

# FREQUENTLY ASKED QUESTIONS ABOUT APPRENTICESHIPS

exeter college 

## Who can do an Apprenticeship?

Anybody over 16 can apply for an Apprenticeship.

## What level of Apprenticeships are available?

We offer Apprenticeships at a variety of levels, from level 2, through to Level 5 (Foundation Degree Level). The level in which you enrol will depend on the subject area. Please read the course description to determine whether you require prior experience or knowledge.

Once you have completed your initial Apprenticeship there is often an opportunity to progress onto the next level, should you wish.

## What qualifications/experience do I need?

The qualifications and experience required will depend on your employer, the Apprenticeship programme and the level in which you wish to study. Most programmes require GCSE grade C/4 (or equivalent) in Maths and English, but **if you do not have these qualifications our team will support you to gain these skills alongside your Apprenticeship.**

We also offer Traineeships, designed to get those who do not yet meet programme requirements, or lack confidence, up to speed; providing work experience and lessons in Maths and English. Also known as a pre-apprenticeship, the short course should enable you to progress onto a Level 2 Apprenticeship. Traineeships are available to under 24 year olds, and can range in duration, from 6 weeks up to 6 months.

## How long will an Apprenticeship last?

The duration of an Apprenticeship programme varies depending on your course, but is typically between 12-18 months. However, many of the higher Level 4 and Level 5 Apprenticeships are longer than this.

## What are the benefits of an Apprenticeship?

As an Apprentice you will be an employee, as well as a student. Therefore, you will have a contract with salary, annual leave and any other staff benefits. You will gain specific knowledge and acquire specialist skills, as well as valuable experience you can use to move into a job afterwards.

With the current fierce competition for jobs, your specific studies and experience will make you stand out from the crowd.

## How many hours will I work?

The typical Apprentice will work 37.5 hours per week, split between four days at your place of work and one day's college release. However, the minimum an Apprentice must work is 30 hours per week, unless there are extenuating circumstances such as disability.

## Do employers value Apprenticeships?

Yes, employers regard Apprenticeships very highly, as you have both qualifications and invaluable industry/workplace experience.

## How much will I earn?

The Minimum Apprenticeship Wage (April 2019) is currently at £3.90 per hour, however many employers will pay more than this. This wage applies to Apprentices 'under 19' or 'over 19 in the first year of their programme'. If you are 'over 25', or 'over 19 and in your second year and beyond', you will be entitled to the National Minimum Wage.

### **Who pays for my Apprenticeship?**

You will not pay any of the cost of an Apprenticeship course. If you are aged 16 – 18 your training will be fully funded by the government and your employer will not have to pay. If you are 19+ the government will fund 95% of your training, and your employer will need to agree to contribute 5% of the course cost - which can be as little as £100 per Apprenticeship programme! Large companies already pay an Apprenticeship tax to the government and so can choose to use these funds to cover the cost of Apprenticeship courses for their employees.

### **What does Exeter College do?**

As your training provider, a member of our teaching team will help you to learn alongside your job. Usually, you will spend one day a week with us, although this is dependent on your choice of course and your employer's requirements. In addition to your time learning at college, an Exeter College Skills Officer will visit you at your workplace every 8 weeks to ensure you are happy in your Apprenticeship, to review your progress and to check if you require any additional support.

### **What personal support is available to me?**

Our Apprentices have access to our WHAM (Wellbeing, Health, Activity and Motivation) service, which offers support with mental health and emotional well-being. WHAM is friendly and approachable; as well as confidential. You can use the drop-in service at Greystone House (opposite main Hele Road reception) for any questions or concerns you might have or access the service online.

You will also have access to our other student benefits, including NUS discount and numerous clubs and societies.

### **Can I do an Apprenticeship if I have a disability?**

Exeter College is a Disability Confident Training Provider and therefore if you have the desired qualifications and experience for a role, you will be offered an interview and we will provide for any extra requirements you may have. We work with our employer network to ensure all people are given an opportunity to train in industry and we will help you find a job in a company that suits you.

### **When does the course start?**

Your course start date will not necessarily be the same as the start date with your employer. Many of our courses offer a number of different start dates throughout the year, usually September, January and April. However, some programmes commence at different start points, or have rolling start dates if the number of applicants allow. Your course will run during the College's term time (see the College Calendar

<https://www.execoll.ac.uk/Parents/Dates>), with no lessons during holiday periods, i.e. half terms, summer, Christmas and public holidays (unless you are told otherwise by your course lecturer). If your workplace is open over the College holiday periods, you will spend your usual College day at work instead.

### **If I am interested in becoming an Apprentice what should I do now?**

You should follow our '5 Steps to Becoming an Apprentice.' You can find these steps on our website, or just ask one of the Exeter College Apprenticeship Team and they will provide you with all the information you need.

### **If I am still at school and not yet completed my GCSEs, can I apply now?**

Although you cannot start your Apprenticeship until after you leave school, there is nothing stopping you from finding your employer before and applying to the College. Follow our '**5 Steps to Becoming an Apprentice**'.

### **What can I do afterwards?**

When you finish your Apprenticeship you can either move straight into the working environment or, if available, move onto a higher level Apprenticeship or University.

**IF YOU HAVE ANY OTHER QUESTIONS, SPEAK TO A MEMBER OF OUR TEAM:  
CALL - 01392 400800  
EMAIL - APPRENTICES@EXE-COLL.AC.UK**

***THERE'S NEVER BEEN A BETTER TIME TO  
THINK APPRENTICESHIPS.***