



APPRENTICESHIPS

THE GUIDE

WHY CHOOSE A WIGAN & LEIGH COLLEGE APPRENTICESHIP?

As the largest college provider of apprenticeships in Greater Manchester, we work with more than 1,500 employers and 2,000 apprentices in a range of sectors, from health and social care to hospitality and catering, bricklaying to business and many more.

Apprenticeships work well for businesses and apprentices - they develop talent and drive organisations forward. Apprenticeships are recognised as a fantastic route to develop careers, without the burden of student loans or study debts.

As an apprentice you will be employed, earn a salary and gain a recognised qualification. Our programmes range from levels 2 to 6, including higher or degree apprenticeships. They may last 12 to 48 months, depending on the apprentice and the sector.

The government has placed apprenticeships at the heart of the skills system in the UK, making sure that apprentices develop the skills, knowledge and behaviours they need to thrive in their chosen career.

APPRENTICESHIPS EXPLAINED

A job

Every apprentice is employed. Employers of all sizes recruit and support apprentices. They need you to help their organisation be the best it can be. Employers must commit to keeping you for the duration of your apprenticeship. Many employers keep apprentices much longer and some progress to higher level apprenticeships to develop their careers. As part of your job role, employers support your study and develop your skills.

A salary

All apprentices receive a salary for their apprenticeship. The government sets minimum levels of payment ([gov.uk/national-minimum-wage-rates](https://www.gov.uk/national-minimum-wage-rates)) for apprentices. We challenge all of our apprentice employers to pay the best they can. If they require the best staff, they need to pay the best. Apprentices are paid for all their study time which forms part of their employment contract.

A qualification

As an apprentice you will work towards a package of study that is right for your employer and your chosen career. Across the UK, employers have come together to design standards that ensure apprentices develop the skills needed to succeed. All apprentices must be competent to successfully complete their apprenticeship at their chosen level. This means they must be able to demonstrate the skills, knowledge and behaviours required.

Where do I learn?

You will learn in the workplace first and foremost, as this is the best place to develop the skills that an employer needs, supported by our specialist apprenticeship delivery team. Some apprentices attend college, some don't. This depends on the sector and learning requirements. You will have full access to learning resources at college for the duration of the apprenticeship.

How long is an apprenticeship?

This varies. Some may last 12-14 months, some may last 44-48 months. It all depends on the sector and the range and type of learning required. What is more important is that the duration of an apprenticeship is right for both the apprentice and the employer. You will have your own learning plan, which provides details on how long your apprenticeship will last, based on your needs and situation.

How will I achieve my apprenticeship?

- You will complete the agreed term of the apprenticeship.
- You will sit an end point assessment.
- Some apprenticeships include qualifications such as Diplomas.

APPRENTICESHIP PROGRAMMES

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APPRENTICESHIP LEVELS

Level 2 Intermediate Apprenticeships

12 - 18 months
Equivalent to 5 GCSEs

Level 3 Advanced Apprenticeships

18 - 48 Months
Equivalent to 2 A Levels

Higher Apprenticeships

Levels 4, 5, 6, 7
24 months or more
Equivalent to Foundation Degree

Degree Apprenticeships

Levels 6 and 7
3 - 6 years
Level 6 equivalent to a Bachelors Degree
Level 7 equivalent to a Masters Degree

ENTRY REQUIREMENTS

Employers are looking for apprentices who have GCSE Maths and English at Grade 4.

Level 2 - A minimum of 5 GCSEs, graded 9-3 or equivalent, including Maths or English.

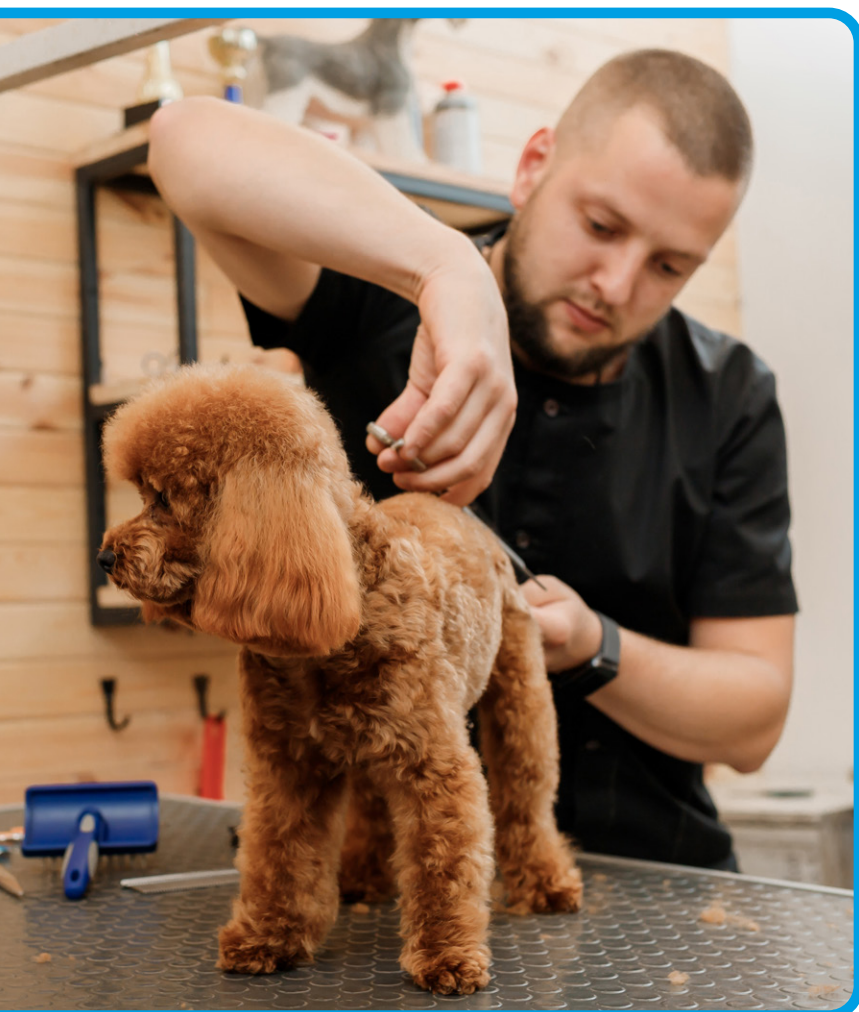
Level 3 - A minimum of 5 GCSEs, graded 9-4 or equivalent, including Maths or English.

**NEW FOR
2023-24**

Apprenticeship



Community Sport and Health Officer Level 3



Apprenticeship

Dog Groomer Level 2

For more information

Call the Employer Engagement team on **01942 761851** or email **apprenticeships@wigan-leigh.ac.uk**

BUSINESS AND PROFESSIONAL

Accounting Business Administration Customer Services Management

From accounting, customer service and team leadership, the range of career options working in the business sector continues to grow.

As Manchester continues to expand as a major business hub for the financial and digital sectors in the northwest, more and more apprenticeships are becoming available, with employers seeking a highly skilled and motivated work force.



Apprenticeship

- Accounts Finance Assistant Level 2
- Assistant Accountant Level 3
- Business Administrator Level 3
- Customer Service Practitioner Level 2
- Digital Marketer Level 3
- Digital Support Technician Level 3
- Facilities Services Operative Level 2
- Facilities Management Supervisor Level 3
- Human Resource Support Level 3
- Junior Content Producer Level 3
- Retailer Level 2
- Retail Team Leader Level 3
- Team Leader Supervisor Level 3

Higher Apprenticeship

- HR Consultant/Partner Level 5
- Operations/Departmental Manager Level 5
- Professional Accountant or Taxation Technician Level 4





“The apprenticeship has been so different, I’ve really enjoyed it. It has given me a perfect look at a variety of services and I’ve gone on to something new because of the apprenticeship.”

“I am now going on to a new apprenticeship as a regulatory compliance officer with housing standards.”

Adam Feeley

**Level 3 Business Administration Apprentice
Wigan Council**

CATERING AND HOSPITALITY

The range of opportunities for a career in this sector is vast especially since Brexit and post lockdown. From hotels, restaurants, pubs, food and coffee shops, to institutions with catering departments, such as the uniformed services, hospitals, schools and colleges, as well as a range of large private sector businesses.

Greater Manchester is renowned for hospitality excellence and has some of the finest restaurants and public houses in the country, with new establishments opening on a regular basis.



Apprenticeship

Baker Level 2

Commis Chef Level 2

Hospitality Supervisor Level 3

Hospitality Team Member Level 2

Production Chef Level 2

Senior Production Chef Level 3

Higher Apprenticeship

Hospitality Manager Level 4

CHILDCARE AND EARLY YEARS

High quality childcare improves development outcomes and narrows the gaps between disadvantaged children and their peers.

Government priorities to improve the qualifications profile of the early childhood education and care (ECEC) workforce means there has never been a better time to secure an apprenticeship and gain your qualification in the early years sector.



Apprenticeship

Early Years Practitioner Level 2

Early Years Educator Level 3

Teaching Assistant Level 3

Children, Young People & Families Practitioner Level 4

Children, Young People & Families Manager Level 5

CONSTRUCTION AND THE BUILT ENVIRONMENT

Brickwork
Plastering
Joinery
Plumbing
Electrical Installation

Skills shortages in the building sector combined with the increase in building projects across Greater Manchester and the northwest means there are a wide range of apprenticeships on offer.

More than 27,000 new jobs are set to be created in the construction industry across Greater Manchester over the next 10-20 years - many of them apprenticeships.

Economic forecasts predict at least 10,000 new house builds - another great opportunity for apprentices. And as construction companies struggle to recruit staff, many are developing their own talent through the apprenticeship framework.



Apprenticeship

Advanced Carpentry and Joinery Level 3
Bricklayer Level 2
Carpentry and Joinery Level 2
Gas Engineer Level 3
Installation Electrician and Maintenance Electrician Level 3
Painter and Decorator Level 2
Plasterer Level 2
Plumbing and Domestic Heating Technician Level 3





Apprentice plasterer, Sam Dean, scooped the Gold Award at the national finals of the Worldskills UK plastering competition.

“It was a good experience, especially seeing all the other trades and their work,” said Sam.

Sam was one of just six competitors to reach the final. His college tutor, Michael Simm, added:

“Sam was up against tough competition from apprentices nationwide and clearly showed the judges his highly developed precision skills.”

Having completed his apprenticeship, Sam has now secured a full-time position at JJH Building Contractors.

ENGINEERING AND MOTOR VEHICLE



Civil Engineering Electrical and Electronic Engineering Mechanical Engineering Motor Vehicle

Engineers are essential in almost all industry sectors. If you lean towards the technical, enjoy maths, science and IT and like solving problems then the engineering industry could be for you. Manual dexterity, an interest in the technical side of operating machinery, good people and teamwork skills, and an enquiring mind are also an advantage for engineering apprentices.

Industries that require suitably qualified engineering and manufacturing employees include aerospace, music, nuclear, biotechnology, pharmaceuticals, and automation and robotics. Mechanical, electrical, electronic, chemical and software engineers are highly sought, with design, production and maintenance opportunities in numerous industries.

Apprenticeship

- Civil Engineering Technician Level 3
- Construction Equipment Maintenance Mechanic Level 2
- Digital Engineering Technician Level 3
- Engineering Fitter Level 3
- Engineering Technician Level 3
- Food and Drink Process Operator Level 2
- Food and Drink Technical Operator Level 3
- Food and Drink Maintenance Engineer Level 3
- Maintenance and Operations Engineering Technician Level 3
- Metal Fabricator Level 3
- Motor Vehicle Service and Maintenance Technician (Light Vehicle) Level 3
- Power Network Craftsperson Level 3
- Science Manufacturing Process Operative Level 2
- Surveying Technician Level 3

Higher Apprenticeship

- Automation and Controls Engineering Technician Level 4
- Construction Design and Build Technician Level 4
- Construction Quantity Surveying Technician Level 4
- Civil Engineering Senior Technician Level 4
- Construction Site Supervisor Level 4
- Electrical Power Network Engineer Level 4
- Engineering Manufacturing Technician Level 4
- Nuclear Technician Level 5

Degree Apprenticeship

- Nuclear Engineer Level 6



Joshua has completed his Level 3 apprenticeship and is now working full time as head of maintenance. During Covid, while on his apprenticeship, he single-handedly built a production line machine to produce electro plating.

"I have always liked learning the maths and science behind the work we do. I also enjoy learning CAD design at the college which helps in the workplace. I'd definitely recommend an apprenticeship."

Joshua Barr
Level 3 Mechanical Engineering Apprentice
NW Precision Finishing

HAIRDRESSING & BEAUTY THERAPY

In an industry dominated by smaller businesses, hiring energetic young talent is really important to the hair and beauty sector.

There are more than 42,000 hairdressing, barbering and beauty businesses in the UK.

The number of hairdressing, barbering and beauty businesses is now more than 43,000 across the UK, with the greatest concentrations in the northwest, London and the southeast. Despite the pandemic, the number of hairdressing, barbering and beauty businesses continued to grow year on year, albeit at a slower rate than in previous years.

And the opportunities for self employment continue to be high, with 63 per cent of those working in the hair and beauty sector self-employed.



Apprenticeship

- Advanced Beauty Therapist Level 3
- Advanced and Creative Hair Professional Level 3
- Beauty Therapist Level 2
- Hair Professional Level 2



Rebecca progressed from a full-time Level 1 course to Level 2 where she impressed her employer when on work placement and was offered the opportunity to do an apprenticeship.

"I like that it's hands-on and I think the best thing is that I get to work with real clients in a real working environment. I have also been told I have a job waiting for me at the end too."

Rebecca Davies
Level 2 Hairdressing Apprentice
Taylor Green & Co

HEALTH AND SOCIAL CARE

The caring sector is one of those facing skills and recruitment challenges. With life expectancy increasing year on year, we need to care for many more elderly people. Career opportunities are vast with high demand for staff in the public and private sectors. The NHS needs to recruit 190,000 more employees by 2027 to meet the demands of a growing and ageing population.

New and existing staff are benefiting from a range of apprenticeships in the health and care sector, from Level 2 right up to higher and degree options. Healthcare assistants already working in roles supporting qualified practitioners are taking up higher apprenticeships, freeing up registered practitioners to deliver what they have been uniquely trained for.



Apprenticeship

Adult Care Worker Level 2
Lead Adult Care Worker Level 3

Higher Apprenticeship

Lead Practitioner in Adult Care Level 4
Leader in Adult Care Level 5





Stacey won the Health & Social Care Apprentice of the Year Award at the college apprenticeship awards evening.

One Vision Media said: *“She is an outstanding member of staff. She’s hit the ground running and totally embraces our ethos.”*

Stacey Rigby
Health & Social Care Apprentice
One Vision Media Productions CIO

HOW TO APPLY

Currently at college?

1. Call in to the FAB Futures team for advice and guidance on completing an application form, creating a CV and developing employability skills.
2. Our Apprenticeship Advisors will help you to assess whether you are ready for work, apply for current vacancies and add you to our talent pool.
3. We can also refer you to other sources of apprenticeship vacancies.

Still at School?

1. Find out about apprenticeships from your school careers advisor, or visit our website.
2. Complete an application form at wigan-leigh.ac.uk/apply
3. You will have an interview with our Admissions Team possibly at school.
4. We will need your CV to help you find employment through our apprenticeship vacancies.
5. Once you have secured employment, we will sign you up to an apprenticeship.

Already employed?

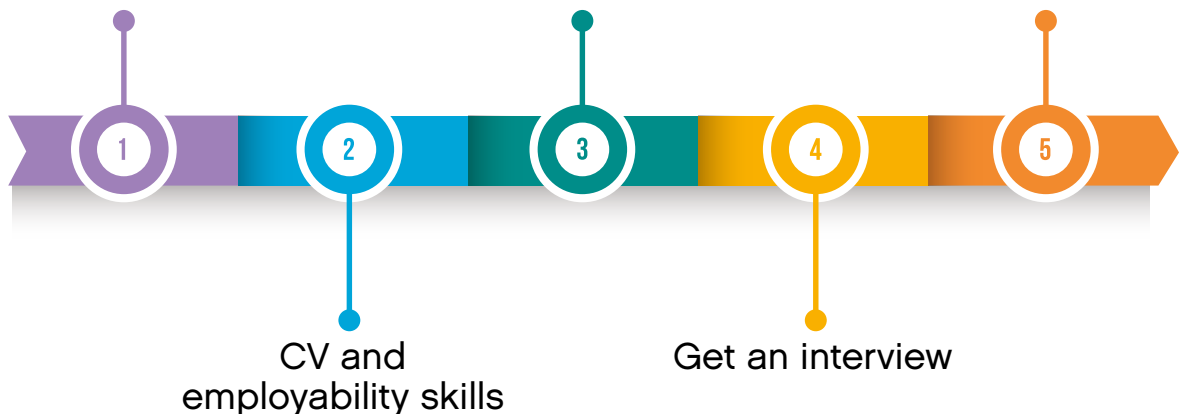
Call the Employer Engagement team on **01942 761851** or email **apprenticeships@wigan-leigh.ac.uk**

The Apprenticeship Journey

Find out which career is right for you

Apply for apprenticeship vacancies

Secure an apprenticeship



OUR PARTNERS

BLOOR HOMES

electricity
north west

Bringing energy to your door

Heatrod
Elements
BACKER GROUP MEMBER

MBDA

NATIONAL NUCLEAR
LABORATORY

nemiah

NetworkRail

NHS

Wrightington,
Wigan and Leigh
NHS Foundation Trust

PremierCare

REDROW

SCOTTISHPOWER

Sellafield Ltd

Truline
Construction & Interior Services Ltd

Wigan
Council



APPRENTICESHIPS

**CONTACT US FOR
MORE INFORMATION**



01942 761851
visit: wigan-leigh.ac.uk/apprenticeships