



APPRENTICESHIP 2020/2021 GUIDE



Newbury College

Est. 1948

FIND OUT HOW NEWBURY COLLEGE & UCN ARE CHANGING EDUCATION



**TOGETHER, WE ARE
CHANGING EDUCATION
IT'S ABOUT CAREERS,
NOT COURSES!**

Our work-based curriculum is led by employers and designed to give students the best opportunities to gain the qualifications and skills they need for the career they want. We are preparing students for the workplace of tomorrow, creating a fully-immersive learning environment that blends hands-on, technical learning with underpinning knowledge. Find out more at...

**[www.newbury-college.ac.uk/
careersnotcourses](http://www.newbury-college.ac.uk/careersnotcourses)**



Newbury College
Est. 1948

UCN UNIVERSITY
CENTRE
NEWBURY

 Apprenticeships

WELCOME



Jo Houghton, Director of Business and Partnerships, Newbury College

Apprenticeships are helping both employees and employers to blaze a trail with innovative career-focussed solutions that combine work and study. They help employers to recruit and develop new talent or upskill existing staff.

Whether you are looking to join us as an employer or as an apprentice, we are committed to ensuring your journey into an apprenticeship is a smooth one.

We work with employers across the Thames Valley and our University Centre partners, Buckinghamshire New University and the University of Reading, to develop exciting new opportunities that meet the needs of our local business community.

We provide exceptional support to both employees and employers through regular forums and assessor support evidenced by our excellent achievement rates that are 12.5% higher than the national average.

As you explore this guide, I hope that you will discover the wide range of opportunities that are available across the many different sectors that we work with and we look forward to working with you.



WHY APPRENTICESHIPS?



Apprenticeships combine work and study, letting you ‘earn while you learn’.

Individuals over the age of 16 and not in full-time education can apply for an apprenticeship. Apprenticeships are available from Level 2 through to Degree and Master’s Degree Levels. There are no student fees – the government and your employer fund the training costs.

There are many different apprenticeships available across a wide range of industries and for a wide variety of job roles. As a paid employee, you learn while on the job and complete at least 20% of your programme training off the job, which can be delivered in a range of flexible delivery options.

We regularly hold information sessions at Newbury College about apprenticeships. Visit our website for details.

If you are unable to attend in person but would like more information on apprenticeships, please contact us on 01635 845229.

EMPLOYERS

Employers can offer apprenticeships to new entrants or use them to grow talent from among current employees.

Employers are not required to pay National Insurance Contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year). There is also £1,000 payment to the employer training a 16 to 18-year-old.

If you’re an employer with a pay bill over £3 million a year, you will be paying an apprenticeship levy. This money can be used to pay for your apprentice’s training. Employers with a pay bill of less than £3 million a year will not need to pay the levy, and the government will pay 95% of the cost of your apprentice’s training.

Newbury College can provide support in using levy funds to maximise your investment in skills training.

If you are considering recruiting an apprentice or offering the opportunity to an existing member of staff, we will work with you to identify the most appropriate apprenticeship and recruit the best candidate.

HELP TO DECIDE

We are proud to offer a FREE and independent careers advice service, open to everyone in the West Berkshire community. Our advisers are on hand to help you select the right course and support your progression throughout your time with the College, onto higher education or into employment.

Speak to our careers team for help with:

- CVs, interviews and cover letters
- Finding the correct course
- Support with university choices, applications and clearing
- Information and advice about apprenticeships
- Apprenticeship search

For more information contact careers@newbury-college.ac.uk

GET STARTED

We currently offer an Apprenticeship Vacancy Matching service, to help match the perfect candidate with the right opportunity. Our Apprenticeship Team work with candidates and employers to ensure the Apprenticeship journey is a success for all. Apprenticeships are available for all age groups above 16 years old.

APPLY

APPLY ONLINE

Visit the apprenticeships page on our website for our current vacancies and apply online or sign up for apprenticeship alerts.

TALK TO US

Visit one of our open events or apprenticeship events at Newbury College, Monks Lane, Newbury, RG14 7TD.

Alternatively call the Business Team on 01635 845229 or email business@newbury-college.ac.uk

DISCLAIMER AND DATA PROTECTION

Newbury College endeavours to provide a wide range of courses and learning programmes that meet the requirements of the local community. Some of the courses in this guide may still be awaiting approval from the awarding body and the majority of courses are subject to minimum enrolment numbers. For details please visit: www.newbury-college.ac.uk/terms

Data protection: Newbury College stores and processes all student data in accordance with the provisions of the General Data Protection Regulation (GDPR).



BEAUTY AND HAIRDRESSING

BEAUTY PROFESSIONAL

LEVEL 2

15 MONTHS

ST0630

A Beauty Professional will be able to perform beauty therapy treatments and implement safe working practices. They will be able to carry out client consultations, enabling the choice of the most appropriate treatments and products. They will be able to select, use, and apply a range of beauty therapy techniques, products, tools and equipment to provide:

- waxing services
- hand and nail treatments
- foot treatments
- facial skin care treatments
- eyelash and eyebrow treatments
- make-up application
- basic massage treatments (back, neck and shoulder)

HAIR PROFESSIONAL

LEVEL 2

24-36 MONTHS

ST0213

A Hair Professional will be able to shampoo and condition hair, cut hair using a range of techniques, style and finish hair to create a variety of looks, and colour and lighten hair for ladies and men.

They also be able to carry out consultations with clients, demonstrate the professionalism, values, behaviours, communication skills and safe working practices associated with your role and be able to work without supervision to a high level of precision, with exceptional client care skills.

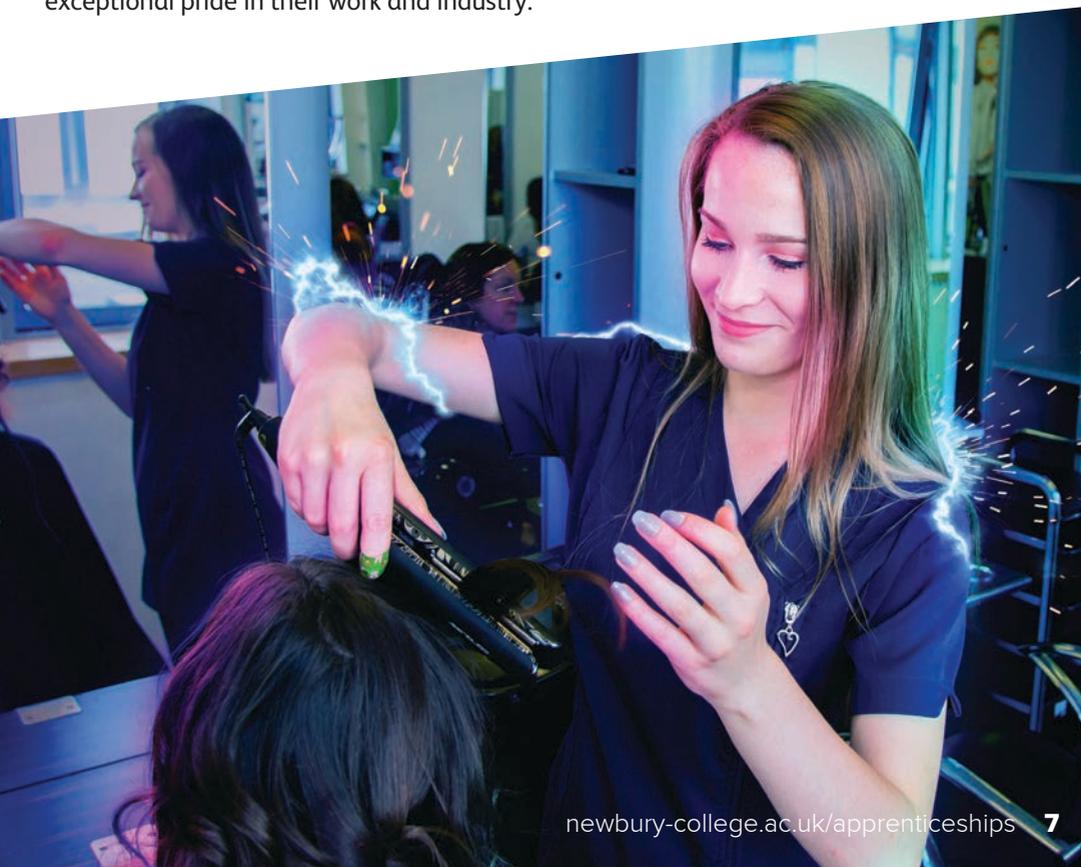
ADVANCED AND CREATIVE HAIR PROFESSIONAL*

LEVEL 3

TBC

ST0214

Advanced and Creative Hair Professionals are creative, passionate, and driven professionals who work without supervision, managing themselves and others when required. They provide a quality service, whilst working to the highest standards and continuously developing their personal and professional skills. An Advanced and Creative Hair Professional works in the hair industry, which is one of the largest, most trusted and fashion forward professions. They take ownership of their work and client lists, accept responsibility, are proactive, flexible and adaptable, plan their work and time, they aim for excellence by taking exceptional pride in their work and industry.



BUSINESS, ACCOUNTANCY AND MANAGEMENT

CUSTOMER SERVICE PRACTITIONER

LEVEL 2

12-18 MONTHS

ST0072

The customer service practitioner delivers high quality products and services to the customers of their organisation. These services may be delivered from the workplace, digitally or through going out into the customer's own locality.

This will include dealing with orders, payments, offering advice, guidance and support, meet-and-greet, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction.

They are often the first point of contact, and their actions will influence the customer experience and satisfaction with the organisation. They will demonstrate excellent customer service skills as well as product and/or service knowledge when dealing with customers.

CUSTOMER SERVICES SPECIALIST

LEVEL 3

15-18 MONTHS

ST0071

Apprentices will focus on honing their knowledge of the customer journey with a view to developing a deeper insight into their customers' needs and wants. Individuals will work on the skills needed to provide a positive customer experience. This will include dealing with complex or demanding customer complaints, queries, or requests will look to influence positive change in processes and overall customer service within the company.

BUSINESS ADMINISTRATOR

LEVEL 3

12-18 MONTHS

ST0070

With an apprenticeship in Business Administration you will develop modern office skills that will help you be the best there is within the industry you choose. It is important that you are organised, enthusiastic, motivated and efficient at multi-tasking. If you can offer all this in a wide variety of industries, there are many of opportunities in just about every environment imaginable. This Apprenticeship will develop your potential to progress to more senior roles and provide you with the skills they need to improve their performance and nurture a strategic approach to your role and its impact on your distinctive business.

EVENT ASSISTANT

LEVEL 3

18 MONTHS

ST0168

An Event Assistant is an entry level position, typically working within a team of people in an events company or within the events department of a larger organisation. The role would usually provide support to a number of Event Planners or Project Managers by carrying out a diverse range of tasks necessary to plan, organise and deliver an event: for example, searching for the right location and venue for the event; working with the design team on the look and feel of the event; or organising logistics like transportation and catering.

HR SUPPORT

LEVEL 3

18-24 MONTHS

ST0239

This role forms the foundation for a career in HR. The job is likely to include functions such as handling day to day queries, providing HR support and advice, including recruitment, retirement, using company policy, current law and complaint rules.

ACCOUNTS/FINANCE ASSISTANT

LEVEL 2

12 MONTHS

ST0608

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. In this role you will be responsible for assisting the team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business. Your work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts/Finance Assistants can work in almost any sector.

ASSISTANT ACCOUNTANT

LEVEL 3

15-18 MONTHS

ST0002

Designed as an entry level into the Accountancy Profession. Suitable for roles such as Assistant/Trainee Accountant, Cashier or Ledger Clerk. Part of the role will involve assisting in the day to day financial activities such as data entry, month end accounts and year-end financial statement.

PROFESSIONAL ACCOUNTING/ TAXATION TECHNICIAN

LEVEL 4

18-24 MONTHS

ST0003

The role will have responsibility for creating and/or verifying and reviewing accurate and timely financial information. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business. This occupation covers two areas of specialism: Accounting and Tax.

TEAM LEADER/SUPERVISOR (CMI)

LEVEL 3

12-18 MONTHS

ST0384

First line management role, with operational/project responsibilities or responsibility for managing a team. Suitable for supervisor, team leader and project officer. Provides direction, instructions and guidance to achieve set goals for the organisation.

OPERATIONS/DEPARTMENTAL MANAGER (CMI)

LEVEL 5

30-35 MONTHS

ST0385

Someone who manages teams and/or projects in private, public or third sector in all sizes of organisation. Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams.

CHARTERED MANAGER DEGREE (CMI)*

LEVEL 6

48-54 MONTHS

ST0272

A Chartered Manager is someone who can take responsibility for people, projects, operations and/or services to deliver long term organisational success, with the professional recognition of their ability to deliver impact, behave ethically and demonstrate their commitment to continual learning and development.

SENIOR LEADER*

LEVEL 7

24-30 MONTHS

ST0480

This course is designed for any individual moving into a senior or strategic management role. This can include General Managers, Senior Managers, Section Leaders, Executives, Directors, COO, CFO, CEO, CIO roles.



PRODUCTION CHEF

LEVEL 2

12 MONTHS

ST0589

Production chefs work as part of a team in time-bound and often challenging kitchen environments, for example; schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens. They are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes.

COMMIS CHEF

LEVEL 2

12 MONTHS

ST0228

A commis chef is the most common starting position in many kitchens and in principal the most junior culinary role. A commis chef prepares food and carries out basic cooking tasks under the supervision of a more senior chef. The primary objective of the commis chef is to learn and understand how to carry out the basic functions in every section of the kitchen.

CHEF DE PARTIE

LEVEL 3

18 MONTHS

ST0227

A chef de partie is responsible for running a specific section of the kitchen. This type of chef usually manages a small team of workers, which they must keep organised so that dishes go out on time and the work area remains clean and orderly. However, in smaller kitchens a chef de partie may work independently as the only person in their section. Also known as a station or section chef, the chef de partie reports to the senior chef and has a very important role in any kitchen.

CATERING, COOKERY AND HOSPITALITY

CHILD CARE AND EDUCATION

EARLY YEARS EDUCATOR

LEVEL 3

18 MONTHS

ST0135

Early Years Educators, and other job roles such as nursery nurse and childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe. They work in a range of settings including full day care, children's centres, pre-schools, reception classes and as childminders. They may either be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by Government for the learning, development and care of children from birth to 5 years old.

TEACHING ASSISTANT

LEVEL 3

18 MONTHS

ST0454

Teaching Assistants work in Primary, Special and Secondary education across all age ranges encompassing special educational needs and emotional vulnerabilities. The primary role of the Teaching Assistant is to support the class teacher to enhance pupils' learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress. Promoting self-belief, social inclusion and a high self-esteem play an integral part to pupils' well-being; ensuring pupils thrive in a positive, nurturing, safe environment. It is an active role supporting the learner to access the curriculum.

LEARNING AND SKILLS TEACHER

LEVEL 5

24 MONTHS

ST0149

The Learning and Skills Teacher (LST) is 'dual-professional', having first achieved competence in a vocational or subject specialism and then subsequently trained as a teacher. This means that many teachers in the Education and Training Sector (ETS) begin teaching as a second, or even later, career. The LST role is pivotal to the success of traineeship and apprenticeship programmes, in delivering effective vocational education and training that meets both learners' and employers' needs.



CARPENTRY AND JOINERY

LEVEL 2

18-24 MONTHS

ST0264

Working primarily using timber products, there are two pathways options: Site Carpenter - will typically work on a building site or in domestic and commercial premises, preparing and fixing building components. Architectural Joiner - will typically be in a workshop producing timber based components such as doors, windows, staircases which are then transported to construction sites to be installed by site carpenters.

ADVANCED CARPENTRY AND JOINERY

LEVEL 3

12-15 MONTHS

ST0263

The occupation involves carrying out advanced skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components. The advanced carpenter and joiner is able to undertake complex job tasks, requiring high levels of practical skills and knowledge, in addition to managing their own work and leading small teams.

PLUMBING AND DOMESTIC HEATING

LEVEL 3

48 MONTHS

ST0303

Plumbing and Domestic Heating Technicians plan, select, install, service, commission and maintain all aspects of plumbing and heating systems. Plumbing and domestic heating technicians can find themselves working inside or outside a property. Customer service skills and being tidy and respectful are important qualities as they can often find themselves working in customers' homes as well as on building sites.

INSTALLATION/MAINTENANCE ELECTRICIAN

LEVEL 3

42-48 MONTHS

ST0152

Electricians install, maintain and repair electrical systems in industrial, commercial and domestic environments. They may contribute to the design of electrical systems. They are able to set out jobs from drawings and specifications and requisition the necessary installation materials.



DIGITAL TECHNOLOGY AND COMPUTING

DIGITAL MARKETER

LEVEL 3

18 MONTHS

ST0122

The primary role of a digital marketer is to define, design, build and implement digital campaigns across a variety of online and social media platforms to drive customer acquisition, customer engagement and customer retention. A digital marketer will typically be working as part of a team, in which they will have responsibility for some of the straightforward elements of the overall marketing plan or campaign. The marketer will work to marketing briefs and instructions. They will normally report to a digital marketing manager, a marketing manager or an IT Manager.

INFRASTRUCTURE TECHNICIAN

LEVEL 3

12 MONTHS

ST0125

An Infrastructure Technician provides support to internal and external customers, helping them to be productive when using technology to do their own jobs, by using tools to problem solve and trouble shoot non routine problems. The Infrastructure Technician sets people up on systems and provides support when they need it, rectifying issues to maintain the organisations productivity.

SOFTWARE DEVELOPMENT TECHNICIAN

LEVEL 3

18 MONTHS

ST0128

A Software Development Technician typically works as part of a software development team, to build simple software components (whether web, mobile or desktop applications) to be used by other members of the team as part of larger software development projects. They will interpret simple design requirements for discrete components of the project under supervision. The approach will typically include implementing code, which other team members have developed, to produce the required component. The Software Development Technician will also be engaged in testing that the specific component meets its intended functionality.

SOFTWARE DEVELOPER

LEVEL 4

24 MONTHS

ST0116

The primary role of a software developer is to build and test simple, high-quality code across front end, logic and database layers. A developer will typically be working as part of a larger team, in which they will have responsibility for some of the straightforward elements of the overall project. The developer will need to be able to interpret design documentation and specifications. The customer requirements will typically be defined and agreed by more experienced or specialist members of the team, such as a business analyst or technical architect. Typical job roles; Web Developer, Mobile App Developer, Games Developer, Software Developer.

CYBER SECURITY TECHNOLOGIST

LEVEL 4

24 MONTHS

ST0124

The primary role of a Cyber Security Technologist is to apply an understanding of cyber threats, hazards, risks, controls, measures and mitigations to protect organisations systems and people. Those focused on the technical side work on areas such as security design & architecture, security testing, investigations & response. Those focussed on the risk analysis side focus on areas such as operations, risk, governance & compliance. Whether focussed on the technical or risk analysis side, all people in this occupation work to achieve required security outcomes in a legal and regulatory context in all parts of the economy. They develop and apply practical knowledge of information security to deliver solutions that fulfil an organisation's requirements.



ENGINEERING

ENGINEERING OPERATIVE

LEVEL 2

12-18 MONTHS

ST0537

Ideal for those with some knowledge and basic skills in production or maintenance engineering, probably from a role working under supervision. This course would cover a range of work such as principles of engineering technology, machine components using milling and turning techniques and bench fitting.

ENGINEERING TECHNICIAN (MACHINIST - ADVANCED MANUFACTURING ENGINEERING)

LEVEL 3

42-48 MONTHS

ST0457

Suitable for those involved in highly skilled, complex and precision work, machining components from specialist materials using conventional and/or CNC machine tools. set up, operate and adjust/edit equipment settings as applicable to the machine tool being used. Produce, prove and/or edit CNC programmes. Measure and check the components and make adjustments to the equipment/programme to ensure components meet the required specification.

ENGINEERING TECHNICIAN (TECHNICAL SUPPORT TECHNICIAN)

LEVEL 3

42-48 MONTHS

ST0457

Suitable for anyone that provides technical support and expertise for all areas of the Engineering and Manufacturing function including (but not exclusive) communications software, analysis tools, measurement, off line programming, process control, performance and continuous improvement solutions, capacity planning, production scheduling/planning, product development and innovation, and engineering drawing.

ENGINEERING MANUFACTURING TECHNICIAN

LEVEL 4

42 MONTHS

ST0841

This occupation is found in large and small engineering and manufacturing organisations providing products and services throughout a wide range of sectors. The broad purpose of the occupation is to provide specialist technical support for engineers, so that organisations can develop, produce or test new/existing products, processes, or procedures to meet a customer specification in terms of quality, cost and delivery, as efficiently and effectively as possible.

PRODUCT DESIGN AND DEVELOPMENT ENGINEER DEGREE

LEVEL 6

48 MONTHS

ST0027

Product design and development engineers work on all stages of product creation, modification and componentry. Supporting activities ranging from early concept feasibility, computer-aided design and other modelling, activities and stages through to final preparation for launch and customers.

in partnership with...



POSTGRADUATE ENGINEER (COMING SOON)*

LEVEL 7

24-30 MONTHS

ST0456

The Postgraduate Engineer standard will be critical in meeting the sector's future skills needs. They will work in areas that cover a wide range of general engineering disciplines, e.g. software, integrated systems, mechanical, electrical, electronic, electromechanical, fluid power components/systems and materials. Post Graduate engineers develop solutions to engineering problems using new or existing technologies, through innovation, creativity and change, and may have technical accountability for complex systems with their associated risks.



HEALTH AND SOCIAL CARE

ADULT CARE WORKER

LEVEL 2

12-18 MONTHS

ST0005

Providing frontline care for vulnerable adults to within their own homes, day care centres, residential and nursing homes and other healthcare settings.

Adult Care Workers are the frontline staff helping adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives.

LEAD ADULT CARE WORKER

LEVEL 3

12-18 MONTHS

ST0006

Leading frontline care for vulnerable adults within their own homes, day care centres, residential and nursing homes and other healthcare settings.

As a Lead Adult Care Worker you will make a positive difference to someone's life when they are faced with physical, practical, social, emotional or intellectual challenges. You will be expected to exercise judgement and take appropriate action to support individuals to maintain their independence, dignity and control. By providing leadership, guidance and direction at the frontline of care delivery you will be instrumental in improving the health and wellbeing of those receiving care and support.

ASSOCIATE CONTINUING HEALTHCARE PRACTITIONER

LEVEL 5

24 MONTHS

ST0786

The Associate Continuing Healthcare Practitioner plays a key role in the assessment of individual's complex health and social care needs that have arisen as a result of disability, accident or illness, and the planning and commissioning of the services for these individuals. They also act as the first point of contact for individuals and their carers offering support, care and advice about the service and for young adults and their family who are transitioning from children's continuing care into this adult continuing healthcare service.

Continuing Healthcare services provide care for over 60,000 people over the age of 18 annually across England. It is estimated that 70% are in nursing homes, and 30% have care in their own homes.

SOCIAL WORKER DEGREE APPRENTICESHIP (COMING SOON)*

LEVEL 6

36 MONTHS

ST0510

Working in partnership with adults, children, carers and families in a range of different settings to support and promote positive change in people's lives in order to improve their wellbeing and independence.

Social Work is an exciting and fulfilling international profession. As a Social Worker you will work in partnership with adults, children, carers and families in a range of different settings to support and promote positive change in people's lives in order to improve their wellbeing and independence.



MOTOR VEHICLE, TRANSPORT AND LOGISTICS

AUTOCARE TECHNICIAN

LEVEL 2

30 MONTHS

ST0499

An Auto-care Technician carries out a range of services and repairs to cars, car derived vans and light goods vehicles, working in an Auto-care or “Fast-Fit” Centre, which may be part of a national chain or operated by a regional/local independent group/owner. An Auto-care Technician requires a unique combination of technical, retail and customer service skills. They will use a range of tools, measuring and diagnostic equipment to identify & repair simple system faults.

MOTOR VEHICLE SERVICE AND MAINTENANCE TECHNICIAN

LEVEL 3

36 MONTHS

ST0033

Services and repairs light vehicles such as cars and vans for many different makes and models. The technician must be able to work independently and operate as an effective team member and have good customer handling skills.



UCN UNIVERSITY
CENTRE
NEWBURY

ACHIEVE YOUR DEGREE **LOCALLY**

University Centre Newbury (UCN) is bringing more higher education opportunities to West Berkshire from September 2020.

- Study up to postgraduate degree level with nationally recognised qualifications from our university partners and awarding bodies.
- Save on expensive tuition fees* and the cost of relocation.
- Fast-track your career progression with hands-on, vocational learning developed in partnership with employers.



FIND OUT MORE



*When studied as part of an apprenticeship.



Newbury College

Est. 1948

Newbury College, Monks Lane
Newbury RG14 7TD

01635 845000

info@newbury-college.ac.uk

www.newbury-college.ac.uk

Follow @newburycollege



Apprenticeships



Education & Skills
Funding Agency



European Union
European
Social Fund



INVESTORS
IN PEOPLE

Silver
Until 2020

