



# GUIDE TO APPRENTICESHIPS

EARN WHILE YOU LEARN



THE CORNWALL COLLEGE GROUP

A young man with short brown hair, wearing a red jacket over a dark hoodie, is working on a large, complex engine in a workshop. He is holding a screwdriver and looking towards the camera with a slight smile. The background shows industrial equipment, pipes, and bright overhead lights.

“The skills I developed and the confidence I gained was the best part of the apprenticeship for me. The apprenticeship helped me get into my career as an engineer working in Greece.”

Michael Stevens  
Flotilla Engineer  
Greek Sails

Talk to one of our recruitment team to find out more on: 0330 123 4785



## Who we are...

The Cornwall College Group including Bicton College, Duchy College and Falmouth Marine School has helped 15,000 people into apprenticeships in the last 10 years and is the number one provider in Cornwall and Devon, with over 60 career routes to choose from.

## What is an apprenticeship?

An apprenticeship is open to anyone over the age of 16 and with rising university fees it's becoming an increasingly popular option, as apprenticeships are now offering routes to degree-level qualifications. Apprenticeships often lead on to full-time employment in careers with excellent job prospects and in some sectors the potential to earn significant salaries.

An apprenticeship is the perfect option for you to start or keep earning while receiving on and off-the-job training. As well as being paid, you will work towards nationally recognised qualifications with the full support of The Cornwall College Group and your employer.

## How much will I get paid?

As an apprentice you have the opportunity to earn a wage alongside training. Salaries start from £4.30 per hour (Minimum apprenticeship salary as of 01/04/21, this is reviewed annually), however some employers will pay more. The same applies if you are 19 and above and in the first year of your apprenticeship, after that you are entitled to the National Minimum Wage. However, you may earn significantly more as you progress through your qualifications.

## What support is available during my apprenticeship?

Every apprentice has their own apprenticeship advisor, who will liaise with the employer over an induction, ensure the workplace complies with all health and safety legislation, work with the relevant college department to organise their qualifications, a training schedule and enrolment. A college assessor will visit them in the workplace approximately every 12 weeks.





## Work trials

We offer the opportunity for you to take part in a work trial. A work trial is part of the recruitment and selection process and enables you to get a better understanding of the job role. This will give you the chance to meet the employer, understand their business and see if the job role is something you would enjoy.

The work trial is unpaid, the College recommends that up to three days trial would give you and the employer the opportunity to establish mutual suitability for the apprenticeship.

## How to get an apprenticeship

We have a recruitment service that is dedicated to working with you to find an employer to take you on as an apprentice, usually we have more than 100 vacancies with employers available at any given time. When you get in touch we will:

- Find out exactly what you want from an apprenticeship so we can send details of vacancies you might be interested in.
- Offer help writing a CV and cover letter so you can start contacting employers.
- Recommend pre-apprenticeship courses and workshops that will enhance your CV and make you a stronger candidate.
- Help you with on-going advice and support.

You can also post or hand-deliver your CV and cover letter to businesses you'd like to work with, explaining that you are looking for an apprenticeship.

Search and apply for vacancies online at [www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk)

If you are successful in finding an employer to support you during your apprenticeship, let us know the good news, so we can progress your apprenticeship. Once you have had your successful employer interview you will also need to attend an interview at the College and take a basic English and maths assessment.

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# Starting an apprenticeship

Once in place, an apprenticeship advisor and college assessor will be in regular contact with you to monitor your progress and assess the training undertaken in the workplace. Full support and guidance will be offered to you throughout the apprenticeship and any questions you have are welcomed.

## What happens after an apprenticeship?

When you finish your apprenticeship you will have a qualification, the practical skills and the updated English and maths skills you need for your job. Apprenticeships are highly regarded by many employers, because they offer real industry experience. Many employers offer their apprentices a permanent position when they have completed their training.

Apprenticeship Level	Apprenticeship equal to:	Opportunities to move on to:	
Level 5	HND/FOUNDATION DEGREE	AN HONOURS DEGREE	SENIOR MANAGER SPECIALIST CAREER
Level 4 Higher Apprenticeship	HNC	A DEGREE	PROMOTION
Level 3 Advanced Apprenticeship	A-LEVELS	FURTHER TRAINING	PROMOTION
Level 2 Intermediate Apprenticeship	GCSES*	FURTHER TRAINING	A PERMANENT JOB

\* Apprenticeships start at Level 2, as the knowledge required is very different to GCSEs.

## Apprenticeships available...

Advanced and Creative Hair Professional  
Aerospace Engineering (coming soon)  
Agriculture  
Animal Care and Welfare  
Arborist  
Assistant Accountant  
Bespoke Furniture Maker  
Bricklayer  
Business Administrator  
Carpentry  
Chef de Partie  
Commis Chef  
Construction Plant Operative  
Construction Site Supervisor  
Crop Technician  
Dental Nursing  
Digital Support Technician  
Early Years Educator  
Ecologist  
Engineer Fitter  
Engineering Operative  
Engineering Technician - Machinist  
Engineering Technician – Mechatronics

Engineering Technician - Technical Support  
Engineering Technician – Toolmaker  
Equine Groom  
Events Assistant  
Furniture Manufacturer  
Gas Engineering  
Hair Professional  
Healthcare Assistant Practitioner  
Horticulture Operative  
Horticulture Supervisor  
Hospitality Team Member  
Housing/Property Management  
Senior Housing and Property Management  
Human Resource Support  
Installation/Maintenance Electrician  
Joinery - Architectural  
Land-based Service Engineer  
Land-based Service Technician  
Laboratory Scientist  
Livestock Agriculture  
Marine Engineer  
Marketing Executive (coming soon)  
Metal Fabricator  
Motor Vehicle Service and Maintenance

Technician – Heavy Vehicle  
Motor Vehicle Service and Maintenance  
Technician – Light Vehicle  
Operations/Departmental Manager  
Plastering  
Plumbing & Domestic Heating Technician  
Professional Accounting Technician  
Property Maintenance Operative  
Senior Equine Groom  
Stockperson  
Teaching Assistant  
Team Leader/Supervisor  
Veterinary Nursing

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## Your questions answered...

### **Do you have to pay anything to become an apprentice?**

No, while you are on an apprenticeship your employer pays your salary and supports you whilst you undertake our training.

If you are 16 to 18 years old while you undertake your apprenticeship, the qualification is fully funded. However, if you are aged 19 or older your employer will need to contribute toward apprenticeship fees.

### **How many hours a week do apprentices have to work?**

Apprentices will be expected to work for a minimum of 30 hours a week, which includes time spent at college and off-the-job training. This may be different for certain apprenticeships that offer block college training.

### **What is off-the-job training?**

Part of your apprenticeship includes 20% off-the-job training, which is generally covered by a combination of college attendance, alongside time spent in the workplace being trained by your employer. This allows you to develop a wider range of skills, behaviours and knowledge which is undertaken during your normal working hours.

### **Is there an upper age limit for apprenticeships?**

No, there is no upper age limit. However apprentices aged 19+ will have to have an employer who is willing to contribute financially to the cost of the training.

### **How long does an apprenticeship take?**

The length of an apprenticeship varies depending on your prior skill levels, experience, the qualification being obtained and the industry sector. Generally, apprenticeships take between one and four years to complete.

### **What time of year can you start an apprenticeship?**

You can apply at any time of the year. When you begin the work-based training depends on the availability of a position within the business.

### **Can I do an apprenticeship with my current employer?**

Yes, if your employer agrees, you can become an apprentice where you work now.

### **How do apprentices get to college if they don't have transport?**

The College has buses that apprentices can use for a standard fee to get to college. The buses cover Cornwall and a large proportion of Devon. You will need to find your own transport to get to your workplace. For more information on transport call one of our advisors.

### **How do you apply for an apprenticeship vacancy?**

If you would like to apply for a vacancy visit [www.findapprenticeship.service.gov.uk#1](http://www.findapprenticeship.service.gov.uk#1)

Talk to our recruitment team  
to find out more

0330 123 4785

[apprenticeships@cornwall.ac.uk](mailto:apprenticeships@cornwall.ac.uk)

[www.cornwall.ac.uk/apprenticeships](http://www.cornwall.ac.uk/apprenticeships)

[apprenticeships@duchy.ac.uk](mailto:apprenticeships@duchy.ac.uk)

[www.duchy.ac.uk/apprenticeships](http://www.duchy.ac.uk/apprenticeships)

[apprenticeships@bicton.ac.uk](mailto:apprenticeships@bicton.ac.uk)

[www.bicton.ac.uk/apprenticeships](http://www.bicton.ac.uk/apprenticeships)



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The Cornwall College Group, including  
Bicton College, Duchy College and  
Falmouth Marine School work in  
partnership with CCB Training to deliver  
a wide range of apprenticeships.

**CCB**  
**TRAINING**

THE CORNWALL COLLEGE GROUP

## Apprenticeship events

We host a wide range of virtual events and open days across the year  
where you can talk to us about apprenticeships, visit  
[www.cornwall.ac.uk/events-and-tasters](http://www.cornwall.ac.uk/events-and-tasters) to find out more.

## Some of our recent clients:

Aspire Academy Trust  
BD

Bishop Fleming LLP  
China Fleet Golf & Country Club

Cornwall Care  
Cornwall Council  
CVS Vets

Eden Project  
Francis Clark LLP  
Glendale

Growing and Knowing Preschool  
Imerys  
Kawasaki  
MITIE

Naturally Learning  
NFU Mutual

Ocean Housing Group  
Pendennis Shipyard

Pall Corporation  
Plymouth City Council  
Polymermedics

Royal Cornwall Hospital Trust  
Sadler and Bourne  
St Austell Brewery

Trenance Learning Academy  
MARS Wrigley  
Wales & West Utilities  
Whyfield