

boston:college 

Boston and
Spalding

APPRENTICESHIP COURSES



Apprenticeship Course Guide 2021/22

What is an Apprenticeship?



An apprenticeship is a combination of on-the-job training in the workplace, and classroom or workshop based learning at college. It will provide you with job-specific skills for your chosen career, a wage, a nationally recognised qualification and the opportunity to improve your English, maths and ICT skills.

IS AN APPRENTICESHIP RIGHT FOR YOU?

If you are about to leave school and like the idea of getting straight into work, are already working and need to secure a qualification to back up your experience, or to help you progress your existing or new career, an apprenticeship could be for you. Read on to find out more about apprenticeships and how Boston College can help you get to where you want to be!



- ➡ Gain new knowledge
- ➡ Learn new skills
- ➡ Develop positive workplace behaviours
- ➡ Start your career

Why choose Boston College?

No 1. FE College in Lincolnshire for Apprenticeships

as published in the Government National Achievement Rate Tables (gov.uk).

EXPERIENCED LECTURERS...

many of whom have worked in your chosen industry. An apprenticeship is a real job, offering exciting opportunities.

TRUSTED ESTABLISHED COLLEGE...

we've been here for over 50 years!

GREAT LINKS...

with employers and local businesses.

JOB VACANCIES ARE AVAILABLE...

contact our Apprenticeship Team for help in finding a job!

IT'S LOCAL...

with campuses in Boston and Spalding providing excellent training on your doorstep.

25 DIFFERENT APPRENTICESHIPS...

to choose from.

WHY CHOOSE AN APPRENTICESHIP?

- An apprenticeship is a real job, offering exciting opportunities.
- Learn job-specific skills and gain real work experience.
- Earn while you learn.
- Meet new people and make new friends.
- Train using the tools of your industry, whether it's top-of-the-range technology or state-of-the-art machinery.
- Become career focused.
- Deal with real-life challenges in a real-life setting.

Your Questions Answered

Q: HOW OLD DO YOU HAVE TO BE?

A: You need to be at least 16 years old when you start your apprenticeship. There's no upper age limit – an adult can train as an apprentice too.

Q: HOW MUCH WILL I EARN?

A: The current minimum wage for an apprentice is £4.15* per hour but employers can, and often do, pay more. This rate applies to all apprentices in their first year.

Q: WHAT ARE THE ENTRY REQUIREMENTS?

A: You may need up to five GCSEs at grade 9 to 4 (A*-C) - including English and maths. Entry requirements vary between individual apprenticeships. Please see detailed course information on our website and the job advertisement details.

Q: WHERE WILL MY APPRENTICESHIP TRAINING TAKE PLACE?

A: The majority of apprenticeships are based in the workplace and include one day a week at college, however some are 100% work-based. Please see individual course information on our website.

Q: WHAT SUPPORT DO APPRENTICES RECEIVE?

A: As an apprentice you will receive support from your employer, your lecturers and assessors at Boston College. You will also have a dedicated Apprenticeship Coordinator who will support you and your employer throughout the apprenticeship journey. The Coordinator is responsible for making sure all parties are fully prepared for the apprenticeship so that expectations of employer, apprentice and training provider will be met. They will carry out regular reviews with you and your employer throughout your apprenticeship.

Q: HOW MUCH WILL IT COST?

A: As an apprentice your training will not cost you anything. However, you may want to buy books and stationery to support your learning.

Q: WHERE DO I START WHEN SEARCHING FOR AN APPRENTICESHIP AND JOB VACANCY?

A: Our Apprenticeship Team will support you in choosing the right apprenticeship, and can also help you to find a relevant job - they have vacancies waiting! Our Careers Team can help you with CV writing and job applications.

Q: WILL I GET HOLIDAY PAY?

A: You will be entitled to the same conditions as other employees working at similar grades or in similar roles, including paid annual leave, sick pay and company benefits.

Q: I'VE ALREADY GOT A JOB, CAN I STILL BE AN APPRENTICE?

A: Definitely – if your employer agrees you can become an apprentice in your current workplace. Contact our Apprenticeship Team for more information, or your employer can do this directly.

Q: WHO DO I CONTACT FOR MORE INFORMATION?

A: Contact the Apprenticeship Team at Boston College for everything you need - call 01205 313238 or email apprenticeships@boston.ac.uk

APPLY
NOW AT...
www.boston.ac.uk

Not sure what's right for you?

Careers advice is available - see page 7 for details.



Excellent Career Prospects

An apprenticeship gives you lots of industry experience which, in addition to a qualification, will give you an excellent head start, helping you to achieve your career goals. A large number of apprentices successfully gain permanent employment with the company they train with, and gain promotion within the business and beyond.



IT'S YOUR CAREER
BE INSPIRED
by the possibilities



Apprenticeships are available in many different industries, and within businesses and organisations that you might be surprised to discover!

Previous examples include:

- Accounts, Customer Service, Web Development, Marketing, and Engineering

- Schools, Restaurants, Hospitals, Construction Sites, Solicitors, Hairdressers, Shops and Care Homes



See all current vacancies at

www.boston.ac.uk

www.findapprenticeship.service.gov.uk



Apprenticeships

LEVELS...

The table below shows apprenticeship levels and the equivalent qualification alternatives.

	LEVEL	EQUIVALENT EDUCATION LEVEL
INTERMEDIATE	2	5 GCSE passes at grades 9 to 4
ADVANCED	3	2 A Level passes or Level 3 Diploma
HIGHER	4 & 5	HNC/HND or Foundation Degree
DEGREE	6 & 7	Bachelor's Degree and above

"Alongside my job at Metsa Wood I attend college for two and half days a week to gain my Electrical qualifications - I currently work across the whole site at Metsa within their maintenance department, working with hydraulics and electrical equipment. At college, I have gained the theory knowledge that I need, as well as completing practical assignments."

OWEN BOOTHBY



Traineeships

If you like the sound of an apprenticeship but do not feel quite ready for the workplace, then a traineeship could be a great starting point for you – they are designed to prepare young people for the world of work, and are a great stepping stone between leaving school or college and applying for an apprenticeship.

Traineeships are available in many industry areas, and are completed over a flexible period with a minimum length of 6 weeks, split between college attendance and work experience. They are available for 16-24 year olds but may be dependent on the qualifications you already hold.

How to Become AN APPRENTICE

STEP 1

THINK ABOUT YOUR CAREER OPTIONS

The first step of becoming an apprentice is very important. You need to decide what industry you would like to train and work in. What are you interested in? What are your career goals? See the full list of apprenticeships we offer on the next page and read full course information on our website at www.boston.ac.uk

If you are not sure, or you don't know which apprenticeship best suits your goals, then a FREE informal chat with one of our impartial friendly Careers Advisers is exactly what you need!

Our Careers, Education, Information, Advice and Guidance (CEIAG) trained advisers are available by appointment - call 01205 313218 or email info@boston.ac.uk

For more information please contact the Apprenticeship Team on 01205 313238 or email apprenticeships@boston.ac.uk

STEP 2

CHOOSE AN APPRENTICESHIP AND APPLY ONLINE

Once you have chosen the industry you would like to work in and the apprenticeship you would like to study, you will then need to apply online. You can apply through the individual apprenticeship course page on our website at www.boston.ac.uk

Please note: This stage of becoming an apprentice can be completed with or without an employer, BUT you will need an employer to start your apprenticeship.



STEP 3

FIND AN EMPLOYER

Finding a relevant apprenticeship employer is your responsibility, but our Apprenticeship Team is here to help.

Once you have applied for your apprenticeship course, you will be contacted for an informal 'initial assessment' where a member of the Apprenticeship Team will discuss the apprenticeship in more detail and how we can help in regards to finding an employer.

I do not have a job/employer

You will need to find a suitable apprenticeship job role within the industry relevant to your chosen apprenticeship.

You can view current apprenticeship vacancies on our website at www.boston.ac.uk. Local vacancies are also advertised on the government website, www.findapprenticeship.service.gov.uk

I already have a job/employer

You can start an apprenticeship with your current employer, and base your training around your current job role. Ideally you need to be working for a minimum of 30 hours per week, however you can work less than this and still complete an apprenticeship.

COURSES AVAILABLE

	Course	Duration	Location
Accounting	Accounts/Finance Assistant Apprenticeship Level 2	15 Months	Boston or Spalding
	Assistant Accountant Apprenticeship Level 3	18 Months	Boston or Spalding
	Professional Accounting or Taxation Technician Apprenticeship Level 4	18-24 Months	Boston
Automotive Engineering	Motor Vehicle Autocare Technician Apprenticeship Level 2	30 Months	Boston
Bricklaying	Bricklaying Apprenticeship Level 2	2 Years	Boston
Business	Customer Service Practitioner Apprenticeship Level 2	15 Months	Boston
	Retailer Apprenticeship Level 2	15 Months	Flexible
	Business Administrator Apprenticeship Level 3	21 Months	Boston
	Customer Service Specialist Apprenticeship Level 3	18 Months	Boston or Spalding
	Retail Team Leader Apprenticeship Level 3	18 Months	Flexible
	Team Leader/Supervisor Apprenticeship Level 3	18 Months	Boston
Carpentry and Joinery	Site Carpentry Apprenticeship Level 2	2 Years	Boston
	Site Carpentry Apprenticeship Level 3	18 Months	Boston
Computing	Computing Infrastructure Technician Apprenticeship Level 3	15 Months	Boston
Early Years and Schools	Early Years Educator Apprenticeship Level 3	2 Years	Boston
	Teaching Assistant Apprenticeship Level 3	2 Years	Boston

	Course	Duration	Location
Electrical	Electrotechnical Apprenticeship Level 3	3.5-4 Years	Boston
Engineering	Engineering Operative Apprenticeship Level 2	15-18 Months	Boston
	Engineering Technician Apprenticeship Level 3	42-48 Months	Boston
Hairdressing	Hairdressing Apprenticeship Level 2	2 Years	Spalding
Health and Social Care	Adult Care Worker Apprenticeship Level 2	18 Months	Flexible
	Lead Adult Care Worker Apprenticeship Level 3	24 Months	Flexible
	Lead Practitioner in Adult Care Apprenticeship Level 4	18-24 Months	Flexible
	Leader in Adult Care Apprenticeship Level 5	18-24 Months	Flexible
Plumbing	Plumbing, Heating and Gas Apprenticeship Level 3	Flexible	Boston
Teaching	Teaching Assistant Apprenticeship Level 3	2 Years	Boston

For full course information visit www.boston.ac.uk

Location

The location information shown relates to the attendance at college - this could be at one of our campuses in Boston or Spalding. Your employer does not need to be restricted to this location.



HELPFUL TIPS

for finding an Apprenticeship placement.

Tip 1 – Google

Research companies in your local area, you can email or post them your CV.

Tip 2 – Talk

Don't be afraid to call businesses to ask if they have any apprenticeship vacancies. Talk to your family and friends to see if they know of any apprenticeship opportunities.

Tip 3 – Follow

Companies and organisations use social media like Facebook, LinkedIn, Instagram and Twitter to advertise their vacancies. Don't be afraid to message them.

Tip 4 – Volunteer

Offer your services voluntarily (only if it is safe and practical to do so) - this will get your foot in the door and add to your workplace skills and experience.

With an apprenticeship you get to work, learn, and earn! All your training is paid for, so you're shaping your career from day one.

Tip 5 – Stand-Up

Use your CV to promote your strengths. Talk about your interests. What makes you, YOU?

Remember - accurate spelling and grammar are really important – ask someone else to proofread it for you.

What are you waiting for?

Apply online by opening an account on the National Apprenticeship Vacancies website -

www.findapprenticeship.service.gov.uk

Tailor your application to each role you apply for and don't forget to keep checking your emails as this is how you will be notified of any application updates.



Apprenticeships

CAMPUS ADDRESSES



Boston College

Rochford Campus
Skirbeck Road
Boston, Lincolnshire
PE21 6JF

T: 01205 365701
E: info@boston.ac.uk

Sat nav postcode:
PE21 6DA

Boston College Spalding Campus

Main Entrance
Red Lion Street
Spalding, Lincolnshire
PE11 1SX

T: 01775 715880
E: spaldinginfo@boston.ac.uk



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OPEN EVENTS

BOSTON

Thursday 15th October 2020
Thursday 4th February 2021
Saturday 19th June 2021

Apprenticeships Information Event

Thursday 11th March 2021

Adult Learning Information Event

Thursday 20th May 2021

Results Day Information Event

GCSE Results Day 2021
Please check our website for a confirmed date and time.

SPALDING

Adult Learning Information Event

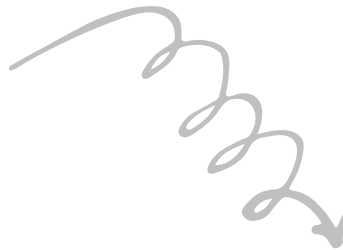
Thursday 13th May 2021

If due to Covid-19 restrictions we are unable to hold face-to-face events we will endeavour to bring our open events to you online as Virtual Open Events – please check our website and social media pages for the most up-to-date information, or call us on **01205 313218**.

boston:college 



FUTURE **DISCUSS**
MOTIVATE
GROW **CHOOSE**
Develop



 01205 313238

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 www.boston.ac.uk