



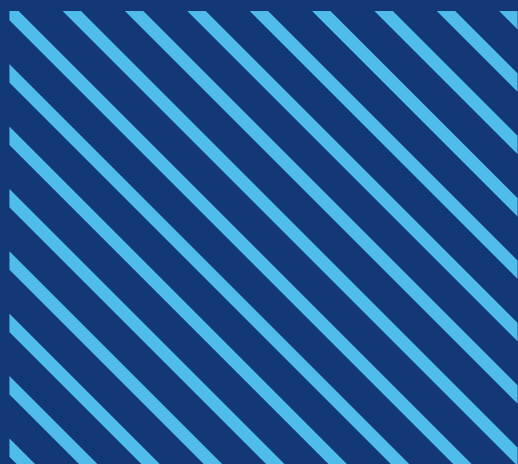
GET

WORK

READY

**WITH THE
COLLEGE FOR
TECHNICAL
EXCELLENCE**

**APPRENTICESHIP
GUIDE**



WHY CHOOSE AN APPRENTICESHIP WITH US?

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

- 5 Business & Professional
- 7 Catering & Hospitality
- 9 Childcare & Early Years
- 11 Construction & the Built Environment
- 13 Engineering & Motor Vehicle
- 17 Hairdressing & Beauty Therapy
- 19 Health & Social Care



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

INTERGRATED 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.

If you don't get the grades required, contact our admissions team who can advise on your options.

NEW FOR 2025



FLORISTRY

Level 2

DOG GROOMER

Level 2



FOR MORE INFORMATION

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

BUSINESS & 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

Content Creator Level 3

Customer Service Practitioner Level 2

Customer Service Specialist Level 3

Digital Support Technician Level 3

Multi-Channel Marketer Level 3

Human Resource Support Level 3

Retailer Level 2

Retail Team Leader Level 3

Team Leader Supervisor Level 3



HIGHER APPRENTICESHIP

Operations Manager
Level 5

People Professional Level 5

**Professional Accountant or
Taxation Technician** Level 4



ADAM FEELEY

Level 3 Business Administration Apprentice Wigan Council

"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."

Now a Housing Standards Officer Trainee at Wigan Council

CATERING & 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

Chef de Partie Level 3

Commis Chef Level 2

Hospitality Supervisor Level 3

Hospitality Team Member Level 2

Pastry Chef Level 3

Production Chef Level 2

Senior Production Chef Level 3

HIGHER APPRENTICESHIP

Hospitality Manager Level 4





CHILDCARE & 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

HIGHER APPRENTICESHIP

Children, Young People & Families Manager
Level 5

Children, Young People & Families Practitioner
Level 4

Early Years Lead Practitioner Level 5



MISHA CLARK

Level 3 Early Years Apprentice Highfield Pre School

"This apprenticeship works for me because I am a practical learner. I am assessed on the things I do every day, so I know I am gaining the relevant experience."

"It is a rewarding career and I can use what I learn straight away. I can see the benefit and impact it has on my students."



CONSTRUCTION & 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

BrickLayer Level 2

Carpentry and Joinery (Architectural) Level 2

Carpentry and Joinery (Site) Level 2

Craft Carpentry & Joinery (Architectural)
Level 3

Craft Carpentry & Joinery (Site) Level 3

Installation & Maintenance Electrician Level 3

Painter and Decorator Level 2

Plasterer Level 2

Plumbing and Domestic Heating Technician
Level 3



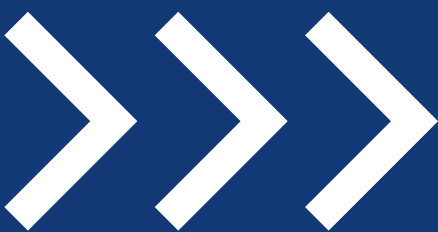


JOSH WHITTAKER

Level 2 Brickwork

"I can see how far I have come since starting my apprenticeship, my boss can now leave me on my own and trust me to get the job done."

"It has definitely been the right path for me because I can see that I've progressed a lot further than my friends who took other paths. I feel like I really know my trade."



ENGINEERING & MOTOR VEHICLE

CIVIL ENGINEERING

ELECTRICAL & 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
- Product Design & Development** Level 3

**Engineering Technician
- Technical Support** Level 3

**Engineering Technician - Toolmaker &
Tool and Die Maintenance Technician**
Level 3

Food & Drink Maintenance Engineer
Level 3

Food & Drink Process Operator (FDQ)
Level 2

Food & Drink Technical Operator Level 3

Mechatronics Maintenance Technician
Level 3

Machining Technician Level 3

Metal Fabricator Level 3

**Motor Vehicle and Service Maintenance
Technician (Light Vehicle)** Level 3

Power Industry Distribution Cable Jointer
Level 3

Power Industry Overhead Linesperson
Level 3

Power Industry Substation Fitter Level 3

Science Manufacturing Process Operative
Level 2

Surveying Technician Level 3



HIGHER APPRENTICESHIP

Automation & Controls Engineering Technician
Level 4

Civil Engineering Senior Technician Level 4

Construction Design & Build Technician Level 4

Construction Quantity Surveying Technician Level 4

Construction Site Supervisor
Level 4

Engineering Manufacturing Technician (Mechanical)
Level 4

Engineering Manufacturing Technician (Electrical) Level 4

Electrical Power Networks Engineer Level 4

Nuclear Technician (Civil Engineering) Level 5

Nuclear Technician (Electrical) Level 5

Nuclear Technician (Mechanical) Level 5

INTERGRATED DEGREE APPRENTICESHIP

Nuclear Scientist & Nuclear Engineer (Intergrated Degree)
- Electrical Level 6

Nuclear Scientist & Nuclear Engineer (Intergrated Degree)
- Mechanical Level 6





ATTENTION
KEEPING
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POWER
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SAM PARK

Level 3 Extended Mechanical Engineering

"The engineering department is miles ahead of the other colleges I visited. Great location, on the train line and the course is nicely paced."



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 and Creative Hair Professional
Level 3

Advanced Beauty Therapy Level 3

Beauty Therapist Level 2

Hair Professional Level 2

Wellbeing & Holistic Therapists
Level 3



IMOGEN JONES

Level 2 Hair Professional

"I have found my calling. I prefer the practical side of education. I love being able to have a conversation with people from different walks of life.

Learning the skills allows me to really help people to feel good about themselves. It's a rewarding career path."



HEALTH & 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

Healthcare Support Worker Level 2

Lead Adult Care Worker Level 3

Senior Healthcare Support Worker
Level 3

HIGHER APPRENTICESHIP

Lead Practitioner in Adult Care
Level 4

Leader in Adult Care Level 5



MIA ELWICK

Level 2 Adult Care Worker

"I work with people who have experienced the same career so they are here to help and guide me. Every day is a highlight. I feel like I am ahead of the curve because I learn and use my skills every day."

"It makes me feel more confident in my role and that helps me to enjoy it more."



HOW TO APPLY

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.

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.

ALREADY EMPLOYED?

Call the Employer Engagement team on **01942 761851** or email apprenticeships@wigan-leigh.ac.uk to arrange your sign up.

BE ORGANISED

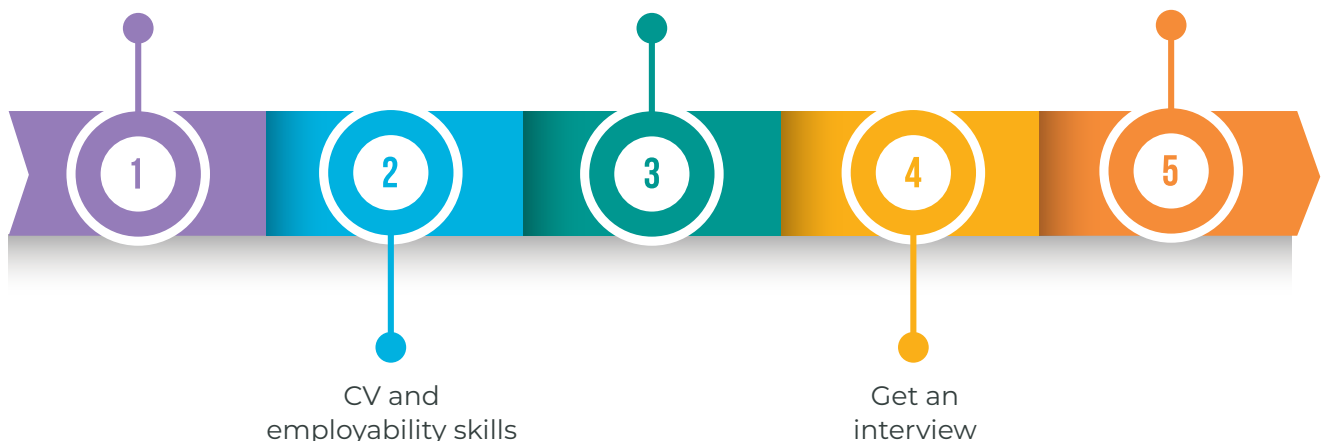
Keep a job log to track the employers you have contacted and the outcome. Remember to be persistent and stay positive.

THE APPRENTICESHIP JOURNEY

Find out which career is right for you

Apply for apprenticeship vacancies

Secure an apprenticeship



OUR PARTNERS





CONTACT US FOR MORE INFORMATION

You can contact our apprenticeship team or view our apprenticeship vacancies online

01942 761851

visit: wigan-leigh.ac.uk/apprenticeships

