



Thanks to Tameside College

**#ICanBe...**

An apprentice



Tameside  
College



[www.tameside.ac.uk](http://www.tameside.ac.uk)

0161 908 6608



# Contents

03 Welcome .....  
04 What is an Apprenticeship? .....  
05 Levels of study .....  
06 Apprenticeship programmes .....  
10 Application process/How to apply .....  
11 Tips for CV writing and interview .....



# Welcome to Tameside College Apprenticeships.

# Welcome

**We are aiming high at Tameside College and we want the very best for our learners. As a student you and your career aspirations are at the centre of everything we do.**

We provide a wide range of Apprenticeship subjects that will support progression to a chosen career path.



# What is an Apprenticeship?



**An Apprenticeship provides you with the opportunity to earn whilst you learn. You will work towards a nationally recognised qualification.**

**Apprenticeships combine 'on the job' practical training whilst studying towards a qualification, some of them require off the job training, where you attend college classes and workshops.**

You will be employed by an employer who will provide you with the opportunity to put into practice what you are learning at college.

You will be assigned an assessor from Tameside College to support you throughout your Apprenticeship. They will visit you at your place of work and will guide you towards completing your qualification.



# Levels of Study



**Intermediate**

**Level  
2**

**5 GCSE passes at  
grades 9 – 4 (A\* - C)**



**Advanced**

**Level  
3**

**2 A level passes**



**Higher**

**Level  
4/5/6/7**

**Foundation degree  
and above**



# Apprenticeship Programmes

COURSE	LEVEL	DURATION	ABOUT
<b>BEAUTY</b>			
Beauty Therapy	Level 2	1 year	You will be employed as a trainee beauty therapist, where you will learn a range of skills to support you in the industry. Gain hands-on experience of manicures, pedicures, facials, lash and brow treatments, waxing and makeup.
Hairdressing	Level 2&3	2 – 3 years	You will be employed as a trainee hairdresser, where you will learn a range of skills to support you in the industry. Your training will include hands-on experience in shampooing, styling, cutting, colouring and dressing hair.
<b>CONSTRUCTION</b>			
Architectural Joinery (Bench)	Level 2&3	2 years	As an apprentice joiner, where you will learn a range of skills to support you in the industry. Gain hands-on experience of using machinery such as circular saws after precisely marking out materials leading to the manufacture bench joinery products.
Furniture Manufacturer / Installer	Level 2	2 years	You will be employed as a trainee furniture manufacturer, where you will learn a range of skills to support you in the industry. Gain hands-on experience of working within a commercial or home environment. Learn skills in installing fitted kitchens, bathrooms or bedrooms.
Painting and Decorating	Level 2	3 years	Working as an apprentice on the new Standard qualification, you will learn a range of skills to support you in the industry. Gain hands-on experience of hanging wall coverings, decorative techniques, applying metal leaf, painting and how to install coving and artex.
Plumbing and Domestic Heating	Level 3	4 years	You will be employed as a trainee plumbing and domestic heating technician, where you will learn a range of skills to support you in the industry. You will learn how to install and maintain plumbing systems whilst gaining hands-on experience, working alongside professionals.
Site Carpentry	Level 2&3	2 years	You will be employed as a trainee site carpenter, where you will learn a range of skills to support you in the construction industry. Gain hands-on experience of the growing construction trade by developing skills in joinery construction for buildings and other structures.
Bricklayer	Level 2	30 months	As an apprentice bricklayer, you will learn a range of skills to support you in the industry. You will learn how to build cavity walls, solid walls and blockwork walls whilst gaining hands-on experience, working alongside professionals.
Property Maintenance Operative (PMO)	Level 2	15 months	You will be employed within a construction related environment where you will learn a range of skills to support you in industry. Gain hands on experience including carrying out repairs to the fabric of a building, for example repairs to walls, doors, door frames, skirting boards or plaster damage to internal walls; understand and maintain plumbing and drainage systems, for example repairs to WC systems, leaking taps or water testing and unblocking drains; understand and demonstrate the safe use of hand tools, for example screwdrivers, power drills, pliers, paper strippers and a variety other tools used in plumbing and carpentry

# Apprenticeship Programmes

COURSE	LEVEL	DURATION	ABOUT
<b>ELECTRICAL/ENGINEERING</b>			
Electrical Installation	Level 3	4 years	You will be employed as a trainee electrician, where you will learn a range of skills to support you in the industry. You will cover a variety of installation and maintenance tasks such as preparation of and installation of wiring systems and electrical equipment in buildings, structures and the environment.
<b>ENGINEERING</b>			
Engineering Technician	Level 3	4 years	As an engineering apprentice you will learn a range of skills to support you in the industry. Gain hands-on experience in areas such as electrical and electronic principles, engineering operations and systems, whilst working alongside professionals.
<b>FOOD AND HOSPITALITY</b>			
Baking Industry Skills	Level 2	1 year	You will be employed as a trainee baker, where you will learn a range of skills to support you in the industry. You will learn how to make bread and confectionery, using a variety of methods, materials and machinery, whilst gaining hands-on experience alongside professionals.
Professional Cookery	Level 2&3	1 year	You will be employed as a trainee chef, where you will learn a range of skills to support you in the industry. Whilst working alongside professionals, you will develop skills in preparing and cooking various dishes. To support your work you will learn how to visually present food.
<b>HEALTH AND SOCIAL CARE / CHILD CARE</b>			
Early Years Practitioner	Level 2	1 year	You will be employed as a trainee child practitioner, where you will learn a range of skills to support you in the industry. You will cover a variety of skills in child development, communication, personal care and personal development for children, whilst working in a setting.
Early Years Educator	Level 3	2 years	You will be employed as a trainee early years teacher, where you will learn a range of skills to support you in the industry. You will cover a variety of tasks that will support the physical care routine and development of early years' children, whilst ensuring safeguarding is maintained.
<b>HEALTH AND SOCIAL CARE / CHILD CARE</b>			
Dental Nursing	Level 3	1 and a half years	You will be employed as a trainee dental nurse, where you will learn a range of skills to support you in the industry. Gain hands-on experience of dental hygiene, treatment planning, first aid, infection control and learn how to carry out oral assessments.
Dental Practice Management	Level 4	2 years	You will be employed within the practice in a Management position, or transitioning into the role. The course will consolidate your skills and experience, develop the capabilities and personal awareness you need to be a leader, build knowledge of specialist business areas such as finance and marketing; accredit your experience with a nationally recognised qualification.

# Apprenticeship Programmes

COURSE	LEVEL	DURATION	ABOUT
<b>HEALTH AND SOCIAL CARE / CHILD CARE</b>			
Adult Care Worker	Level 2	12 months	You will be employed within a Social Care environment where you will learn a range of skills to support you in industry. Gain hands on experience of promoting health and wellbeing, Safeguarding, treating people with respect and dignity
Lead Adult Care Worker	Level 3	18 months	Further developing your skills within a Social Care environment, you will continue to learn and enhance a range of skills to support you in industry. These will include the monitor, plan and review of Care Plans in response to the changing needs of individuals; lead and support others to ensure compliance with regulations and organisational policies and procedures
<b>MOTOR VEHICLE</b>			
Service and Maintenance Technician (Light Vehicle)	Level 3	3 years	You will be employed as a trainee Motor Vehicle Service and Maintenance Technician, where you will learn a range of skills to support you in the industry. Gain hands-on experience of servicing, testing and identifying faults, engine management and vehicle electrics.
Accident Repair Technician	Level 3	2 years	You will be employed as a trainee Accident Repair Technician where you will learn a range of skills to support you in industry. Gain hands on experience of body alignment, primer and top coat application, removal & refitting of body panels.
Vehicle Damage Paint Technician	Level 3	36 months	You will be employed within an automotive environment where you will learn a range of skills to support you in industry. Gain hands on experience of job preparation prior to commencing repair e.g. substrate surface preparation, paint volume calculation; using refinishing materials following paint manufacturers' specifications to reinstate the vehicle finish back to high quality
Vehicle Damage Panel Technician	Level 3	36 months	You will be employed within an automotive environment where you will learn a range of skills to support you in industry. Gain hands on experience of job preparation prior to commencing repair e.g. undertake appropriate job preparation prior to commencing repair, including safety precautions, panel preparation and body measurements; identify and operate the correct repair tools, equipment and devices used in the process, panel pulling systems, jig and alignment tools, spot welders, brazing tools



# Apprenticeship Programmes

COURSE	LEVEL	DURATION	ABOUT
<b>OFFICE SKILLS</b>			
<b>Accounts Assistant</b>	Level 2	1 year	You will be employed within the business maintaining an efficient and accurate finance function with a business.
<b>Assistant Accountant</b>	Level 3	1 and a half / 2 years	You will be employed as an accounting assistant, where you will learn a range of skills to help you succeed in the industry. Working in the financial department of an organisation, you will gain hands-on experience in financial administration and bookkeeping whilst adhering to legal standards.
<b>Business Administration</b>	Level 3	18 months	You will be employed as a trainee business administrator, where you will learn a range of skills to help you succeed in the industry. Working within varied organisations, you will gain hands-on experience in communication, information systems, note taking in meetings, administering files as well as a whole range of other tasks.
<b>Team Leading</b>	Level 3	1 year	You will be employed within the business in a Team Leader / Supervisory position, or transitioning into the role. The course will consolidate your skills and experience, develop skills in decision making, operational management, awareness and management of Self, communication skills, building relationships and leading and managing people.
<b>Customer Service Practitioner</b>	Level 2	1 year	Working within a range of varied organisations, you will be employed with a customer service role where you will gain & develop your skills in communication, product knowledge, team working, systems and resources
<b>Customer Service Specialist</b>	Level 3	15 months	Working within a range of varied organisations, you will be employed with a customer service role where you will further develop your skills in areas including business and customer knowledge & understanding; developing self-ownership/responsibility; business focused service delivery.



# Application Process

## How to apply

### I am still in school

---

**Show your interest in an Apprenticeship by completing the college application form.**

- Online [www.tameside.ac.uk/on](http://www.tameside.ac.uk/on) or;
- Paper based - form can be found in the back of the college full time prospectus

#### **What happens after I have applied?**

After completing an application form our admissions team will process this and you will be informed of the next steps by text message and/or letter.

#### **What happens if I don't have an employer lined up?**

Our team will automatically process an application on your behalf for a full time college course which relates to your chosen Apprenticeship. By August, if you haven't secured an employer who will support your Apprenticeship, you can enrol on the full time course until an employer is found.

#### **I have started a full time college course but now have an employer?**

If you have started a full time course with the college but in the meantime have secured an employer, let us know and we will arrange for you to carry out the Apprenticeship programme instead. We will need to confirm with the employer before processing your transfer.

#### **I already have an employer lined up**

You need to inform us of the employer so we can carry out the required processes to ensure they meet the criteria to support an Apprentice.

### I have already left school

---

**Live vacancies are aimed for you to start as soon as possible.**

**You can apply for live vacancies via our website [www.tameside.ac.uk](http://www.tameside.ac.uk)**

**You will be directed to a college application form which will pull through which vacancy you are interested in.**

**Our Apprenticeship team will get in touch with you to carry out the relevant paper work and ensure you meet the required specifications for the role.**



# CV & Interview Tips

**When you secure an employer for your Apprenticeship, they will require you to provide a CV and attend an interview. The following tips will help you succeed:**

## CV Writing

.....

- What to include in your CV: facts about you, your work experience and your qualifications and skills
- Make sure your spelling and punctuation is correct, check and double check this
- Type up your CV on a computer
- Use clear font type and size
- Be positive, include your achievements
- Your CV should be no more than 2 sides of A4
- Ensure your CV is created in Microsoft Word

## How should I dress for my interview?

.....

First impressions count. Make sure you are smartly dressed.

## What should I take to the interview with me?

.....

Before your interview, make sure you have researched the company as you may get asked what you know. Plan your journey to ensure you know the route and how long it will take you.

You may need a pen and paper and evidence of your qualification. Make sure you have prepared some questions for your interviewer.

You may need a pen and paper and evidence of your qualifications.

## What you may get asked at interview

.....

### Tell me about yourself

This question is usually just an ice-breaker. Keep your answer short and discuss your interests.

### Why do you want this Apprenticeship?

Think about why you were attracted to the company? Think about the longer career aspirations and how the Apprenticeship will help you.

### What are your strengths?

Think about two or three key skills that you are good at and develop on these with examples.





**#ICanBe...**

**APPRENTICESHIP  
TAMESIDE COLLEGE**

**TAMESIDE COLLEGE**  
Beaufort Road  
Ashton-under-Lyne  
OL6 6NX



**Tameside  
College**



**[www.tameside.ac.uk](http://www.tameside.ac.uk)  
0161 908 6608**

