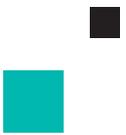




HSDC APPRENTICESHIPS



hsrc.ac.uk
023 9387 9999



HAVANT &
SOUTH DOWNS
COLLEGE



WHAT IS AN APPRENTICESHIP?

Every Apprenticeship is a real job with training to develop industry level skills. It is recommended that apprentices work for a minimum of 30 hours per week. An Apprenticeship can last between one and six years depending on the level.

Apprenticeships range in levels based on your competence and experience.

Apprentices are now able to achieve degree level qualifications without the debt associated with traditional Higher Education.

Anyone aged 16 or over can become an apprentice. Even adults with a degree can now retrain in a subject that is materially different from their degree.





EARN WHILE YOU LEARN



All Apprenticeships are linked to an hourly wage, meaning you will have the opportunity to learn the skills required to excel in industry whilst also being paid by your employer. Havant & South Downs College encourage employers to pay competitive rate, above the National Minimum of £3.50. The average weekly wage is £180 a week.

As an apprentice, you will spend your Apprenticeship working for a business, completing tasks and meeting objectives set by your employer. All Apprenticeships have 20% off-the-job training which means you will be paid to train. The other 80% you will be immersing yourself in a real working environment, getting hands-on experience, support from qualified colleagues and a fantastic learning opportunity.



WHY BECOME AN APPRENTICE?

Apprenticeships are designed to give you the best of both worlds - work and study. As an apprentice, you'll earn while you learn in a setting that reflects your wider career aspirations. Not only that, you'll have the backing of your work-based trainer who will work with you and your employer to ensure you're making satisfactory progress. In fact, whatever level Apprenticeship you wish to pursue - From Level 2 to a Higher Apprenticeship. You can leave College at university level without the debt - which is estimated to be £70,000!

As one of the region's leading Colleges, we deliver high quality, professional training, using assessors and trainers who have many years' experience in industry.

WHICH AREAS CAN I BE AN APPRENTICE WITH HSDC?

- Accounting
- Business Administration
- Customer Service
- Creative Content
- Early Years
- Engineering
- Hairdressing
- Hospitality and Catering
- Laboratory Technician
- Motor Vehicle Service and Maintenance
- Team Leading and management
- Travel and Tourism





ENTRY CRITERIA

Although Apprenticeship programmes do not have specific entry criteria, our employers will stipulate the skills, personal qualities and qualifications required in order to successfully carry out daily tasks and duties whilst also studying an Apprenticeship alongside employment.

Typically, employers will require that you have at least three GCSEs grade 9 - 2 (old grading system A*-E), specifically English and Maths.

Intermediate - Level 2

Applicants need to be over 16 years old and show they have the ability to complete the programme. GCSE's grade 9 - 3 (old grading system A*-D), including English and Maths are preferred, however, all applicants will be subject to initial assessments.

Advanced - Level 3

Applicants will typically be 18 years or over and have previous experience which shows they have the ability to complete the programme. GCSE's grade 9 - 4, including English and Maths required.

Higher - Level 4

Entry requirements can include at least five GCSEs at grade 9 - 4 (new grading system A*-C), and Level 3 qualifications, including A Levels, NVQ/SVQ Level 3, or a BTEC National. Many Level 4 Apprenticeships will require you to have industry specific experience to support achievement of this Higher Apprenticeship.

Degree - Level 5 to 7

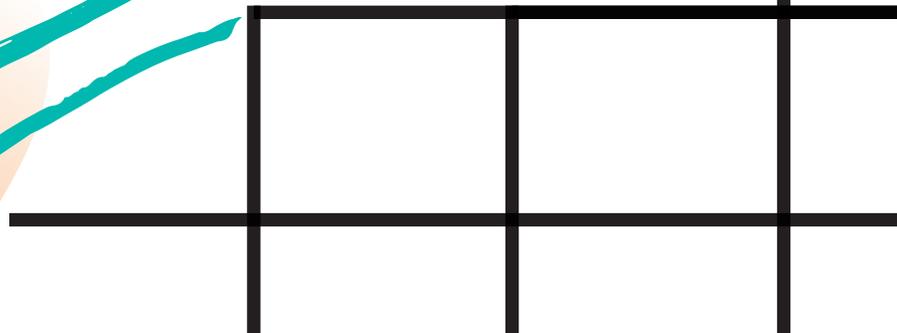
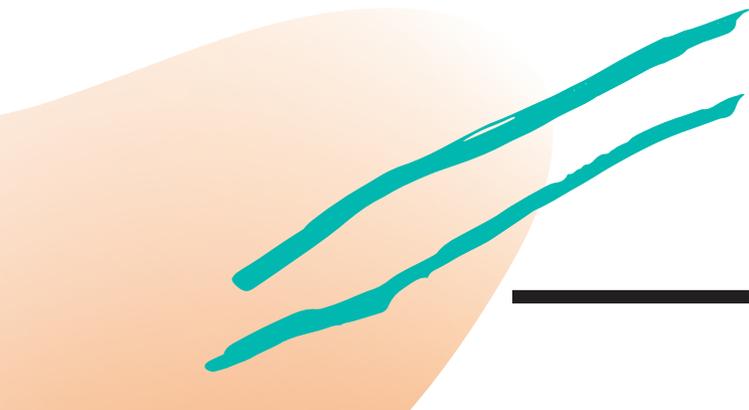
Entry requirements can include at least five GCSE at grade 9 - 4 (old grading system A*-C), and Level 3 qualifications, including A Levels, NVQ/SVQ Level 3, or a BTEC National. To be considered for a degree level Apprenticeship, applicants must have relevant experience within this field.

Employers use higher and degree level Apprenticeships to upskill their current staff. Intermediate and advanced Apprenticeships give you the underpinning knowledge and experience required to progress and achieve foundation and degree qualifications in industry.



WHO PAYS?

Your employer pays any fees required to cover your training costs. It is a fantastic opportunity to professionally develop, earn an income, gain vital work experience and give yourself a head start with your career, but at no personal cost! All you need is a job which matches the qualification you want to study.





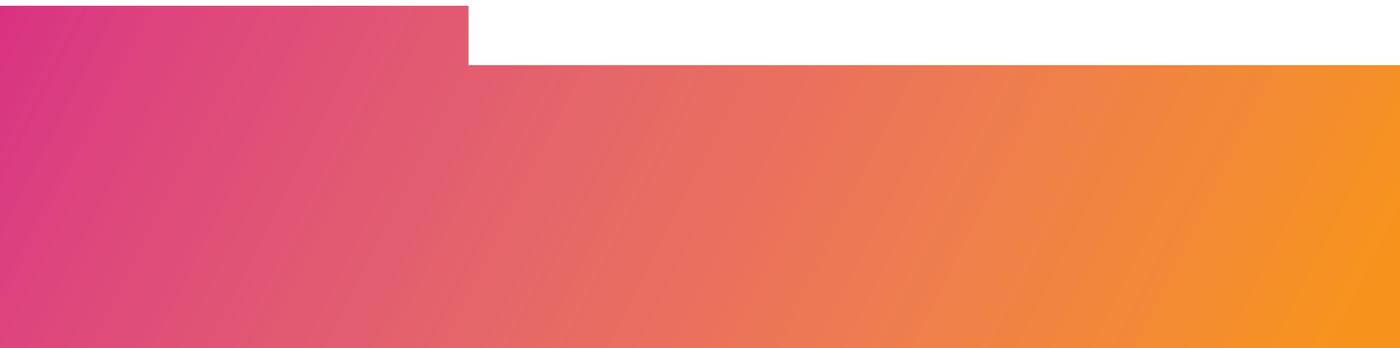
CELEBRATING SUCCESS - CASE STUDIES

Chloe Hutchins, Business Administration Level 3 Apprentice at Havant & South Downs College:

“When I left school after my GCSEs I decided to take the Apprenticeship route. When I started my Apprenticeship at HSDC I was working within the student finance support team, but I had the opportunity to work with different departments within the College. Once I started working in Business Support I found that I really enjoyed it and talking to apprentices was brilliant because I had experience with what they were going through. For people considering taking on an Apprenticeship – I would say go for it, it is a big commitment, but it can open a lot of doors for you. An Apprenticeship has given me a successful start to my career.”

Rafael Cuesta, Design Level 3 Apprentice at Recenseo:

“My current role consists of designing work for clients to match their preferences and requests. The role ranges from creating logos for start-up businesses to billboards and leaflets for advertisement. I had always wanted to stick to art and design for a career and there are courses where I can gain experience and learn new things whilst earning money. There are many benefits to being an apprentice from earning money whilst learning design, to seeing my own work out and about. I would say that compared to studying full time, being an apprentice is much better as I am learning new things every day in the professional world and I have normal weekends with only sleep to catch up on, not homework!”





HOW DO YOU APPLY FOR AN APPRENTICESHIP?

To be an apprentice, you must apply for Apprenticeship vacancies or secure employment by contacting businesses directly. It is essential that you find an employer who is able to support you in a job which will give you the skills and knowledge and behaviours related to the qualification you wish to study.

There are a number of ways to do this:

- At any one time, there are up to 28,000 Apprenticeships advertised in a variety of careers and industries across England. All vacancies are advertised through the Find an Apprenticeship Service - www.gov.uk/apply-Apprenticeship. The GOV website enables you to build an application form, following the step by step instructions to apply for a role.
 - At Havant & South Downs College, we have developed strong relationships with local businesses who employ apprentices. We have a wide range of employers looking to recruit individuals who are ready to embark on their career journey. Once the right job comes up, you can submit an application directly to the advertisement through our website, the GOV service or you can contact our Apprenticeship Recruitment Adviser with your CV to forward to the employer.
 - It is key that you register your details with our Apprenticeship Recruitment Adviser who can offer you support and guidance in finding the right employer and programme. You will also be offered the opportunity to get work ready, including CV and application guidance and even a mock interview. Giving you the best chance of securing Apprenticeship employment!
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CONTACT US

To register your details, please complete one of our enquiry forms hsdc.ac.uk/study-with-us/Apprenticeships

Alternatively, please contact us directly:

Business Development Team
023 9387 9999



FAQ'S

Q - Will I secure full-time employment on completion of my Apprenticeship?

A - Many of our apprentices at Havant & South Downs College are kept on full-time after successful completion of their Apprenticeship, creating great opportunities for you to progress into industry.

Q - Is there an opportunity for my salary to increase?

A - If you are aged under 19, the Apprenticeship minimum wage is £3.50 an hour, however most employers will pay more than this. If you're aged 19 or above and in the second year of an Apprenticeship, your salary must increase to at least the standard National Minimum Wage for your age. Some employers review pay a few months into the Apprenticeship once initial training is completed and dedication is shown. On completion of your Apprenticeship, your salary is likely to increase as a direct result of you being offered a full-time contract.

Q - Does an Apprenticeship allow me to progress within my career?

A - Apprenticeships give you the opportunity to gain a wide variety of skills and knowledge, which will enable you to secure progression opportunities through future job openings. Any prior work experience you have gained is seen as an advantage to an employer. Experience gives you the skills required to progress with your career.

Q - Can I progress into other careers on completion of my Apprenticeships?

A - Apprenticeships give you job specific skills which are tailored to the employment you undertake. On completion of your Apprenticeship, you will be able to progress in your employment setting or explore other roles and skills which broaden your horizons. Alternatively, you may wish to study a higher level Apprenticeship, giving you a wider set of experience, skills and knowledge.

Q - Can I study an A Level or Vocational full-time course alongside an Apprenticeship?

A - Unfortunately not, Apprenticeships are a full-time job and course.

Q - I haven't achieved my English and Maths; will I have to enrol to a College to achieve these grades?

A - Functional Skills Math and English is a mandatory aspect of an Apprenticeship if you have not achieved GCSE Level 4 - 9. Secured employment, and an Apprenticeship, you will be automatically enrolled to study Maths and English as part of your programme, if you already have the required grades and certificates you will need to supply these as proof.

Q - Will my parents/guardians still receive their benefits?

A - As an apprentice, you will be receiving a full-time wage and as direct result benefits may be affected. As everyone's situation is different, we advise that you contact your benefit provider and any questions are discussed with the appropriate advisor.

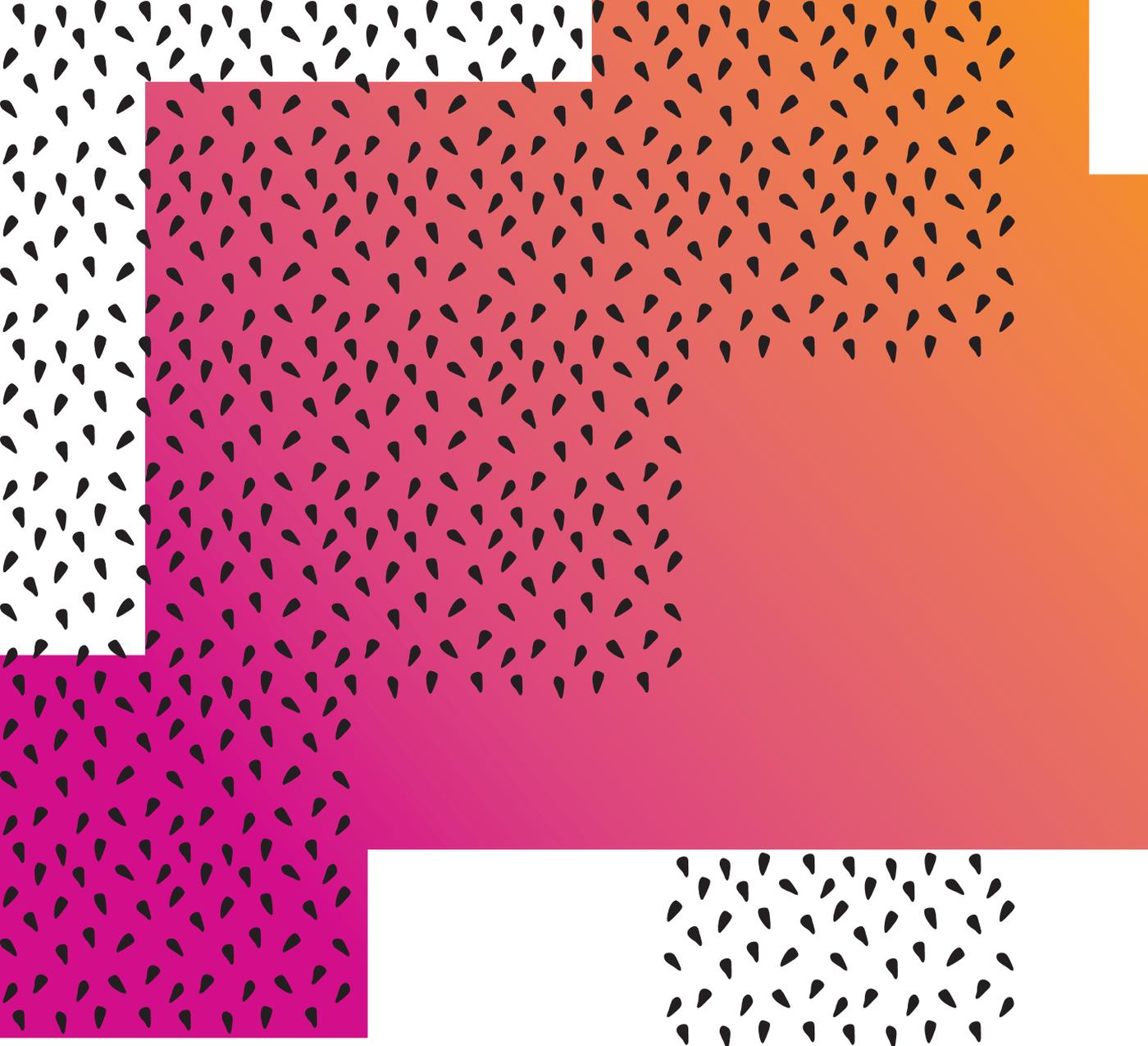
Q - Can I do an Apprenticeship if I have a degree?

A - If you have a degree, you will be considered for an Apprenticeship if the skills and knowledge are materially different to the course you studied in your degree programme. You are not able to undertake a qualification at a lower level if you have already achieved a Level 4 or higher in the same subject (this includes HNC/HND).



10 REASONS WHY TO DO AN APPRENTICESHIP WITH HSDC

- Excellent start to your professional career
- Earn a salary
- Gain the support you need to do well
- Receive top-quality teaching and learning
- A wide range of Apprenticeship opportunities
- Be given practical, relevant training and experience
- Choose from a wide range of businesses
- Excellent progression to full time employment
- Become part of our College community
- Travel to us easily



Interested in starting an Apprenticeship now or in the future,
register your interest at hsdc.ac.uk/apprentice
or call our Apprenticeship team on **023 9387 9999**.



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