



Apprenticeship Programmes

Earn while you learn with
hands-on training





Let us develop your competitive edge, and help you to get where you want to go.

Welcome to the Seevic College Apprenticeship Guide.

This guide will help you to decide if an apprenticeship programme is right for you and give you detailed information about the different programmes we offer.

Seevic College has an excellent and growing reputation for apprenticeship programmes. We have excellent links locally and regionally with employers of all sizes. We can help you to take your first step on the career ladder with some of the most successful businesses in South Essex. An apprenticeship programme with us means you can be a step ahead of many other students who have no hands-on work experience.

We have centres at Benfleet and in Basildon town centre, which means we are well-positioned for transport links to our partner employers. At both centres we offer a broad range of programmes for you to choose from and will help you to ensure that your programme reflects your skills, interests and future career choice.

If you are considering an apprenticeship programme come and meet us. We can help to get you on the right track to a bright future, with great employment opportunities and earning potential. We pride ourselves in meeting your educational needs and giving you the freedom to develop as an individual.

I look forward to meeting you very soon.

Sarah Wright
Principal and CEO

Contents



What is an Apprenticeship? **4**
Apprenticeships at Seevic College **5**
Business & IT Apprenticeships **6-9**
Customer Service Apprenticeship **10-11**
Accounting Apprenticeship **12-13**
Community, Health & Care
Apprenticeships **14-17**
Sport & Leisure Apprenticeships **18-21**
Apprenticeship Programmes **22-23**
Frequently Asked Questions **24**
Application Form **25-26**



Call our Apprenticeship Team on **01268 240 303**
or visit **www.seevic-college.ac.uk** to find out more.

— **An apprenticeship** is a high quality, work-based learning programme that has been developed to work alongside employment. Apprenticeships give you an opportunity to improve your knowledge and skills and ultimately your career prospects, whilst earning a salary.

What is an Apprenticeship?



An apprenticeship allows you to gain new skills, industry recognised qualifications and a National Vocational Qualification (NVQ).

It provides an opportunity to work and learn at the same time, with expert tuition delivered either at Seevic College Benfleet Campus, New Campus Basildon, or at your workplace.

If you are already employed, it is an opportunity to up-skill and continue your professional development within your industry.

You will work towards an NVQ, Technical Certificate and relevant Functional Skills. The programme is a mix of on-the-job training to give apprentices practical skills and experience, and off-the-job training to provide the underpinning knowledge.

Apprenticeships in Partnership with Seevic College

Seevic College will work closely with you and your employer to ensure that you both receive a tailor-made, personal programme.

Apprenticeships can be either day-release or, if your employer has a number of apprentices, we can provide a bespoke solution within the workplace.

"Being within the working environment has helped me dramatically over the past year with personal and professional skills, and I am really pleased with my progress"

Claire MacIntyre
Business and Administration
Apprenticeship"

What do Apprenticeships offer; why do it?

- ✓ Recognition of your skills by employers and colleagues
- ✓ Continuous professional development
- ✓ Transferable qualifications
- ✓ Access to qualified and industry experienced staff dedicated to your progress
- ✓ Training to meet the needs of business
- ✓ A job whilst training
- ✓ An employer committed to your training





▶ Business & IT Apprenticeships

Apprenticeships within business often cover a range of jobs that help to keep businesses running effectively.



The Business and IT apprenticeships enable you to progress within a wide variety of different areas of a business. Most jobs are Monday to Friday and typically 9am – 5pm.

Areas of work may include:

- ✓ Administration – clerical assistant, secretary or personal assistant
- ✓ Management
- ✓ Marketing and public relations
- ✓ General office based work

Key qualities you need to succeed within business include:

- ✓ Organised
- ✓ Well presented
- ✓ Able to multitask
- ✓ Good communication skills both written and verbal
- ✓ Good team working skills

Progression

On successful completion of your Level 3 advanced apprenticeship programme you may wish to progress onto a relevant Foundation Degree.

Business Administration Level 2 & 3

Who is the course for?

If you're interested in working within a business as an administrative assistant, secretary or clerical assistant then the business administration apprenticeship is the right one for you.

There is a wide range of employment that may be suited to an apprenticeship within business and administration and it is a good starting point if you would like to progress onto one of our management apprenticeships.

What qualities do I need?

You will need to have good organisational skills, good communication skills both verbal and written, good IT skills and be committed and methodical in your approach to work.

What would I do?

The exact nature of your work will depend on the organisation you're working for, but is likely to include working within a team and supporting general administration activities.

This could be planning meetings, setting up agendas, typing up minutes, preparing information using Excel, PowerPoint or Word, sorting the daily post, faxing and photocopying documents and filing information.



Course
details
p 22/23

IT Users Level 2 & 3

Who is the course for?

This course is ideal for students interested in developing skills needed to perform competently and effectively in the workplace.

IT user skills are important for people in all kinds of employment. Around three quarters of the UK's workforce use IT in their daily work.

You'll learn how to operate computers and databases, and how to use and maintain IT systems and networks.

IT is an increasingly important skill, and whatever your role, you'll be part of a fast-moving, evolving sector.

What qualities do I need?

You'll need to have an interest in and basic understanding of working with IT and technology, good organisational skills, verbal and written communication skills, and be committed and methodical in your approach to work.

What would I do?

IT jobs could include an insurance administrator, bank clerk, graphic designer, desk top publisher, music composer or engineer, website designer or PA.

There are many opportunities for people with the correct level of IT skills.

Legal Administration Level 2 & 3

Who is the course for?

This is an ideal course for students who wish to learn, develop and practice skills required for employment and/or career progression in the legal sector.

What qualities do I need?

You will need to have excellent communication skills, typing skills, good telephone manner and be very well organised.

You will be expected to work as part of a team and be able to work on your own.

You should be prepared to take on new challenges and be able to adapt to meet the changing needs of the business.

You must have an awareness of the need for confidentiality and adhere to all policies and procedures.

What would I do?

Examples of work you may be asked to do include filing and maintaining legal records, proof reading, transcribing notes and dictation, answering letters, making and receiving phone calls and using electronic message systems and office equipment.

Career opportunities include court clerks, paralegal, barrister's clerk and legal secretary.

Course
details
p 22/23





“Apprentices combine their classroom learning with working at our offices.

They often come to me with new ideas that they have learnt while studying at Seevic, and apply these to the work they do within my business”

Peter Ely, Director
Project Skills Solutions



▶ Customer Service Apprenticeship

Good customer service is very important to all businesses.

Many jobs require excellent customer service skills to ensure that customers receive a good experience and return to buy your products or services. The skills gained from an apprenticeship programme within customer service will prove valuable in a range of industries and jobs. Customer service can either be over the telephone or face to face.

Areas of work may include:

- ✓ Large or small retail outlets
- ✓ Call centres
- ✓ Reception work
- ✓ Marketing

Key qualities you need to succeed within Customer Service include:

- ✓ Being friendly
- ✓ Excellent communication skills, written and verbal
- ✓ Enjoying interacting with a range of people
- ✓ Good listening skills
- ✓ Confidence
- ✓ Being well presented
- ✓ Thinking on your feet

Progression

On successful completion of your Level 3 advanced apprenticeship programme you may wish to progress onto a relevant Foundation Degree.



Customer Service Level 2 & 3

Who is the course for?

There are hundreds of jobs that require good customer service, but it is likely that you will be working within retail, call centres, hospitality or sport and leisure.

Customer service skills are transferable into almost any industry or job.

This career will suit you if you enjoy working with people and providing good levels of service at all times.

Customer service is becoming more and more important as businesses become more competitive and customers expectations increase.

It is often down to the customer service that someone receives which decides whether they return to your business.


What qualities do I need?

Excellent communication skills, both verbal and written will be essential, as well as a positive outlook.

Good listening skills and the desire to help people will also be important.

What would I do?

Jobs that require customer service skills are wide and varied but may include meeting and greeting customers, answering the phone, responding to telephone calls and giving general advice and guidance.



Course
details
p 22/23



▶ Accounting Apprenticeship

They say that money makes the world go round! Nearly all businesses need to make money and for this to happen, finances need to be monitored and managed.

All industries and employers will need people to monitor and manage their finances. It is this variety of industries that make working in finance an interesting and exciting career.

What am I likely to work as?

- ✓ Accounts assistant
- ✓ Credit control clerk
- ✓ General financial assistant

What type of company?

- ✓ Small businesses with a few employees
- ✓ Large multi-national global corporations

Key qualities you need to succeed within accounting include:

- ✓ Good at working with numbers
- ✓ Good communication skills
- ✓ Attention to detail
- ✓ Being trustworthy
- ✓ Being honest

Progression

Once you have achieved your apprenticeship qualification you can progress to an advanced apprenticeship, professional qualification or Foundation Degree.

Accounting Level 2 & 3

Who is the course for?

You may be interested in pursuing a career as an accountant or in finance.

Apprentices are likely to be working as an accounts assistant, credit control clerk or general financial assistant.

All industries and employers will need people to monitor and manage their finances and organisations can vary from small businesses with a few employees to multi-national global corporations.

It is this variety of industries that make working in finance an interesting and exciting career.

What qualities do I need?

You will need to be good at working with numbers and have natural business and commercial acumen.

Good communication skills and attention to detail are also important.

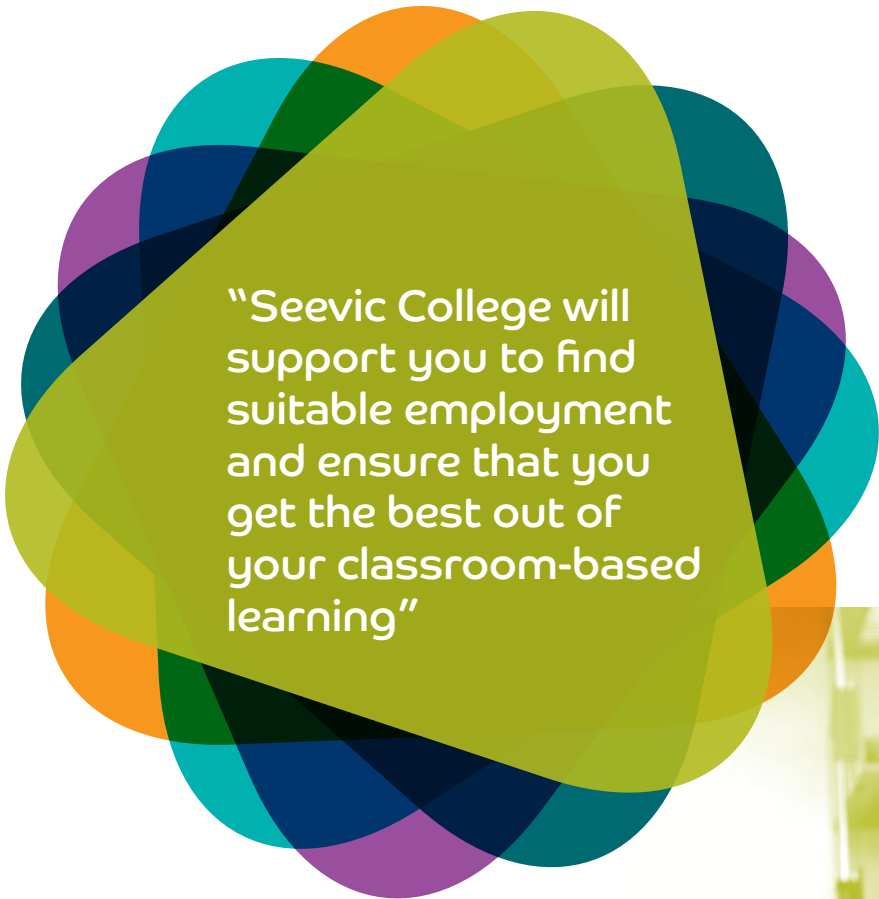
It is likely that information you will be dealing with will be sensitive and confidential, therefore, you should be trustworthy and honest.

What would I do?

You are likely to be learning how to balance accounts, process invoices and payments, prepare financial returns, monitor petty cash and bills and write summary financial reports.

If you work in a small business you are likely to be doing a bit of everything!

Larger organisations will have specialist teams focusing on different aspects of accounting.



“Seevic College will support you to find suitable employment and ensure that you get the best out of your classroom-based learning”



Course
details
p 22/23



▶ Community, Health & Care Apprenticeships

There is a wide range of jobs within public service, a lot of which we take for granted. People who work within public services enjoy helping others and making communities better places to live and work.

Within the UK almost 1 in 5 people are employed within public services and jobs are available all over the country.



Employment within public service is usually more secure than those who work in the private sector. The number of jobs available is often in proportion to the size of the population in that area.

Areas of work may include:

- ✓ Health
- ✓ Care
- ✓ Social work
- ✓ Youth work
- ✓ Community Support
- ✓ Volunteering
- ✓ Classroom Assistant

Key qualities you need to succeed within public services:

- ✓ Being presentable
- ✓ Enjoying helping others
- ✓ Good communication skills
- ✓ Being reliable and trustworthy
- ✓ Being polite
- ✓ Well organised

Progression

On successful completion of your Level 3 advanced apprenticeship programme you may wish to progress onto a relevant Foundation Degree.



Children's & Young Person's Workforce Level 2 & 3

Who is the course for?

This course is for people who want to work with children aged 0-16 (and their families) in settings or services whose main purpose is children's care, learning and development.

They make sure children are looked after, nurtured, nourished and meet developmental milestones.

What qualities do I need?

Working with children is not always easy but can be extremely rewarding if you are dedicated, hardworking, committed and determined to succeed.

What would I do?

As an apprentice, you'll probably be working in a supervised setting and learning how to keep children safe, methods of play that promote development and learning, and ways to build positive relationships with children, including those with special needs.

A CRB check may be required for this apprenticeship programme.



Youth Work Level 2 & 3

Who is the course for?

The apprenticeship in youth work will be right for you if you enjoy helping young people fulfil their potential and being involved in a wide range of activities.

You may be working with and supporting social workers, probation officers, teachers and youth centre managers.

What qualities do I need?

You will need to be organised and have good listening skills, as often young people will need someone to talk to about issues that may be concerning them.

What would I do?

You may be supporting with organising outdoor activities and events, offering support in difficult situations, being involved in specialist projects such as anti-bullying campaigns and arranging sports and drama activities.

There is also an administrative side to youth work, so you may be keeping records of activities, sending out letters, putting together promotional materials and applying for grants and support.

On completion of your apprenticeship you will be a youth support worker. You can then progress to the advanced apprenticeship followed by a degree which will lead to you becoming a qualified youth worker.

A CRB check may be required for this apprenticeship programme.

Health & Social Care Level 2 & 3

Who is the course for?

Health and social care involves work in hospitals, doctors' surgeries, opticians, hospices, pharmacies and the community.

The range of work is varied and includes both the private and public sectors such as the NHS, local authorities, voluntary organisations or private care homes.

If you enjoy helping and supporting a range of people which may include young people, older people and those with a disability, then a job within health and social care is right for you.

What qualities do I need?

You will need to be caring and supportive with good written and verbal communication skills, be a good listener, patient and well presented.

What would I do?

You could be working as a social care assistant or health care assistant.

This may involve helping patients in hospital wards or their homes, serving food, making beds and ensuring patients are comfortable.

You may carry out community work with families, young people and adults, older people and those with a disability.

Laboratory Technicians Level 2 & 3

Who is the course for?

This is an ideal course for students who would like to work in a laboratory. Whether you work for a pharmaceutical company or a university, you'll probably be part of a team of other scientists and technicians.

What qualities do I need?

You will need to have good communication skills, enjoy working as part of a team and be well organised.

What would I do?

Laboratory technicians support scientists and help carry out tests, research and investigations.

They work across many industries and can be involved in activities ranging from developing new products and diagnosing diseases to measuring pollution levels.

You might help collect and analyse samples, prepare cultures or specimens and set up experiments.

Pharmacy Assistant Level 2 & 3

Who is the course for?

This is an ideal course for students who would like to work within a health related job, supporting a registered pharmacist with the correct and safe distribution of medicines to patients and customers.

What qualities do I need?

You will need to have good communication skills as pharmacy assistants have a great deal of contact with the general public.

A good level of IT skills is also important for using stock control systems.

What would I do?

You may work within a hospital supporting the distribution of medicines or within a pharmacy setting.

Duties include selling over-the-counter medicines, collecting prescriptions, generating labels, ordering stock and providing information on symptoms and products to customers.

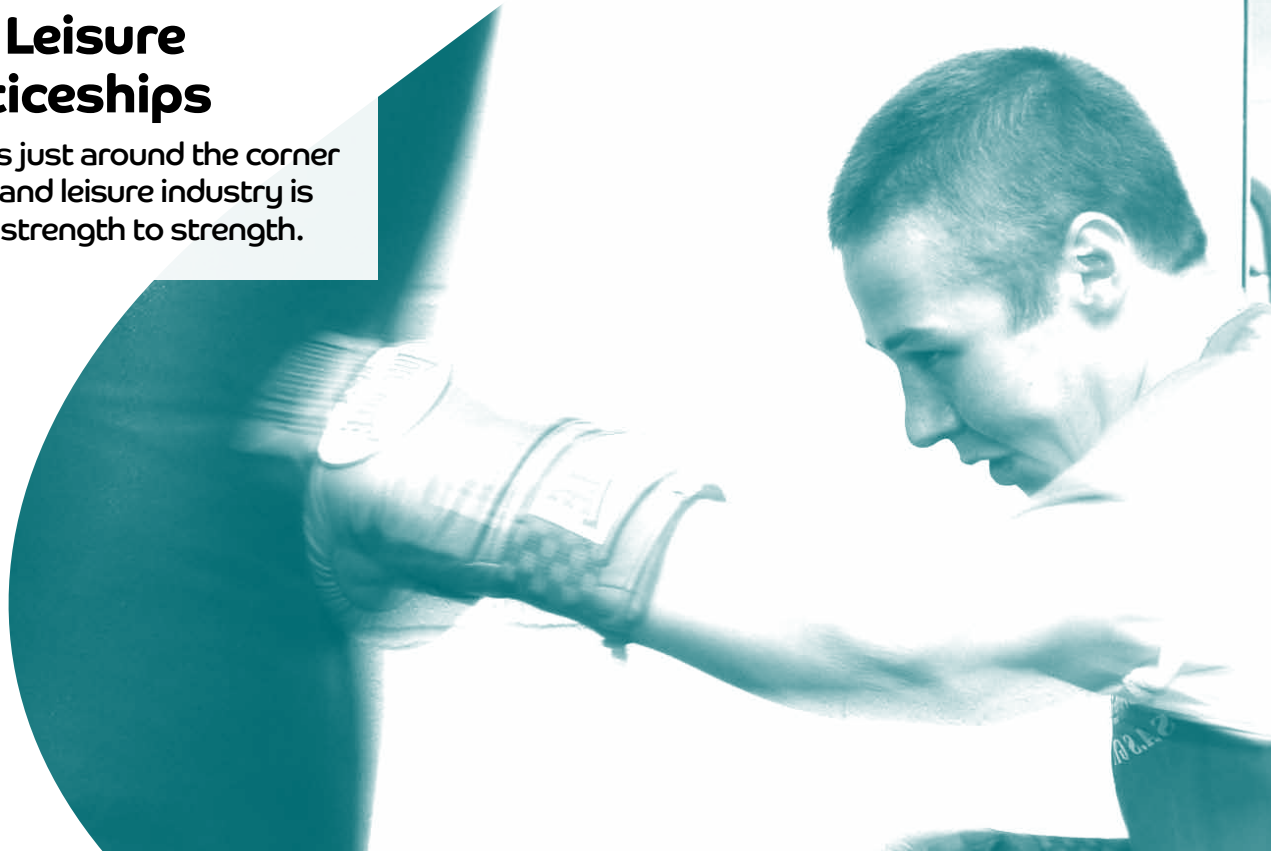






▶ Sport & Leisure Apprenticeships

London 2012 is just around the corner and the sport and leisure industry is growing from strength to strength.



Sport is about more than just competitions and football! There are over 620,000 people employed within the industry.

Areas of work may include:

- ✓ Community leisure centre
- ✓ Private health club
- ✓ Outward bound activity centres
- ✓ After school clubs
- ✓ Fitness instructor
- ✓ Coach or activity leader
- ✓ Event stewarding

Key qualities you need to succeed within Sport & Leisure:

- ✓ Good team player
- ✓ Good communication skills
- ✓ Be able to motivate others
- ✓ Be fit and active
- ✓ Have a keen interest in sport and physical activity
- ✓ Good people skills

Progression

On successful completion of your Level 3 advanced apprenticeship programme you may wish to progress onto a relevant Foundation Degree.



Activity Leadership Level 2 & 3

Who is the course for?

This course is aimed at individuals who have a desire to work as a sports coach in a community or school setting.

A sports coach may wish to work with children, adults or people with disabilities.

Coaches perform jobs such as planning, leading and evaluating activity sessions, as well as dealing with equipment and health and safety checks.

What qualities do I need?

A sports coach needs to be organised, enthusiastic, motivated and approachable.

You must have excellent communication skills and a desire to support individuals and groups in their sporting development through the delivery of fun learning activities. A sports coach must be able to plan and evaluate their own practice and work as a member of a team.

What would I do?

Sports coaches work with people with a wide range of sporting ability, from beginners to top professional athletes in both individual and team sports.

Coaches organise and run structured coaching sessions to enable people to learn the skills to participate in sport safely and reach their potential.

For team sports they develop players into effective team members.

A CRB check may be required for this apprenticeship programme.

Course
details
p 22/23



Exercise & Fitness Level 2 & 3

Who is the course for?

This course is for students who have a desire to work closely with customers in the exercise and fitness sector.

Fitness instructors may work with adults, children and people with disabilities. They may perform jobs such as inductions, developing fitness programmes with clients, health and safety checks and cleaning.

What qualities do I need?

Fitness instructors need to be enthusiastic, motivated and approachable.

They must have excellent communication skills and a desire to support individuals and groups in their development of fitness through safe and effective exercise.

Fitness instructors must have a good knowledge of the health and safety implications associated with the gym environment.

What would I do?

Fitness instructors work with groups and individuals in gyms, health and fitness centres and leisure centres.

They supervise customers using the facility and ensure that they are exercising safely and effectively.

They may conduct group exercise classes such as circuit training, aerobics or spinning.

Leisure Operations Level 2 & 3

Who is the course for?

This course is for individuals who wish to work with customers in the leisure environment, providing high level customer service and pool safety as part of a team. The role may also include dealing with equipment or working on the centre reception.

What qualities do I need?

You need to be highly organised, enthusiastic, motivated and approachable with excellent communication skills and be able to work well in a team.

You must have a good knowledge of the health and safety implications associated with the leisure environment.

What would I do?

Lifeguards ensure swimmers are safe and help prevent accidents by being alert to any potentially dangerous situations.

They patrol the pool, give general first aid and use life saving techniques, such as resuscitation, in emergencies.

Other tasks include checking the water temperature and chemical balance, setting up equipment and advising swimmers on the use of a diving board.

In some leisure pools they also manage the slides and flumes.

Recreation assistants are responsible for the cleanliness of the building and undertake regular checks to ensure that standards of safety, environmental control and hygiene are maintained.

Leisure Management Level 3

Who is the course for?

The course is aimed at individuals who have been working in the leisure industry (eg swimming pools, sports halls, ice rinks and outdoor facilities) for one - two years and are currently in a Supervisory role with some responsibility for staff and facility management.

What qualities do I need?

You will need to be well-organised, with excellent communication and time-management skills.

You will need to be customer-orientated and have a good knowledge of health and safety as well as an awareness of the systems and processes required to run a successful centre.

What would I do?

You will perform operational functions such as planning staff timetables, organising events and marketing material, recruiting staff, making sure the centre makes money, keeping up with health and safety regulations and promoting the centre in the local community.





Apprenticeship Programmes

Course	Level	Competence Component (NVQ Diploma or Certificate)	Knowledge Component (Technical Qualification)	Skills			Personal Learning & Thinking Skills	Employment Rights	Duration
				English	Maths	ICT			
Business Administration	2	City & Guilds L2 NVQ Certificate in Business & Administration	City & Guilds L2 Certificate in Preparing to work in Adult Social Care	L1 KS Communications	L1 KS Application of Number	L1 KS ICT	Mapped to mandatory units of competence qualifications	CfA ERR Workbook - mapped from L2 Certificate in Principles of Business Admin	Typically 12-14 months
Business Administration	3	City & Guilds L3 NVQ Diploma in Business & Administration	City & Guilds L3 Certificate in Preparing to work in Adult Social Care	L2 KS Communications	L2 KS Application of Number	L2 KS ICT	Mapped to mandatory units of competence qualifications	CfA ERR Workbook - mapped from L3 Certificate in Principles of Business Admin	Typically 20-24 months
IT user	2	City & Guilds L2 Diploma in IT User Skills (ITQ Apprentice)	L2 Diploma covers knowledge also	L1 KS Communications	L1 KS Application of Number	L2 KS ICT	Mapped to units of the ITQ Qual - more info from e-skills	e-skills ERR portfolio - to be signed and sent to e skills when claiming Certification	Typically 12-14 months
Legal Administration	2	City & Guilds L2 NVQ Certificate in Business & Administration	City & Guilds L2 Certificate for legal Secretaries	L1 KS Communications	L1 KS Application of Number	L1 KS ICT	Mapped to mandatory units of competence qualifications	CfA ERR Workbook - declaration of completion required	Typically 12-14 months
Marketing	2	City & Guilds L2 NVQ Certificate in Marketing	City & Guilds L2 Certificate in Principles of Marketing	L1 KS Communications	L1 KS Application of Number	L1 KS ICT	Mapped to mandatory units of competence qualifications	Covered within L2 Certificate in Principles of Marketing	Typically 12-14 months
Customer Service	2	City & Guilds L2 NVQ Certificate in Customer Service	City & Guilds L2 Certificate in Customer Service	L1 KS Communications	L1 KS Application of Number	N/A	Mapped to mandatory units of competence qualifications	CfA ERR Workbook - declaration of completion required	Typically 12-14 months
Accounting	2	AAT L2 Certificate in Accounting	L2 Certificate covers knowledge also	L2 KS Communications	L1 KS Application of Number	N/A	Mapped to mandatory units of competence & knowledge qualifications	FSP Apprentice Handbook	Typically 12-14 months
Accounting	3	AAT L3 Certificate in Accounting	L3 Certificate covers knowledge also	L2 KS Communications	L2 KS Application of Number	N/A	Mapped to mandatory units of competence qualifications	FSP Apprentice Handbook	Typically 12-18 months
Children's and Young Person's Workforce	2	City & Guilds L2 Diploma for CYPW	L1 Diploma covers knowledge also	L2 KS Communications	L1 KS Application of Number	L1 KS ICT	Mapped to each of the of the L2 Diploma	City & Guilds L2 Award in ERR in Health, Social Care, CYPW	Typically 12-14 months
Children's and Young Person's Workforce	3	City & Guilds L3 Diploma for CYPW	L3 Diploma covers knowledge also	L2 KS Communications	L2 KS Application of Number	L2 KS ICT	Mapped to each of the of the L3 Diploma	City & Guilds L2 Award in ERR in Health, Social Care, CYPW	Typically 20-24 months

Course	Level	Competence Component (NVQ/Diploma or Certificate)	Knowledge Component (Technical Qualification)	Skills			Personal Learning & Thinking Skills	Employment Rights	Duration
				English	Maths	ICT			
Youth work	2	City & Guilds L2 Certificate in Youth work Practice	L2 Certificate covers knowledge also	L1 KS Communications	L1 KS Application of Number	L1 KS ICT	Mapped to each of the units of the L2 Certificate	City & Guilds L2 Award in ERR in Health, Social Care, CYPW 501/1723/3	Typically 12-14 months
Playwork	2	City & Guilds L2 Diploma in Playwork	L2 Diploma covers knowledge also	L1 KS Communications	L1 KS Application of Number	N/A	Mapped to completion of the L2 Diploma	1st4Sport L2 award in Employment Awareness	Typically 12-14 months
Health & Social Care	2	City & Guilds L2 Diploma in Health & Social Care	City & Guilds L2 Certificate in Preparing to work in Adult Social Care	L1 KS Communications	L1 KS Application of Number	N/A	Mapped against diploma core units	City & Guilds L2 Award in ERR in Health, Social Care, CYPW	Typically 12-14 months
Health & Social Care	3	City & Guilds L3 Diploma in Health & Social Care	City & Guilds L3 Certificate in Preparing to work in Adult Social Care	L2 KS Communications	L2 KS Application of Number	N/A	Mapped against diploma core units	City & Guilds L2 Award in ERR in Health, Social Care, CYPW	Typically 18-20 months
Laboratory Technician	2	Edexcel L2 NVQ Certificate in Laboratory & Associated Technical activities	Edexcel BTEC L2 Extended Certificate in Applied Science	L1 KS Communications	L1 KS Application of Number	L1 KS ICT	Mapped against extended Certificate criteria	SEMTA ERR Workbook	Typically 18 months
Pharmacy Assistant	2	City & Guilds L2 NVQ Certificate in Pharmacy Service Skills	City & Guilds L2 Certificate in Pharmaceutical Science	L1 KS Communications	L1 KS Application of Number	N/A	Mapped against Certificate in Pharmaceutical science units	ERR Workbook (Pharmacy Services)	Typically 14-18 months
Activity Leadership (Sports Coaching)	2	City & Guilds L2 NVQ Certificate in Activity leadership	L2 NCFE Certificate	L1 KS Communications	L1 KS Application of Number	N/A	Mapped from L2 NVQ Certificate	1st4Sport L2 award in Employment Awareness	Typically 12-14 months
Exercise & Fitness (Gym Instructing)	2	City & Guilds L2 NVQ Diploma in Instructing Exercise & Fitness	CYQ L2 Certificate in Fitness Instructing	L1 KS Communications	L1 KS Application of Number	N/A	Mapped from L2 NVQ Diploma	1st4Sport L2 award in Employment Awareness	Typically 12-14 months
Leisure Operations (Leisure Recreational Attendant)	2	City & Guilds L2 NVQ Certificate in Active Leisure & learning & well being Operations	Active IQ L2 Certificate in Leisure Operations	L1 KS Communications	L1 KS Application of Number	N/A	Mapped from L2 NVQ Certificate	1st4Sport L2 award in Employment Awareness	Typically 12-14 months
Leisure Management	3	Edexcel L3 NVQ Diploma in Leisure Management	Edexcel BTEC L3 Certificate in leisure management	L2 KS Communications	L2 KS Application of Number	N/A	Mapped from L3 NVQ Diploma	1st4Sport L3 award in Employment Awareness	Typically 20-24 months



Frequently Asked Questions

How long is the apprenticeship programme?

The majority of the Level 2 apprenticeship programmes usually take up to 12 months to complete. Level 3 advanced apprenticeships usually run for two years.

How much do I get paid?

Apprentices are paid a minimum of £95 per week by the employer (pro rata for part-time work) but your wages will be assessed by your employer and should be in line with the job you are doing.

How much does it cost?

If you are 16-18 years old, the cost of training is free to the student and employer. If you are 19 years or older, training is free to the student and a contribution from the employer is required (please discuss with our Employer Engagement team).

Additional costs may include a CRB check if you are working with children or vulnerable adults, travel expenses, work attire and any course materials.

Will I have to have an interview?

Yes, once we have received your application form you will be invited in for an interview. You will also be interviewed by the employer.

Do I need to be employed?

It helps if you are already employed in a suitable job, however, our dedicated Employer Engagement Team will work closely with you to support you in finding appropriate employment.

▶ Apprenticeships

Application Form 2011/12

Seevic Apprenticeships

Please return your completed form to:
Commercial Systems Co-ordinator,
Seevic College, Runnymede Chase,
Benfleet, Essex, SS7 1T



Your Details

Surname		Forenames		
Address			Postcode	
Telephone		Mobile		
Gender	Date of Birth	Age	NI Number	
Email Address				

Your Proposed Course

Programme	Apprenticeship Level 2 <input type="checkbox"/>	Apprenticeship Advanced Level 3 <input type="checkbox"/>
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School/College Information

Please give details of last/current school or college attended (including full address)

Qualifications Please include any industry qualifications

Award (e.g. GCSE, A Level, BTEC)	Subject & Level	Year Taken	Grade

Have you completed year 11 at school? Yes No Have you been on work based learning before? Yes No



Please complete both sides of this form

Employment Are you currently employed? Yes No

If yes, please give employer's name and address

Your job title

Please give a brief description of your current roles and responsibilities

Other Information do you have a learning difficulty/disability or medical condition we need to be aware of? Yes No

If yes, please give details

Please give details of any activities that you are involved in, interests that you have or any possible career plans

Do you hold a full UK driving licence? Yes No **Do you have access to a car?** Yes No

How did you hear about the programme? Connexions Seevic School Event Website Other

If other please state

Student Declaration

I CERTIFY THAT THE INFORMATION I HAVE GIVEN ON THIS FORM IS CORRECT AND I GIVE MY CONSENT TO THE PROCESSING AND SHARING OF THIS INFORMATION FOR ALL PURPOSES RELATING TO MY APPLICATION.*

Signed by learner

Parent/Carer signature Required if under 18 years old

Date

Date

* DATA ON YOUR PROPOSED COURSE WILL BE HELD ON COMPUTER AND USED TO ANALYSE APPLICATIONS AND SUPPORT CURRICULUM PLANNING.

For Office Use Only - Interview Allocated

Day

Date

Time

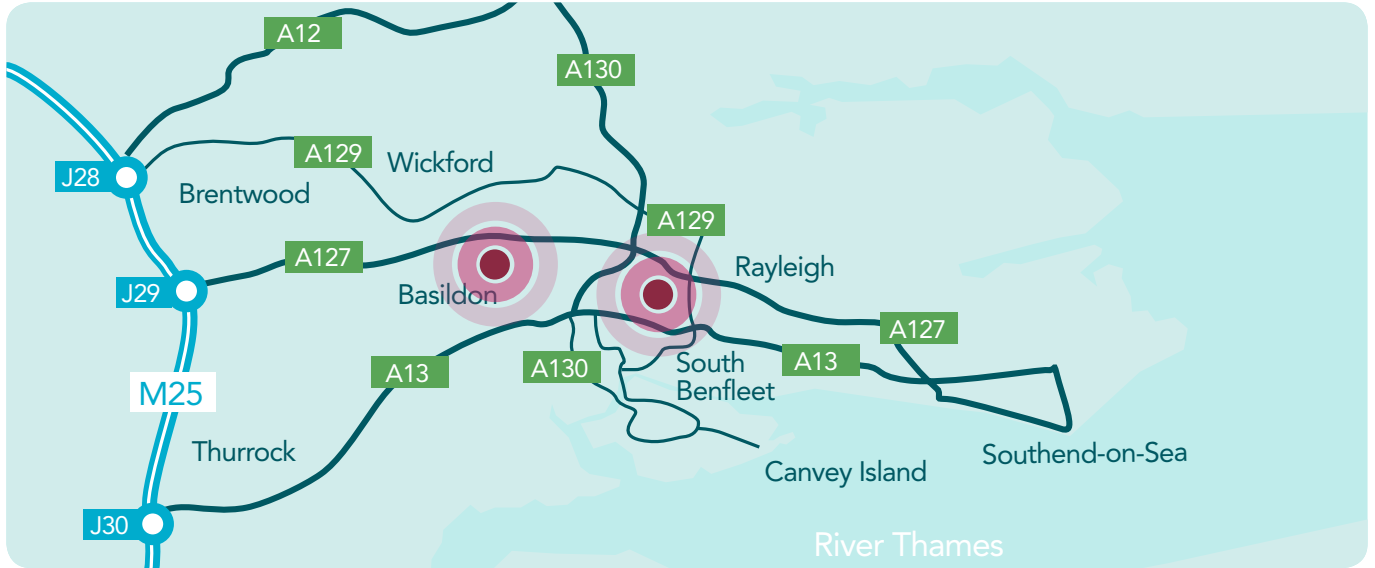
Initials

Seevic Apprenticeships

Please return your completed form to: Commercial Systems Co-ordinator, Seevic College, Runnymede Chase, Benfleet, Essex, SS7 1T

Find us

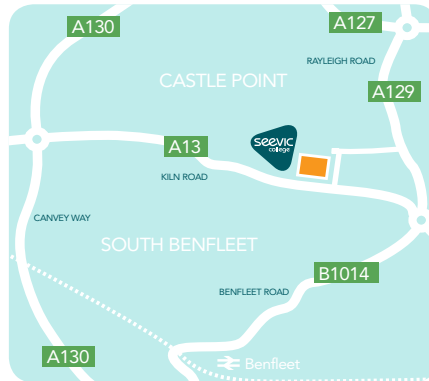
Seevic College and New Campus Basildon map



New Campus Basildon



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