

An Apprenticeship is a real-job, with a real-employer, typically working a minimum of 30 hours per week.

You will learn on the job and gain a qualification at the same time. Some Apprenticeships are known as day-release where you will come to one of East Sussex College's campuses to study, typically once a week and the rest of the time you will work with your employer. On the other hand, you may complete a work-based Apprenticeship where instead an assessor will visit your workplace every four weeks.

Apprenticeships are suitable for anyone 16+, that have finished secondary education and live in the UK. Apprenticeships are suitable for those already in employment, school leavers or adults.

SCHOOL LEAVERS

If you are 16-18 then you will have to remain in education and an Apprenticeship counts as a form of full-time education. It is a way to break into your desired industry, gain a qualification and gain work experience in your chosen field. As an apprentice you will be paid for your time at work, as well as the time you spend studying.

ADULTS

Many adults use an Apprenticeship as a way to break into a new industry or build upon their existing skills, in a current job role. You will be able to progress in your career without paying for the qualification and you will be able to sign up to the Apprenticeship scheme regardless of your age.

EMPLOYED

Many of our existing apprentices are already in employment and approach the College to gain a qualification whilst staying in their existing job role. It can be a way to upskill and gain a nationally recognised qualification.



Scan to read more about our Apprenticeships at East Sussex College

WHAT IS AN APPRENTICESHIP?

A GUIDE TO APPRENTICESHIPS



EAST
SUSSEX
COLLEGE



KEY FACTS

Maths and English

Maths and English Functional Skills will be included alongside the Apprenticeship if you don't have GCSE grades 4 or above, or Level 2 Functional Skills. You will be asked to provide certificates if you do have GCSEs so we can make you exempt. For those doing a day-release Apprenticeship you will attend classes on the day in which you visit us to study your core subject and for those doing a work-based Apprenticeship all Functional Skills teaching will be delivered by your Apprenticeship tutor. Final exams will always take place at one of our college campuses.

Earn a salary

With an Apprenticeship you must be paid at least the Minimum National Apprenticeship Wage for your age. Many employers pay competitive salaries and if you are already in employment, we wouldn't expect your salary to change. Wages are confirmed by the employer, and you must be paid for your study time.



Scan the QR to view the up-to-date national minimum wages (NMW) rates, including Apprentice NMW.

How long does it last?

All of the College's Apprenticeships last between 1-4 years depending on your chosen Apprenticeship. Any approved prior learning you may have may also mean the programme length is reduced, depending on what you can evidence and experience in the subject of interest.

It's a real job!

You will be employed, with a contract of employment provided by an employer. The contract of employment should last at least the duration of the Apprenticeship and you cannot be self-employed. You will benefit from holiday pay and sick leave and subject to statutory employment rights and responsibilities as per any person of employed status.

Train - debt free!

As an apprentice you will never be asked to pay towards the cost of the qualification. This means that you will never have to take out a student loan, but you will have the benefits of still gaining a formal qualification.

Off-the-job training

If you are employed for at least 30 hours per week, six hours of your working week will be spent on training. Training will be made up of lots of elements, but essentially you will be asked to record any activities where you are

learning a skill relevant to the job role. Forms of training include day-release to college, forming your portfolio of evidence, meetings with your assessor, observing other members of staff, being mentored by other members of staff, mock assessments, industry events or conferences and so on. You will also be paid for this training.

Gain a qualification

At the end of the Apprenticeship, you will receive a certificate confirming that you have the relevant skills, knowledge and behaviours for your specific job role. We offer a range of Apprenticeships at different levels.

HOW TO FIND AN APPRENTICESHIP?

There are a few ways to find an Apprenticeship and they include:

Option 1:

Find your own employer: You can start with this option at any time if you hope to secure an Apprenticeship. Offering to do some work experience may be a good way forward as you could then try and turn it into an Apprenticeship.

Start putting together a CV. If you don't already have one, start by Googling 'write my CV' and you will get lots of ideas. You will need to find out who the manager of the company is so that your

details are sent to the relevant person. We can ring the employer with more information if they would like to take you on.

Option 2:

Register for the Talent Bank: It may be useful for you to attend a remote Apprenticeship Information Session at East Sussex College, currently running over Zoom. We will run through any questions and explain Apprenticeships in further detail. We will also keep you on record in our Talent Bank in case any vacancies come up.

Option 3:



Scan the QR code to look on the National Apprenticeship Website as all the live Apprenticeship vacancies are on there.

If you decide to apply you'll need to complete an application form - fill this in with as much detail as you can as these are used to decide who to put forward to employers. Put down any qualifications you already have and be honest about all of the information you include.

If you are 16-18, we recommend that you apply for a full-time course just in case you can't secure an Apprenticeship.

CONTACT US:

Tel: 030 300 39777

Email: apprenticeships@escg.ac.uk

Facebook: [ESGetInvolved](https://www.facebook.com/ESGetInvolved)

OUR APPRENTICESHIPS

BUSINESS ADMINISTRATION

Business Administrator - Level 3
Location: Workplace and group delivery*

Customer Service Practitioner - Level 2
Location: Workplace and group delivery*

Customer Service Specialist - Level 3
Location: Workplace and group delivery*

HR Support - Level 3
Location: Workplace and group delivery*

Operations/Departmental Manager - Level 5
Location: Workplace and group delivery*

Team Leader/Supervisor - Level 3
Location: Workplace and group delivery*

DIGITAL

Information Communications Technician (Support/Network/Digital) - Level 3
Location: Workplace and group delivery*

Digital Support Technician (Applications/Service) - Level 3
Location: Workplace and group delivery*

IT Solutions Technician (Hardware/Software) - Level 3
Location: Workplace and group delivery*

Software Development Technician - Level 3
Location: Workplace and group delivery*

LEGAL, FINANCE & ACCOUNTING

Accounts/Finance Assistant - Level 2
Location: Eastbourne and Newhaven

Assistant Accountant - Level 3
Location: Eastbourne and Newhaven

Professional Accounting/Taxation Technician - Level 4
Location: Eastbourne and Newhaven

CONSTRUCTION

Bricklayer - Level 2
Location: Eastbourne and Ore Valley

Site Carpentry - Level 2
Location: Eastbourne and Construction Industry Training Centre (St Leonards)

Plumbing & Domestic Heating Technician - Level 3
Location: Ore Valley, Construction Industry Training Centre (St Leonards) and Eastbourne

Painting & Decorator - Level 2
Location: Eastbourne

Property Maintenance Operative - Level 2
Location: Ore Valley

Gas Engineering Operative - Level 3
Location: Eastbourne

Installation Electrician/Maintenance Technician - Level 3
Location: Eastbourne or Ore Valley

EDUCATION & CHILDCARE

Assessor/Coach - Level 4
Location: Workplace and group delivery*

Learning Mentor - Level 3
Location: Workplace and group delivery*

Learning & Skills Teacher - Level 5
Location: Workplace and group delivery*

Early Years Educator - Level 3
Location: Workplace and group delivery*

Early Years Practitioner - Level 2
Location: Workplace and group delivery*

Teaching Assistant - Level 3
Location: Workplace and group delivery*

ENGINEERING & MANUFACTURING

Autocare Technician - Level 2
Location: Eastbourne and Hastings Motor Vehicle Centre

Motor Vehicle Service & Maintenance Technician (Light Vehicle) - Level 3
Location: Eastbourne

Vehicle Damage Panel Technician - Level 3
Location: Eastbourne

Vehicle Damage Paint Technician - Level 3
Location: Eastbourne

Engineering Operative - Level 2
Location: Ore Valley

Engineering Technician (Machinist) - Level 3
Location: Ore Valley

Engineering Technician (Toolmaker and Tool and Die Maintenance Technician) - Level 3
Location: Ore Valley

Maintenance & Operations Engineering Technician - Level 3
Location: Ore Valley

Engineering Manufacturing Technician - Level 4
Location: Ore Valley

HAIR & BEAUTY

Hair Professional - Level 2
Location: Lewes, Hastings and Eastbourne

Advanced & Creative Hair Professional - Level 3
Location: Lewes, Hastings and Eastbourne

Barbering - Level 2
Location: Eastbourne

Advanced Beauty Therapist - Level 3
Location: Lewes

Nail Services Technician - Level 2
Location: Lewes

HEALTH & CARE SERVICES

Adult Care Worker - Level 2
Location: Workplace and group delivery*

Lead Adult Care Worker - Level 3
Location: Workplace and group delivery*

Healthcare Support Worker - Level 2
Location: Workplace and group delivery*

Senior Healthcare Support Worker - Level 3
Location: Workplace and group delivery*

Lead Practitioner in Adult Care - Level 5
Location: Workplace and group delivery*

Healthcare Assistant Practitioner - Level 5
Location: Workplace and group delivery*

Community Health & Wellbeing Worker - Level 3
Location: Workplace and group delivery*

CATERING & HOSPITALITY

Hospitality Team Member - Level 2
Location: Workplace and group delivery*

Commis Chef - Level 2
Location: Workplace and group delivery* and Eastbourne

Chef De Partie - Level 3
Location: Workplace and group delivery*

Production Chef - Level 2
Location: Workplace and group delivery*

Senior Production Chef - Level 3
Location: Workplace and group delivery*

Hospitality Supervisor - Level 3
Location: Workplace and group delivery*

Hospitality Manager - Level 4
Location: Workplace and group delivery*

Baker - Level 2
Location: Workplace and group delivery*

THE LEVELS EXPLAINED:

The level you complete will be based upon your responsibilities within your day-to-day job role. Many of our apprentices start at a lower level and may complete more than one Apprenticeship.

NAME	LEVEL	EQUIVALENT EDUCATION LEVEL
INTERMEDIATE	2	5 GCSE passes at grade A*-C or 9-4
ADVANCED	3	2 A-Level passes/Level 4 Diploma/International Baccalaureate
HIGHER	4, 5, 6 and 7	Foundation degree and above
DEGREE	6 and 7	Bachelor's or master's degree

*TBC in agreement with assessor and employer/learner requirements.