

# B&FC FOR BUSINESS

Blackpool and The Fylde College

★ RATEMYAPPRENTICESHIP

**BEST 50  
TRAINING  
PROVIDERS**

2022-2023



## ***PARENT, GUARDIAN AND CARER GUIDE TO APPRENTICESHIP***

**DEVELOPING  
PEOPLE.  
DRIVING  
SUCCESS.  
SINCE 1892.**



**BLACKPOOL.AC.UK**

# WORKING WITH OVER 1,800 PARTNER EMPLOYERS NATIONWIDE.



## INTRODUCTION

*There are many options available to young people after they leave school and, in this guide, we outline information and benefits about apprenticeships as a key route into a successful career.*

*Apprenticeships have changed a huge amount in the past few years and now offer access to more than 1500 different job roles, ranging from intermediate through to degree apprenticeships.*

## EXPLORING APPRENTICESHIPS

It is very likely that young people will have received some information about apprenticeships through school or college. This might have been via an assembly, a tutorial session, hearing from a past pupil, watching a film or attending a careers fair.

Holding open conversations to find out how much your young person knows about the different career paths available is a great starting point. You can then start to plan the best way to discover more about the possibilities to make an informed decision on the steps to take.



## WHAT IS AN APPRENTICESHIP?

- + An apprenticeship is a job with training to industry standards.
- + An apprenticeship is about entry to a recognised occupation, involves a substantial programme of on and off-the-job training and the apprentice's occupational competence is tested by an independent, end point assessment.
- + Apprenticeships are employer-led: employers set the standards, create the demand for apprentices to meet their skills needs, fund the apprenticeship and are responsible for employing and training the apprentice.
- + Apprenticeships are at the heart of the UK's drive to equip people with the required knowledge, skills and behaviours that employers need to grow successful businesses.

### An apprentice can expect to:

- + Earn a salary and receive paid holiday.
- + Have a contract of employment.
- + Spend at least 6 hours a week training. This is called off-the-job training. This may be undertaken at college or in the workplace. It may also be face to face or remote via TEAMS.
- + Receive ongoing impartial careers advice and guidance to support progression opportunities.
- + See increased future earning potential – apprentices enjoy marked salary increases on finishing their training and those completing a higher apprenticeship could see increased earnings of around £150,000 over their lifetime.
- + Need to be motivated to learn and work hard to complete their apprenticeship.
- + Have a dedicated Skills Coach, who will support and coach throughout the duration of the apprenticeship programme.
- + Get a personalised learning plan that is appropriately sequenced, agreed upon in collaboration with both them and their employer and is mapped against the relevant apprenticeship standard.



# FREQUENTLY ASKED QUESTIONS ABOUT APPRENTICESHIPS

## Is an apprenticeship a genuine job?

An apprenticeship is a genuine job. An apprentice will learn, gain experience and get paid.

An apprentice will work towards a recognised apprenticeship programme for a minimum of at least 6 hours a week.

## Is an apprentice entitled to paid holiday?

All apprentices are entitled to paid holiday, as a minimum receiving 20 days plus bank holidays.

## How much will an apprentice get paid?

There is a national minimum wage for apprentices, although many employers pay more than this. See current pay rates [HERE](#).

## How many hours a week will an apprentice work?

Apprentices generally work a minimum of 30 hours a week and a maximum of 48 hours, as per the law (Working Time Directive). Apprentices who are under 18 years old, can work a maximum of 40 hours per week, as per the Working Time Regulations 1998. Time spent off the job at a college or in training is included.

## Do apprentices or their family pay for their training?

No, their employer and the Government pay for all the training costs, meaning that an apprentice can access a fantastic range of apprenticeship standards without incurring any student debt.

Remember, as an apprentice, they will be working at the same time, building up valuable experience in the workplace.

## Is there a guaranteed job at the end of the apprenticeship programme?

90% of apprentices go into work or further training after completing their apprenticeship and two-thirds get hired permanently by their employer.

Whilst there is no legal obligation to offer an apprentice a job, if they perform well in their role, it is likely the employer will really want them to stay on as a permanent employee. After all, they've invested a lot of time, effort and money into them.

## Will an apprenticeship limit career opportunities?

In short, no. An apprenticeship will enhance their career opportunities.

Apprenticeship programmes are organised in 18 different industry sectors. There are over 600 different apprenticeships available covering all kinds of careers.

To see the full range of apprenticeships available visit - [HERE](#)

## Who can apply for an apprenticeship?

### Apprenticeships are available to those who:

- + Are aged 16+, who want to learn new skills as part of paid employment.
- + Live in the UK
- + Are not in full-time education

Not ready for an apprenticeship just yet? B&FC offers a pre-apprenticeship programme, which is designed to help school leavers to increase their employability, improve English and maths skills and includes an industry placement.

## What is included in an apprenticeship?

Apprenticeship on-programme learning may include a formal qualification plus:

- + English, Maths and Digital skills
- + Off-the-job Training
- + Personal Development Curriculum
- + Gateway Assessment
- + End Point Assessment (EPA)



Choosing the degree apprenticeship scheme has been one of the best decisions I've made. The support network from my team, the learning provider and fellow apprentices has been amazing."

**Josh, Vodafone Apprentice**



### How long will an apprenticeship last for?

Apprenticeships must last for at least a year. They can last up to five years depending on the level. They are divided into four tiers to suit different ages and abilities:

- + Level 2 – Intermediate level
- + Level 3 – Advanced level
- + Level 4 to 7 - Higher level (with Level 6 & 7 being referred to as Degree level)

### Is completing an apprenticeship less fun than going to university?

No, all apprentices have access to NUS Apprentice Extra discount card [HERE](#).

They can also gain access to the Association of Apprentices, where they can link up with other apprentices across the UK. The Association of Apprentices provides a bespoke social network, online learning and development platform and exclusive member events. You can access the Association [HERE](#).

### Can an apprentice still achieve a degree?

Yes, an apprentice can still achieve a degree through a Degree apprenticeship.

However, not all apprentices will leave school and go straight onto a Degree apprenticeship. Most apprentices will need to complete an Intermediate, Advanced or Higher apprenticeship before progressing.

### Can I employ my young person as an apprentice in the family business?

Yes. They will be treated as an employee and therefore must have a contract of employment, paid holidays, work the appropriate hours per week, be paid a wage (either the apprenticeship wage or the national minimum wage for their age).

You will be deemed to be the employer and will need to have an Apprenticeship Service Account created on the GOV.uk website to reserve training funds. The employer will need the following information:

**PAYE** Reference number

**AORN** (Accounts Office Reference Number)

***We cannot enrol any apprentice without this account being set up and the funding being reserved.***

Please contact B&FC to obtain a copy of our 'Employers Guide to Apprenticeships' handbook.





### Does undertaking an apprenticeship impact any benefits being claimed?

Please refer to the following useful links:

- + Tax Credit Office - [HERE](#)
- + Child Benefit Office - [HERE](#)
- + Gov.uk website - [HERE](#)

### Whose responsibility is it to secure an apprenticeship job?

It is the responsibility of the person looking to undertake the apprenticeship.

However, B&FC can provide impartial advice and guidance to help a prospective apprentice find and secure suitable employment.

### Is it hard to find an apprenticeship?

It can sometimes be difficult to find an appropriate apprenticeship. Unlike applying to college or university where there is a set deadline for applications and a set number of places available, each employer will recruit apprentices differently and at different times.

With this in mind, it's a good idea to apply for more than one apprenticeship vacancy at a time.

An alternative is to enrol onto a full-time FE course at B&FC and then transfer in-year to an apprenticeship once a suitable vacancy has been secured.

B&FC can provide support and guidance to finding the right job. (See Next Steps heading).

## CREATING A CV

There are many websites that offer support and guidance to building a good Curriculum Vitae (CV). Examples include:

- + National Careers Service - [HERE](#)
- + Prospects UK - [HERE](#)
- + Live Career - [HERE](#)

These websites will also provide advice on writing a covering letter to go with your CV, filling in application forms, interview tips, common interview questions and so on. It's important to make a good first impression.





I started as a shy 17 year old coming straight from college. Working with a range of different people of different ages really brought me out of my comfort zone when communicating with people. You learn skills and knowledge whilst working and earning money..”

**Lauren, Lancashire Teaching Hospitals  
NHS Foundation Trust Apprentice**



## NEXT STEPS

### Need general support

Contact:

B&FC Apprenticeship Advisor Team:

**T** 01253 504326

**E** apprenticeships@blackpool.ac.uk

Government Apprenticeship website – support for Parents, Guardians and Carers - [HERE](#)

### Still not decided on which apprenticeship route to take?

Search for apprenticeships available - [HERE](#)

Occupational maps - [HERE](#)

Complete a skills assessment to determine career choices - [HERE](#)

For some impartial advice and guidance, contact:

Apprenticeship Advisor Team:

**T** 01253 504326

**E** apprenticeships@blackpool.ac.uk

### Have decided on an apprenticeship route, but not been able to secure a job or need some help in finding an apprenticeship vacancy?

B&FC apprenticeship vacancies - [HERE](#)

Or contact:

Apprenticeship Advisor Team:

**T** 01253 504326

**E** apprenticeships@blackpool.ac.uk

### Where else to look:

**Company website** – Got a particular employer in mind? Then visit their website and see if you can sign up for recruitment alerts / newsletters.

**Social media** – Follow employer careers pages on social media, as they will probably use this to promote vacancies.

**Friends & Family** – Lots of apprentices hear about opportunities through friends and family members. Be sure to tell your networks what you are looking for.

### Other external support available to help with job hunting:

**16–24-year-old, The Platform youth hub**  
(for Blackpool only)

Located at Bickerstaffe House, Unit 3 Cookson St. Blackpool FY1 3EF (01253 477775 / 07342 056448)

**16–24-year-old, Fleetwood youth hub**  
(for Wyre and Fylde)

Located at Unit 3, Fleetwood and Wyre Youth Hub, Hospital, Pharos Street, Fleetwood FY7 6BE (07483 041028)

**For 24+ years old, Healthworks**

Located at 1 Clifton Street, Blackpool FY1 1JD

**T** 01253 477300)

**Prince's Trust - aimed at those who are aged 14-30 years.**

The Prince's Trust helps young people develop new skills, gain confidence and work towards employment and training through organised programmes of community activities. Team courses help young people take on challenges and projects. Start dates are throughout the year.

Located at South Shore Fire Station, St Annes Road, Blackpool FY4 2AP

**T** 01253 401283 / 01772 848268

**Not quite ready for employment – consider a pre-apprenticeship programme.**

A pre-apprenticeship is designed for applicants wanting to do an apprenticeship who don't have the pre-requisites for an apprenticeship programme. It's a 15-week course with the first intake starting in September. It encompasses employability skills, maths, English and an industry placement.

Link to details - [HERE](#)

Or contact us on:

**T** 01253 504343

**E** traineeships@blackpool.ac.uk



# WHY CHOOSE BLACKPOOL AND THE FYLDE COLLEGE AS YOUR TRAINING PROVIDER?

We employ a fantastic team of professional people who are constantly undertaking training and development and are committed to the continuous improvement of our services.



At Blackpool and The Fylde College, we are very proud of the fact that we rank in the top 7% of further education colleges in England, but we're even prouder of the achievements of our students and apprentices and our amazing team who help to make it happen.



Blackpool and The Fylde College has a reputation for excellence, supported by talented staff, a passion for learning, outstanding resources and commitment to student support and employer engagement.

Our apprenticeship portfolio is closely aligned to the identified local, regional, and national skills requirements of industry. Employers of B&FC apprentices are key partners in the development and delivery of relevant, personalised and high-quality apprenticeship programmes.



## FOR FURTHER INFORMATION PLEASE CONTACT:

Apprenticeship Advisor Team T 01253 504326 E [apprenticeships@blackpool.ac.uk](mailto:apprenticeships@blackpool.ac.uk)

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## CONTACT US

If you would like more information on apprenticeships, commercial programmes, placements or just want some further clarity around training, contact B&FC for Business who will assign an experienced Client Relationship Manager to support your needs.

**T** 01253 504343

**E** [business@blackpool.ac.uk](mailto:business@blackpool.ac.uk)

