



seevic
college

Apprenticeships

YOUR GUIDE



Welcome

Having delivered high quality learning opportunities for over 40 years, we have established a reputation for achieving successful outcomes for our students.

With over 90% of our apprentices progressing to full-time employment or higher level Apprenticeship positions within six months of completion, our aim is to see you succeed. Our dedicated team of experienced staff are on-hand to support you in finding employment and a suitable Apprenticeship to gain relevant skills and qualifications.

There are loads of benefits in undertaking an Apprenticeship. Around 90% of apprentices stay in employment after completion, with employers believing that qualified apprentices are 15% more employable than those with other qualifications*.

We pride ourselves on having a unique, safe and inclusive environment where you can be who you want to be.

I hope that you find this guide useful in understanding Apprenticeships further, and how they will help you to develop the skills and knowledge needed to progress in your chosen career.

I look forward to seeing you soon at one of our Open Evenings.

A handwritten signature in black ink, appearing to read 'Dan Pearson', written in a cursive style.

Dan Pearson
Principal & Chief Executive

*Source: Skills Funding Agency

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Introduction to Apprenticeships

What is an Apprenticeship?

An Apprenticeship is a nationally recognised qualification, giving you the chance to combine hands-on training with academic study.

How do Apprenticeships work?

Alongside earning a minimum of £3.40 per hour*, you will typically be in the workplace four days a week learning relevant skills and knowledge delivered by your employer or colleagues. On the other day, you will be in college exploring your desired industry with trained specialists, as well as gaining interview training and CV writing skills.

You'll be guided along the way by your employer and Seevic College

to ensure that you understand what you need to achieve to complete the course. As well as this, we'll provide you with advice and guidance as to what employers are looking for and how you can improve in your industry.

After successfully completing an apprenticeship, you will be able to use the knowledge, qualifications and real-life experience you have developed to pursue a full-time role in your chosen field or progress to higher level qualifications.

If you're aged 16 or over, live in England and not currently in full-time education, this route could be for you.

*Data correct as of December 2016.

Why choose an Apprenticeship?

- **Earn a salary and receive paid holiday**
- **Learning tailored towards your individual needs**
- **Access to industry standard facilities and resources**
- **Tutors and assessors with real-life industry experience**
- **Excellent progression opportunities**

Entry Requirements

Level 2 (Intermediate) - Grades A-D in English, Maths and ICT*†

Level 3 (Advanced) - Grades A-C in English, Maths and ICT*†

Level 4 (Higher) - Successful completion of a relevant Level 3 qualification.

Visit seevic-college.ac.uk
for our Apprenticeship pathways

*If you do not have the required grades in all of these subjects, you may be able to take them at Functional Skills level alongside your Apprenticeship. Please contact our team to discuss.

°Some pathways have specific entry requirements. Please see our website for more information.

†When Frameworks change to Standards, entry requirements may be subject to change.



“My Apprenticeship opened so many doors for me; I developed skills that I would never have gained if I studied at university.”

After completing her Level 2 Marketing Apprenticeship, Natasha secured a full-time role as a Marketing Officer.

Top 5 reasons to choose Seevic

- 1** **93% of our apprentices progress to full-time employment or further education within six months of completion**
- 2** **Excellent achievement rates**
- 3** **With Apprenticeships from Levels 2 to 4, there's plenty of opportunity to progress**
- 4** **Our Apprenticeships are aligned with our Passport to Careers (p2c) Framework and Apprenticeships standards, providing you with the top ten skills that employers want**
(see more on page 8!)
- 5** **We're passionate about providing students with the best learning environment.**

Get employable

At Seevic, we strongly believe that the time you spend with us must fully prepare you for your future career.

The top ten skills that employers are looking for are embedded within our Apprenticeships through the use of our Passport to Careers (p2c) Framework and Apprenticeships standards.

- 1 Commercial awareness and enterprise skills
- 2 Planning and organising
- 3 Working under pressure and to deadlines
- 4 Team working
- 5 Communication and interpersonal skills
- 6 Analysing and problem solving
- 7 Valuing diversity, individual differences and global awareness
- 8 English, Maths and ICT for work
- 9 Using your initiative and being self-motivated
- 10 Leadership and drive.

A young man with short, dark hair, wearing a dark suit jacket over a light blue striped shirt, is smiling warmly at the camera. In the background, a woman is blurred, suggesting a professional setting. The image is framed by a white border and a large orange triangle in the bottom right corner.

Alongside your Apprenticeship, you'll receive specialised support in finding the right job for you, interview training to get you ahead of the game and help in making your CV as attractive to employers as possible.

Standards and expectations

In order to do well, we do expect a strong commitment from you throughout your Apprenticeship.

- As you wouldn't be at school you'd be treated like an adult. In return, we expect you to take responsibility of your work
- When we book you interviews with employers we expect you to turn up on time, dress smartly and give it your best
- If we ask you to bring in identification and documents concerning your previous qualifications, we expect you to do this
- If you are not attending our classes you will not get the results you want. We expect 95% attendance unless you have a really good reason why you are not able to - you must turn up on time and be ready to learn
- We expect you to achieve – you, your employer and Seevic all have to communicate effectively and work together to ensure that your Apprenticeship is successful. We're in this together!
- We expect you to treat your employer and our staff with respect – as we will you
- We insist that all of our apprentices support and promote British Values: Rule of Law, Individual Liberty, Mutual Respect and Tolerance and Democracy.
- Competition for places with employers can be fierce, so you will need to show that you are committed, and aware of your responsibilities to both yourself and the company. You also need to be able to work as part of a team and individually, and to use your own initiative.



“I would 100% recommend studying an Apprenticeship as you learn on the job and in the classroom, giving you a feel of how it is to have a job and what it entails.”

Having completed her Level 2 Childcare Apprenticeship, Tasha has now progressed to Level 3.

Safeguarding and Prevent

Safeguarding

We ensure that our safeguarding duty is fulfilled to all of our apprentices – regardless of the setting you are learning or working in.

With all of our staff having received relevant safeguarding training, we are able to deal with any concerns in a timely way to ensure that you receive quick and effective support. If you're having trouble at work, at home, during your time training with us, or anywhere else, don't hesitate to get in touch.

We want our apprentices to enjoy a safe, positive working and learning environment throughout their time with us. With this in mind, part of every student's induction includes

a safeguarding awareness session to make them aware of their safeguarding responsibilities.

Prevent

The Prevent agenda is part of the Government's counter-terrorism strategy, with the goal being to stop people from becoming or supporting terrorists.

Prevent is about safeguarding our students and apprentices; even if you don't feel vulnerable now, we have a duty of care to keep you both safe and within the law. The Prevent agenda is not about preventing political or religious views and concerns, but about supporting you to use those concerns or act on them in non-extremist ways.

The Home Office defines extremism as:

The vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism are calls for death to members of our armed forces.

As part of our commitment to the agenda, Seevic and our partners, employers and stakeholders are dedicated to encouraging the key British Values that support Prevent.

What are the signs of vulnerability?

There is no single way of identifying who is likely to be vulnerable to being drawn into terrorism.

Factors that may have a bearing on someone becoming vulnerable may include:

- Loneliness or isolation leading to negative influence from other people or via the internet
- Drugs, gangs, violence and crime against them or their involvement in crime
- Family tensions and breakdown, poverty, homelessness and lack of self-esteem
- Sexual exploitation, physical or mental abuse

The college has access to a range of support services, both internally and externally, including Drug, Alcohol and Health Awareness, Careers and Employability Support, Education and Training Support, Special Educational Needs and Disabilities Services, Life and Social Skills Development, Mentoring and Counselling.

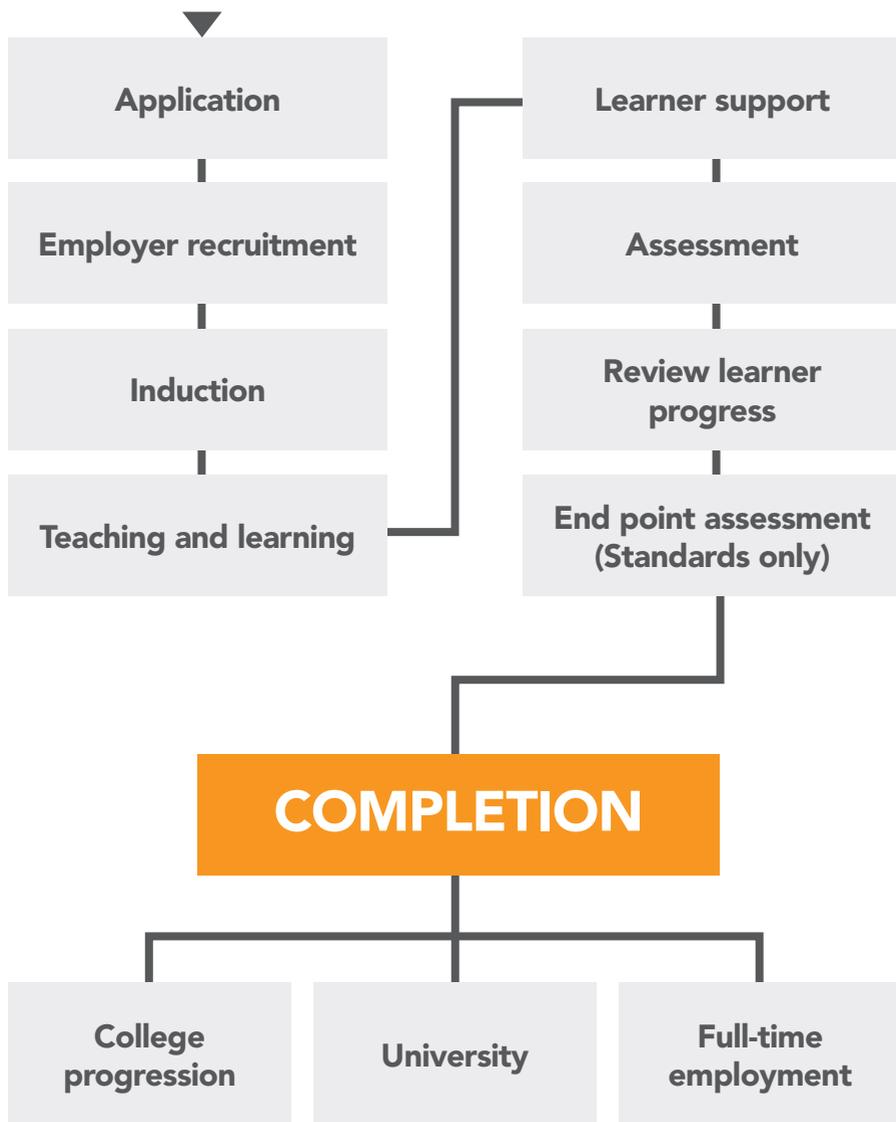
What is the college's role?

Seevic College has a legal responsibility under the Prevent agenda to make sure that all staff:

- Have undertaken training in the Prevent Duty policies and procedures
- Are aware of when it is appropriate to refer concerns about students, apprentices or colleagues to the college's Designated Safeguarding and Prevent Lead
- Work with partner organisations and employers to exemplify British Values.

If you would like more information or need to report a concern then please contact our Safeguarding Team on 01268 756 111 or email andy.shepherd@seevic-college.ac.uk or michelle.lagden@seevic-college.ac.uk

Start your journey





"Our apprentices have introduced new life and energy to our business."

Digital Pie, Employer

How to apply

Applying for an apprenticeship at Seevic College is easy. Simply follow the six essential steps below to do just that!

- 1** Complete our quick and straightforward online application form.
- 2** You will be invited to the college for an interview so we can find out more about you
- 3** Dependent on your grades in English, Maths and ICT you may have to attend an assessment appointment - usually 2-3 hours
- 4** We will work together to help you find an employer
- 5** You will have an interview with your potential employer
- 6** If you are successful, we will enrol you onto your new Apprenticeship.

“Being an apprentice has given me a head-start in my career, providing me with workplace experience. Without this it would have been extremely difficult to get into this industry.”

Having completed his Level 4 AAT Apprenticeship at the college, Andrew is now working for a Chartered Accountants in London.



FAQs

Who is an Apprenticeship for?

Apprenticeships are open to anyone aged 16 years or over, living in England and not currently in full-time education. You're particularly likely to be interested in an Apprenticeship if you want to get work experience in a real job while you study, or are looking to change careers.

How much does an apprentice get paid?

As an apprentice you'll be working for a real employer and be paid from the very start. As of October 2016, the minimum wage for apprentices is £3.40 per hour but many employers pay higher than this.

This rate applies to apprentices aged 16 to 18, and those aged 19 or over who are in their first year of training. All other apprentices are entitled to earn the National Minimum Wage for their age group.

What will I get paid for?

You will be paid for your normal working hours, which will be at least 30 hours per week, and any training that's part of your Apprenticeship - usually one day per week at Seevic.

You'll also be entitled to at least 20 days of paid holiday for each year of your Apprenticeship, plus bank holidays.

How will my learning take place?

Apprentices learn on the job, building up knowledge and skills, gaining qualifications and earning money at the same time. The academic aspects of your Apprenticeship training will be delivered at Seevic College in Benfleet, and you will typically attend for one day per week.

How long do apprenticeships take to complete?

Our Apprenticeships typically take between 12 and 18 months to complete. Individual Apprenticeships vary in content and duration, depending on both your needs and the needs of your employer.

What can I do next?

After successfully completing an Apprenticeship you can use the job-specific knowledge, qualifications and real-life experience you have gained to pursue a full-time role in your chosen industry or progress to Advanced or Higher Apprenticeships, higher levels of education or professional qualifications.

What is an Apprenticeship worth?

Aside from being a nationally recognised qualification in its own right, each type of Apprenticeship has an equivalent education level as outlined below:

- Intermediate - equivalent to five GCSE passes
- Advanced - equivalent to two A-Level passes
- Higher - can lead to NVQ Level 4 and above, or to a Foundation Degree.

“Apprentices are in a very strong position to be offered permanent positions at the end of their course.”

MSB & Co Accountants, Employer

**See what all the fuss is about
by visiting us at one of our
Open Evenings.**

**Find our dates at
seevic-college.ac.uk**

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