staff at its site in Adlington.

In 2016, the company invested in a training facility and immediately partnered with Macclesfield College to help them support their recruitment.

Andy explains: “We’d invested so much in the next generation of skilled labour, we wanted a partner that could look after us and support us, and Macclesfield College gave us that confidence. We work together to make sure we both get what we need, and it has developed into a good collaboration.

There are many benefits of taking on an apprentice. It’s important they understand all areas of the business as well as learning the key technical skills. After their initial four years, they are already well-rounded, skilled employees. This broad experience also helps with retention as we provide them with opportunities in different roles or departments across the business and plan their career pathway.”



Steve Ward, Training Manager at Endress+Hauser UK



Endress+HauserUK has successfully employed apprentices in the past so when a vacancy arose in an administration role, the company wanted to develop a young person into this role.

Steve explains: “We had had apprentices previously and were very happy with their quality of work and attitude. We find there are a number of advantages in hiring an apprentice including that as part of the apprenticeship they get to experience working in different departments. This allows them to both understand how the business works and establish contacts across the company.

Our apprenticeships cover both Customer Service and Business Administration ensuring a well-rounded individual with these skill sets.

“Cara - although classed as an apprentice - has made a big contribution to the business in terms of her day-to-day work (quality, quantity & attitude) in the strategic sales team and also interactions with other areas of the business including Service and Sales focus teams. “



Here are some of the employers we work with:



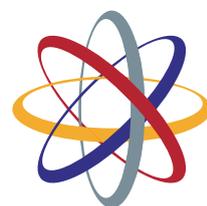
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Maxim
Business Training

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