



Apprenticeship Prospectus

2011 - 2012



Don't just **succeed**,
exceed with **Harrogate College**



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An Apprenticeship combines on and off the job training. You gain a nationally recognised qualification while working for an employer and the employer gets a work-ready employee who can learn on the job.

“By 2020 one in five young people will do an Apprenticeship, recognising the excellent career prospects this offers them”.

National Apprenticeship Service (NAS)

Harrogate College

The College has a reputation of offering a range of vocational opportunities meaning that you can choose a course that's right for you, which will develop transferable skills that today's employers are looking for.

Our staff are fully qualified as you would expect, but what makes Harrogate College teaching staff exceptional is that the majority of the team have real life experience in the subject they teach. This means they can share their experience with you to enhance your studies and help prepare you for work.

Working with local businesses and organisations provides learners with the opportunity to work on live projects to demonstrate 'real' work experience and develop your Curriculum Vitae as well as gain a nationally recognised qualification.

The College provides outstanding learner support including course information, counselling, guidance and support, there is always someone available to listen and help you. Harrogate College also offers a range of social activities designed to help you make the most of your leisure time while you study at the College.

Apprenticeships: Opening Doors to a Better Future

The world is changing fast. With economic uncertainty and fierce competition for jobs, there's never been a greater need to have marketable skills. But you don't need to sit in a classroom all day to get them. With an Apprenticeship, you can earn while you're learning and gain recognised qualifications as you work.

Who are they for?

Apprenticeships are open to all age groups (over 16 years) whether you are leaving school and want to get into work or whether you have been working for a number of years and want to get on at work or are seeking a new start to a new career. Harrogate College works with hundreds of local, regional and national employers and will help learners interested in an Apprenticeship to either find a placement if you are a new trainee or site support with employers if you are already in employment.

What is an Apprenticeship?

On the job, apprentices earn a wage and work alongside experienced staff or colleagues to gain job specific skills. Off the job, usually on a day-release basis, apprentices receive training to work towards nationally recognised qualifications such as an NVQ.

Anyone living in England, over 16 and not in full time education can apply.

Apprenticeships can take between one and four years to complete depending on the level of Apprenticeship, the apprentices' ability and the industry sector. The new National Minimum Wage (NMW) came into force on 1 October 2010 where all apprentices will be paid a minimum of £2.50 per hour. However, as skills develop, many employers tend to increase wages, research has found that apprentices earn an average of £170 per week.

Key benefits:

- Earn a Salary
- Get Paid Holidays
- Receive Training
- Gain Qualifications
- Learn Job-Specific Skills
- Increased Prospects

Your career

Employers all over the country recognise and value Apprenticeships as they show that you've been trained in the skills they need. Once you've completed your Apprenticeship you can choose to carry on working, undertake further training or even go on to University.



Apprenticeship Vacancy Matching Service

An Apprenticeship not only trains you in the skills employers want, it also opens up further career and learning opportunities.

You can carry on working, do more advanced training or even go on to higher education. You can now apply for Apprenticeship vacancies online using a new system that lets you search for, view and then apply for Apprenticeships. Simply follow the steps below.

Step 1 – Register your details

Go to www.apprenticeships.org.uk click on Apprenticeship vacancies (on the home page) and register your details by clicking the 'Register now' link under the 'New User?' tab.

Then create username and password. Remember to keep your username and password safe.

You'll receive a confirmation email sent to your inbox. You must click on the link in the email to activate your account. This link opens a window to your 'My Home' page.



Step 2 - Create your 'My Home' page

Your 'My Home' page is your secure space. You can use it to;

- Search for Apprenticeship vacancies and save your search results
- Log your areas of interest (e.g. business administration)
- Manage your applications



Step 3 - Search for your match

Search for Apprenticeships that match your interests by;

- Occupation/job role
- Employer
- Keyword
- Location/postcode (e.g. Harrogate)



Step 4 - Browse your results

You can click on any of the listed vacancies for more information. Each listing gives detailed information about the job, including the employer, training, pay and the qualifications you will be working towards.

You can save your search results, so they are easy to access at any time, or start a new search.

Step 5 - Manage your future

Once you've found the job you want, applying is easy.

The application form is simple, secure and reusable, so you can respond to as many vacancies as you like and save your application forms.

You can view the status of your applications and manage them online.



Catering and Hospitality

Harrogate College offer a range of Apprenticeships within the hospitality and catering sector which covers work in hotels, restaurants, cafes, pubs and contract catering – it also covers other industries with food and drink such as Schools, colleges, hospitals and large businesses nearly always have canteens and catering staff too.

Apprentices have a choice of career paths within the industry; you could choose to follow a Customer Service route, a specialised cookery route or keep your route more generalised with a multi skilled Apprenticeship.

Our students benefit from a real restaurant working environment that is industry standard.

We offer Apprenticeships and Advanced Apprenticeships in -

- Food and drink service
- Hospitality supervision
- Housekeeping
- Multi skilled
- Professional cookery

Professional cookery and Food and Drink Service Apprenticeships offer the opportunity of day release to College as well as Work-based learning.

The Metro Restaurant

The College's restaurant provides a fine selection of food at an affordable price. The Metro restaurant is fully licensed and offers modern British and international cuisine.

The restaurant is open for staff, learners and visitors to enjoy à la carte, Bistro or Light Bite menus.

**To book a table or find out more contact:
Tel: (01423) 878300 or E-Mail: metro@harrogate.ac.uk**

Case study



Guy

Sage Bistro restaurant owner and Head Chef, Guy Segev, who achieved an Advanced Apprenticeship in

Professional Cookery through Harrogate College, is now mentoring an apprentice within his bistro who is becoming a key member of the team.

Guy explained "I enjoyed being a student at Harrogate College and I found the staff had first hand experience and excellent knowledge, so, I decided to continue my relationship with the college and work with them to help train and prepare my Apprentices for life in the Hospitality industry".

"My Apprenticeship has provided me with relevant experience and formal qualifications which has in turn given me the confidence to step out and turn my dreams into reality. I would really encourage anyone, irrelevant of age, to take the plunge and get an Apprenticeship – I am sure you will find that it will open many doors which were previously closed!" Guy says.

Engineering

Engineers design and make things, everything from computers to buildings are built by engineers. Engineering Apprenticeships cover a range of job roles within the sector.

On the Engineering Apprenticeship, the variety of work you'll be doing will depend on your employer. Engineering apprentices will learn a range of skills in a certain area of engineering.

Working in this field requires a good head for figures and the ability to work with computers. An Engineering Apprentice needs to have good written and verbal communication skills and be able to work efficiently in a team.

We offer Apprenticeships and Advanced Apprenticeships in -

- Mechanical Engineering
- Electrical Engineering
- Engineering Maintenance
- Manufacturing Operations
- Engineering Operations

Construction and Engineering Apprenticeship Grant

In order to have access to the Apprenticeship grant, all employers must be registered with CITB ConstructionSkills.

Harrogate College will manage your apprentice throughout his/her full apprenticeship.

Registration with ConstructionSkills and the Construction Apprenticeship Scheme (CAS) will be organised by the College. Construction Apprenticeship Scheme (CAS) will be monitored and managed by Harrogate College.

For further information on the construction Apprenticeship Grant Please contact Harrogate College on;

01423 878298 (Brian Parkhill)

Construction

Construction is one of the broadest Apprenticeships you can study, covering a range of occupations from bricklaying to joinery.

Construction is a multi-billion pound industry that deals with developing and building anything from a housing estate to a bridge. Few industries are as wide-ranging, or offer so many different career pathways.

Apprentices have a lot of occupations to choose from – if you're the sort who enjoys physical work, you could help lay the foundations

of a multi-storey building; build scaffolding around a famous landmark due for restoration; plaster the interior of a building.

With a construction Apprenticeship, you could be working on various sites in your region and beyond – there are also plenty of opportunities to work abroad, as many of the largest construction companies operate around the world.

We offer Apprenticeships and Advanced Apprenticeships in -

- Brick laying
- Electrical installation
- Carpentry/Joinery
- Painting and decorating
- Plastering
- Building Maintenance Operations

Case study



Richard

Electrical Installation Apprenticeship

After completing his GCSEs Richard went on to study for his A Levels, after completing them he didn't want to progress on to Higher Education but was looking for a way to gain vocational skills.

His brother had previously completed an Electrical Apprenticeship so Richard was familiar with this possible route. He researched local Apprenticeship providers and was impressed by Harrogate College's facilities.

I decided to enrol for an Apprenticeship because I was aware of the national shortage of skilled manual workers and hoped that after I'd completed the courses there would be a demand for my new electrical skills.

"I have gained a well respected qualification, which there will always be a demand for. I have a passion for electrical work and this qualification has helped me get work in that sector."

Since completing my Apprenticeship back in 2008, I have gone on to set up my own electrical contracting company which employs 5 people. I am also going to progress to university in September to study for electronic and electrical engineering.

Hairdressing

Hairdressing covers the basic aspects of hairdressing. As a Hairdressing apprentice, you'll work as a salon junior, assisting senior staff while training as a junior stylist. Your job role may include cutting, colouring, shampooing and conditioning, treatments, styling, setting and dressing.

As a Hairdressing apprentice you may be required to spend a lot of time on your feet, and it's important that you look smart. Good communication plays a role too – you'll need to understand exactly what your customer wants in order to make them happy. Apprentices in these areas will work closely with clients and will need the ability to put them at ease, and generally be pleasant and personable.

The College benefits from a commercial salon environment which is industry standard.

We offer Apprenticeships and Advanced Apprenticeships in -

- Hairdressing

Ambitions Hair & Beauty Salon

Pamper yourself with a range of the latest treatments and colours at very competitive prices including

- Manicures
- Pedicures
- Massage
- Hair cutting and Colouring.

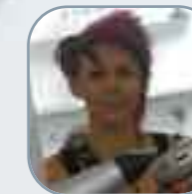
The salons are open to students, staff and members of the public. Book your appointment now to avoid disappointment.

Hair Tel: (01423) 878301

Beauty Tel: (01423) 878302

E-mail: ambitions@harrogate.ac.uk

Case study



Emma

Emma enjoyed her time at school but was keen to find a job so that she could fulfil her ambition of becoming a hairdresser. Studying on the

Apprenticeship programme allowed her to continue to study but also work and get paid a wage at the same time.

She started College on the NVQ Level 2 qualification combined with the functional skills programme in Communication and Application of Number. The functional Skills programme complements the Hairdressing course by further developing the skills which are important in the Hairdressing industry. Hairdressers need to have excellent communication skills to speak to clients and also excellent numeracy skills when handling money.

Emma enjoyed her Apprenticeship and decided to continue on to do the Advanced Apprenticeship scheme to further develop her knowledge and practical ability.

"I really enjoy being an Apprentice. I get the best of both worlds, I work in a busy salon with an excellent team and I go to College one day a week. Combining work and study has enabled me to get qualified faster, and I have gained invaluable industry experience."



Motor Vehicle

As an apprentice, you could work for an independent garage that deals with many different makes of vehicles or a dealership and focus on a particular manufacturer, or work in both, you'll choose your area of specialisation, whether that's motorcycles, cars, heavy vehicles or vehicle electrical systems.

The Level 2 Apprenticeship involves the removing and fitting of components under supervision. Once Apprentices complete the level 2 Apprenticeship they will be invited to study for the level 3 Advanced Apprenticeship. The Advanced Apprenticeship includes diagnostics and being able to work on your own initiative.

We offer Apprenticeships and Advanced Apprenticeships in -

- Light Motor Vehicle
- Heavy Goods Vehicles

Case study



Brent

Brent has a keen interest in cars and an ambition to become a Mechanic, to combine the two and gain the skills and experience he

will need to achieve his ambition he chose to study for an Apprenticeship NVQ Level 2 in Motor Vehicle. Brent chose to study for an Apprenticeship because he wanted to work with motor vehicles and it enabled him to gain relevant hands on experience working with cars while working with qualified technicians in the trade.

In order to be able to apply for a Higher Education place Brent needs to complete a level 3 qualification, so he enrolled on the Advanced Apprenticeship NVQ Level 3 course. The level 3 course provides learners with more advanced knowledge and skills which can help them to progress into a more senior job role with more responsibility.

"I am really enjoying studying for a Motor Vehicle Apprenticeship; I have gained hands on experience working on cars and a nationally recognised qualification at the same time while earning a wage. I have met loads of nice people on my course and we all share the same interest in cars, it's great."

Child Care

This qualification is for those who wish to work with Children and/or Young People. This qualification covers a diverse range of job roles and occupational areas within the children's and young people's workforce setting including early years and social care (covering ages ranging from birth to 19 years)

Workers in this area make sure children are looked after, kept active, happy and nourished. They also help children develop social and practical skills. This Apprenticeship gives people a fulfilling opportunity to work with children and young people while also gaining an understanding into the hows and whys of their development. Equally, it ensures candidates put childcare theory into practice.

As an apprentice, the exact nature of your job role will depend on your employer.

The Level 2 Apprenticeship is for those working under supervision such as a nursery assistant or playgroup assistant working with children under five or an assistant playworker in an out of school setting. The Level 3 Advanced Apprenticeship is for those who work on their own initiative, planning and organising their own work and/or supervising others, for example, a nursery nurse, playgroup leader or a childminder working in their own home.

After successful completion of this Apprenticeship there's good scope for progression. You may move up through levels of work, for example, from nursery assistant to nursery manager. Alternatively there are opportunities for further training including the Foundation Degree in Children's Learning and Development offered at Harrogate College.

Roles could include Childminder, Nursery Nurse, Playgroup Assistant etc. As part of your Apprenticeship you will study:

- Certificate/Diploma for the Children and Young People's Workforce
- Functional skills: Application of Number and Communication
- Paediatric First Aid
- ERR – Employer Rights and Responsibilities

Case study



Alicia

Alicia is currently studying for an Apprenticeship in Childcare Learning and Development Level 2 at Harrogate College. She

chose an Apprenticeship because she wanted to gain a qualification but could not commit to studying on a full time theoretical course.

By working and attending college Alicia meets lots of new people and feels that her confidence has grown since she started her course at Harrogate College.

"I have always wanted to work with children; I just wasn't sure in what setting. This qualification allows me to work with children which I love, earn a wage and also study for a nationally recognised qualification which will help me to get a job in the future"

Health and Social Care

These Apprenticeships are new for 2011

As an apprentice in Health and Social Care, you could work in hospitals, community care, doctor's surgeries, residential and nursing homes, hospices, or Supported Living schemes.

At Harrogate we offer Apprenticeships in Health and Social Care, they are available at Level 2 and Level 3 (Advanced Apprenticeship) and are aimed at individuals working with all age

groups in all health and social care environments. They are also suitable for those working with people with learning disabilities, dementia, nursing needs or challenging behaviour, as well as those in more supervisory positions with greater autonomy and authority. Progression routes and career opportunities for individuals employed in this sector include Registered Manager roles and nursing.

The Health and Social Care Apprenticeship contains:

- Competence-based qualification (Level 2/3)
- Knowledge-based element (Technical Certificate)
- Functional Skills (Communication and Number)
- Employment Rights and Responsibilities (ERR)



Business Administration

These Apprenticeships are new for 2011

Administrators are highly valued by organisations and handle the day-to-day tasks in an office to make sure things run smoothly – 97% of employers say that effective administration is essential to their business.

With this Apprenticeship you will play an important support role within a business or organisation and could work in almost any department. With your transferable skills you could be working in tourism, a record company, charity or small organisation.

Apprenticeships who qualify might work in roles that involve organising people and resources, including executive assistants, secretaries, administration assistants, or data entry clerks.

Business and administration work requires a strong sense of responsibility, accuracy and attention to detail and is an excellent starting point to move into management once you have gained experience.

Job roles at Level 2 include Junior Secretary, Administration Assistant, Clerical Assistant and at Level 3 Office Administrator, PA/Secretary

We offer Apprenticeships and Advanced Apprenticeships in –

- Business Administration



Accounting

These Apprenticeships are new for 2011

Accounting is a highly skilled profession, with accounting staff working at many different levels, underpinning business success. With this Apprenticeship you could work in an accounts department, helping a business or organisation manage their money properly. Opportunities will be available to work in any industry where you can apply your skills to any business type from large public sector companies and major corporations, to football clubs and small firms.

Apprentices who qualify as accounting technicians might work as accounts assistants, credit control clerks, accounts clerks, or finance

assistants, all helping accountants to keep financial records and prepare accounts. You'll learn how to balance accounts, process invoices and payments, complete VAT returns, and help prepare financial statements and reports. Depending on whether you work for a large or small company, you could be specialising in one area – like sales – or doing all these tasks as well as handling banking and petty cash.

Once you have completed your apprenticeship you can progress to a Level 3 (Advanced Apprenticeship) and then to a Level 4 (Higher Apprenticeship)

Job roles include Accounts Clerk, Credit Control Assistance, Finance Assistant, Purchase Ledger Clerk.

We offer Apprenticeships and Advanced Apprenticeships in –

- AAT Accounting (coming soon)



Customer Service

These Apprenticeships are new for 2011

Good customer service is essential to make any business successful. It is a skill which is used by and in every organisation. The Apprenticeship gives you the skills to provide excellent customer service and can be used in a vast number of job roles across lots of sectors and businesses, from financial services, to retail, hospitality and tourism.

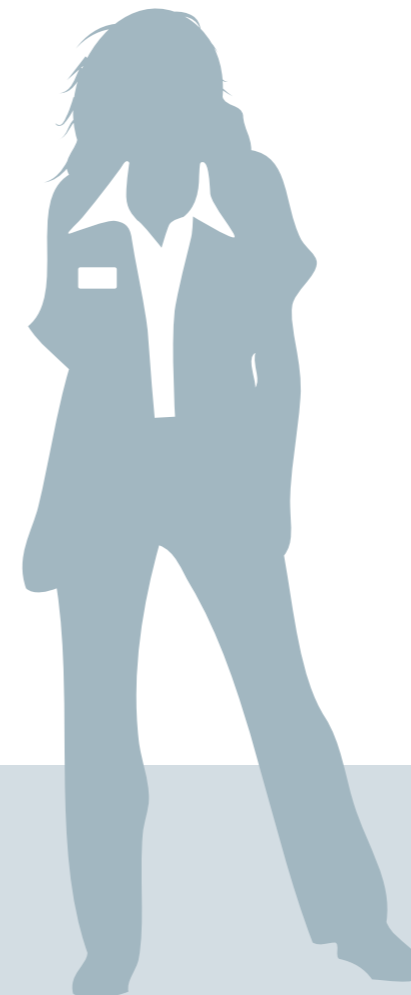
As a customer service apprentice you would probably work at the forefront of an employer's business activities and regularly work with internal and external customers.

Completing this Apprenticeship will provide you with the skills that will be of value in any sector or industry.

Job roles include Customer Service Supervisor, Customer Service Manager, Customer Service Team Leader and Customer Relationship Manager.

We offer Apprenticeships and Advanced Apprenticeships in –

- Customer Service





Progression

All of our Apprenticeships offer excellent progression routes onto higher level study if this is your chosen route. Harrogate College Higher Education (HE) courses are designed to improve your career opportunities because our HE qualifications are vocational (work related) and linked to career development routes.

Many of our HE qualifications are delivered through partnerships with local universities, offering the benefits of studying in a supportive environment towards a University Award.

Foundation Degrees are vocational qualifications offering flexible learning opportunities and progression routes to the final year of a Degree (top-up). All of the courses are designed to make progression to a Degree more accessible, and to encourage more people to 'aim higher' and achieve more.

Higher Level Studies at Harrogate College

Foundation Degrees

- Business and Management
- Business Information Technology
- Fashion Design and Production
- Fashion Marketing and Retail
- Interior Architectural Design
- Lens Based Photo Media
- Professional Development in Education
- Young Children's Learning and Development

BA (Hons) Top up

- Applied Creative Design
- Business and Management
- Photography & Digital Imaging
- Professional Development in Education
- Young Children's Learning and Development

Certificate in Education/PGCE

Masters

- Image and Time Based Media

To request a Higher Education Prospectus contact us:

Tel: (01423) 878211
E-mail: oncourse@harrogate.ac.uk
Web: www.harrogate.ac.uk/HE

Three levels of Apprenticeship

There are three levels of Apprenticeship available for those aged 16 and over:

1 Apprenticeships (equivalent to five GCSE passes grades A-C)

- Apprentices work towards work-based learning qualifications such as an NVQ Level 2, Key Skills and, in some cases, a relevant knowledge-based qualification such as a BTEC.
- These provide the skills you need for your chosen career and allow entry to an Advanced Apprenticeship.

2 Advanced Apprenticeships (equivalent to two A-level passes)

- Advanced apprentices work towards work-based learning qualifications such as NVQ Level 3, Key Skills and, in most cases, a relevant knowledge based certificate such as a BTEC.

- To start this programme, you should ideally have five GCSEs (grade C or above) or have completed an Apprenticeship.

3 Higher Apprenticeships

- Higher Apprenticeships work towards work-based learning qualifications such as NVQ Level 4 and, in some cases, a knowledge-based qualification such as a Foundation Degree.

Types of Apprenticeships

Apprenticeships are available in a wide range of industry sectors. Harrogate College works with a wide range of employers from large national companies such as Ridding Park, Stoneacre and Martin and Gerard Electrical Contractors Ltd.

Further Information

If you are unsure that an Apprenticeship is right for you or would like more information on the Apprenticeships we currently offer please call our Information, Advice and Guidance team on:
Tel: (01423) 878223/878211 E-mail: KCase-leng@harrogate.ac.uk.

* Please note all course information is correct at time of printing but it is likely that this list of subjects may be amended.

Enjoy our Excellent Facilities

Students' Union

The Students' Union provides benefits and services to learners including a variety of social events and activities to take part in. When you join you can use your Students' Union card to save money offering you a wide range of discounts with national companies. You must be over 16 to join.

Enrichment

If you are under 19 years of age when you join Harrogate College you will automatically benefit from the College's Enrichment programme. This includes a series of stimulating sessions and activities around relevant topics that will help you gain valuable knowledge and skills. There are also themed celebration weeks where learners can attend workshops, events and take part in activities around particular issues including drug and alcohol awareness or sexual health.

On top of this, the Enrichment team organises recreational events for everyone to take part in, including 5-a-side football tournaments, outdoor ice skating, celebration events and trips to local and national attractions.

The Enrichment programme is a great way to meet learners from different areas and try new things.

For more details on any of the activities that the College has to offer, please contact the Student Liaison and Enrichment Co-ordinator on: **Tel: (01423) 878262**

Course Information

If you need advice in choosing the right course, we're here to help. We welcome those who wish to discuss their next step in education and training. Our friendly Course Information Team are always happy to provide course details and initial advice.

Call in and talk to a member of the team or telephone the Course Information office: **Tel: (01423) 878211**

You can apply for most courses on-line at: **Web: www.harrogate.ac.uk**
E-mail: oncourse@harrogate.ac.uk

Careers Service

Impartial careers advice and guidance is available from our professional Careers Adviser to enable you to make considered decisions about your career goals and options including an e-guidance service.

To book a one-to-one guidance interview with the Careers Adviser contact Course Information Office on:

Tel: (01423) 878223/878211
E-mail: KCase-leng@harrogate.ac.uk

Counselling and Welfare Service

The counselling and welfare service provides students with professional, confidential counselling, support and guidance on a range of both personal and academic issues. The service works within the guidelines of the British Association for Counselling and Psychotherapy.

To access this service contact:
Caroline Jesper:
Tel: (01423) 878340
Mobile: 07920450125
E-mail: CJesper@harrogate.ac.uk

Experienced Teaching Staff

We are proud of the range of courses Harrogate College can offer.

Our enthusiastic, dedicated and experienced teaching staff ensure every learner receives first-class teaching and enjoys a positive learning experience whilst with us.

Do you need help finding an employer placement?

From the Region's Apprentice Recruitment Agency



Like a recruitment agency, our experienced team will aim to match you with an employer that has expressed an interest in taking an apprentice.

Apprentices who do not have an employer placement can register with YHATA who will then search through their database of employers with Apprenticeship vacancies and aim to match the two together.

YHATA engage the apprentices on an agency agreement for the term of the Apprenticeship and pay your salary and the host employers hire the apprentice from YHATA.

Why YHATA?

- Our specialist, experienced team guide you through the process
- We actively seek employers to match to your choice of industry and specific training requirements
- Employers hire you from us, allowing us to provide continued support
- Apprenticeships through YHATA are fully supported by the National Apprenticeship Service (NAS)

For more information or to find out which YHATA opportunities suit you best, visit the website at **www.yhata.org** or call us on **01482 313 470** for friendly, confidential advice on the best route to your future.

Our Partners





Contact us

Harrogate College

Hornbeam Park
Harrogate
HG2 8QT
T: 01423 878357
E: commercialdivision@harrogate.ac.uk
W: www.harrogate-college.ac.uk

Goole College

Boothferry Road
Goole
DN14 6SR
T: 01405 762420
E: gooleinfo@hull-college.ac.uk

Hull College Group

Queen's Gardens
Wilberforce Drive
Hull. HU1 3DG
T: 01482 598744
E: info@hull-college.ac.uk
W: www.hull-college.ac.uk

CATCH

Redwood Park Estate
Stallingborough
North East Lincolnshire
DN41 8TH
T: 01469 552828
W: www.catch-uk.org

Hull College Employer Responsive

16 Waterside Business Park
Hull. HU12 0EG

T: 01482 598855