

**An Apprenticeship is a real-job, with a real-employer, An apprenticeship is a formal employment opportunity with an employer typically requiring a minimum of 30 hours of work per week.**

You'll gain hands-on experience while earning a qualification. Some apprenticeships are day-release, where you study at one of East Sussex College's campuses, usually once a week, with the rest of the time spent working with your employer. Alternatively, you may take part in a work-based apprenticeship, where an assessor visits your workplace every four weeks.

Apprenticeships are open to anyone aged 16 and over who has completed secondary education and lives in the UK. They are suitable for individuals already employed, school leavers, or adults looking to develop their skills.

#### **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?

April 2026

## A GUIDE TO APPRENTICESHIPS



# OUR APPRENTICESHIPS

## BUSINESS ADMINISTRATION

- Administration Assistant - Level 2**  
Location: Workplace and group delivery\*
- Customer Service Practitioner - Level 2**  
Location: Workplace and group delivery\*
- Business Administrator - Level 3**  
Location: Workplace and group delivery\*
- Customer Service Specialist - Level 3**  
Location: Workplace and group delivery\*

## CATERING & HOSPITALITY

- Commis Chef - Level 2**  
Location: Workplace and group delivery\* and Eastbourne
- Food and Beverage Team Member - Level 2**  
Location: Workplace and group delivery\*
- Hospitality accommodation Team Member - Level 2**  
Location: Workplace and group delivery\*
- Production Chef - Level 2**  
Location: Workplace and group delivery\*
- Hospitality Supervisor - Level 3**  
Location: Workplace and group delivery\*
- Senior Production Chef - Level 3**  
Location: Workplace and group delivery\*
- Hospitality Manager - Level 4**  
Location: Workplace and group delivery\*

## CONSTRUCTION

- Architectural Joiner - Level 2**  
Location: Ore Valley
- Bricklayer - Level 2**  
Location: Eastbourne and Ore Valley
- Gas Network Operative - Level 2**  
Location: Eastbourne, Block release, Exclusive to one employer
- Painting & Decorator - Level 2**  
Location: Eastbourne
- Roofer - Level 2**  
Location: Eastbourne
- Site Carpentry - Level 2**  
Location: Eastbourne and Ore Valley
- Craft Carpentry and Joinery - Level 3**  
Location: Ore Valley
- Gas Engineering Operative - Level 3**  
Location: Eastbourne
- Gas Network Craftsperson - Level 3**  
Location: Eastbourne, Block release, Exclusive to one employer
- Installation Electrician/ Maintenance Technician - Level 3**  
Location: Eastbourne or Ore Valley
- Plumbing & Domestic Heating Technician - Level 3**  
Location: Ore Valley and Eastbourne

## CREATIVE & DIGITAL

- Creative Industries Production Technician - Level 3**  
Location: Lewes
- Information Communications Technician - Level 3**  
Location: Workplace and group delivery\*
- IT Solutions Technician - Level 3**  
Location: Workplace and group delivery\*
- Digital Support Technician - Level 3**  
Location: Workplace and group delivery\*
- Cyber Security Technician - Level 3**  
Location: Workplace and group delivery\*
- Cyber Security Technologist - Level 4**  
Location: Workplace and group delivery\*
- Software Developer - Level 4**  
Location: Workplace and group delivery\*
- Digital Learning Designer - Level 5**  
Location: Workplace and group delivery\*
- Digital Support Technician - Level 3**  
Location: Workplace and group delivery\*
- Digital and AI Technician - Level 3**  
Location: Workplace and group delivery\*
- Artificial Intelligence (AI) and Automation Practitioner - Level 4**  
Location: Workplace and group delivery\*

## EDUCATION & CHILDCARE

- Early Years Practitioner - Level 2**  
Location: Workplace and group delivery\*
- Playworker - Level 2**  
Location: Workplace and group delivery\*
- Early Years Educator - Level 3**  
Location: Workplace and group delivery\*
- Teaching Assistant - Level 3**  
Location: Workplace and group delivery\*

## ENGINEERING & MANUFACTURING

- Autocare Technician - Level 2**  
Location: Eastbourne
- Engineering Operative - Level 2**  
Location: Ore Valley
- Accident Repair Technician - Level 3**  
Location: Eastbourne
- Motor Vehicle Service & Maintenance Technician (Light Vehicle) - Level 3**  
Location: Eastbourne and Hastings
- Engineering Maintenance Technician – Dual Discipline - Level 3**  
Location: Ore Valley
- Engineering Maintenance Technician – Single Discipline - Level 3**  
Location: Ore Valley
- Machining Technician - Level 3**  
Location: Ore Valley
- Maintenance & Operations Engineering Technician - Level 3**  
Location: Ore Valley
- Vehicle Damage Panel Technician - Level 3**  
Location: Eastbourne
- Vehicle Damage Mechanical, Electrical & Trim (MET) Technician - Level 3**  
Location: Eastbourne
- Vehicle Damage Paint Technician - Level 3**  
Location: Eastbourne
- Engineering Manufacturing Technician - Level 4**  
Location: Ore Valley

## FINANCE & ACCOUNTING

- Accounts/Finance Assistant - Level 2**  
Location: Eastbourne and Hastings
- Assistant Accountant - Level 3**  
Location: Eastbourne
- Professional Accounting/Taxation Technician - Level 4**  
Location: Eastbourne

## HAIR & BEAUTY

- Barbering - Level 2**  
Location: Eastbourne
- Beauty Therapist - Level 2**  
Location: Eastbourne
- Hair Professional - Level 2**  
Location: Hastings and Eastbourne
- Advanced & Creative Hair Professional - Level 3**  
Location: Hastings and Eastbourne
- Advanced Beauty Therapist - Level 3**  
Location: Eastbourne

## HEALTH & CARE SERVICES

- Adult Care Worker - Level 2**  
Location: Workplace and group delivery\*
- Healthcare Support Worker - Level 2**  
Location: Workplace and group delivery\*
- Lead Adult Care Worker - Level 3**  
Location: Workplace and group delivery\*
- Senior Healthcare Support Worker - Level 3**  
Location: Workplace and group delivery\*
- Healthcare Assistant Practitioner - Level 5**  
Location: Workplace and group delivery\*
- Leader in Adult Care - Level 5**  
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.                                  |



Join our  
**TALENT POOL**

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

## KEY FACTS

### MATHS AND ENGLISH

If you are 16-18 years old, Maths and English Functional Skills will be included alongside your apprenticeship if you do not have GCSE grades 4 or above or equivalent. For apprentices aged 19 and over achieving Functional Skills qualifications in English and maths will no longer be a mandatory requirement. However, both employers and apprentices may still opt to pursue these qualifications voluntarily. You will be asked to provide maths and English certificates as part of the onboarding process.

Day-release apprentices will attend Functional Skills classes during their study day on campus. For work-based apprentices, all Functional Skills teaching will be delivered by your apprenticeship tutor. Final exams will 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 or relevant experience may reduce the overall length of your programme, depending on its relevance to your chosen subject.

### IT'S A REAL JOB!

You will be employed under a contract provided by your employer, which must cover at least the full duration of your apprenticeship. Apprentices cannot be self-employed. As an employed apprentice, you will be entitled to holiday pay, sick leave, and the full range of statutory employment rights and responsibilities.

### 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.

Online search for "how to write a CV" will provide plenty of useful templates and tips. When applying for an apprenticeship, It's important to find out who the hiring manager is so your application reaches the right person. If the employer is interested in taking you on, we're happy to follow up with them directly to provide more information.

#### 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 choose to apply, you'll need to complete an application form. Make sure to provide as much detail as possible, as this helps determine who will be recommended to employers. Include any qualifications you've already earned, and ensure all the information you provide is accurate and honest.

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:

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