

APPRENTICESHIPS



world-class
learning on your
doorstep

Welcome from the Principal

Welcome to our Apprenticeships Prospectus. At Strode College we are extremely proud of our long history and success in supporting Apprenticeships.

We recognise that for many people going straight into the world of work with guaranteed training is a more attractive option than a full-time course of study or a job without training. With Apprenticeships considered to be a priority on the Government's skills agenda, our increased number of Apprenticeship pathways provide a wide range of career opportunities.

There has never been a better time to apply for an Apprenticeship place. Our experienced tutors and assessors can assist both the apprentice and the employer in making the right choice. From initial contact to the successful completion of the Apprenticeship you can be sure you are in good hands. As a Matrix accredited college you can be sure we will give apprentices the right advice and guidance to provide an appropriate opportunity. In February 2010 we were one of the first organisations to be awarded the new Training Quality Standard in recognition of the excellence of our work with employers. Our commitment to training and investing in staff is evident through our status as an Investor in People. As a Beacon College you can be assured of the quality of our Apprenticeship delivery.

So whether you are looking to be an apprentice, or you are considering investing in an apprentice, this is a very good place to start.



With best wishes.

James Staniforth.

James Staniforth
Principal



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About Apprenticeships

For the Apprentice

Strode College operates an extensive Apprenticeship training programme both on-campus and in business premises in Somerset.

We employ highly skilled, experienced, qualified staff who understand how to support you in managing a job and training. With success rates that far exceed national benchmarks and training facilities that meet industry standards, this is the best place for you to start your career.



For the Employer

Gaining and keeping competitive advantage in today's difficult economic climate is a constant challenge for employers. This is particularly true of small businesses which find the cost of staff overheads difficult to bear.

Whatever stage of development your business is in, Strode College can help you. Just call us and find out how.

LSC Research conducted in 2008 demonstrated the following:

- apprentices prove to be enthusiastic and loyal employees who work hard;
- 77% of employers believe apprentices make them more competitive;
- 70% say that Apprenticeships provide higher overall productivity;
- 70% feel that Apprenticeships reduce staff turnover.

If you employ an apprentice you can receive:

- free health and safety checks on your premises;
- free or subsidised training for your employee;
- high quality support;
- a highly motivated and enthusiastic employee.

You have nothing to lose!

Accounting

About the Apprenticeship

Accounting is a highly skilled profession and this Apprenticeship will provide you with the qualification, skills and experience you need to pursue a successful career in accountancy.

What will I study?

The Accountancy Apprenticeship consists of:

- The AAT (Association of Accountancy Technicians) at the appropriate level;
- Functional or Key Skills in Maths and English;
- Employer Rights and Responsibilities.

The AAT qualification includes units on:

- costing,
- accounting ethics,
- banking and financial transactions,
- maintaining records,
- computerised accounting.

How long?

A Level 2 and 3 Apprenticeship is expected to take 18-24 months and Level 4 is expected to take 24-30 months.

What levels?

This Apprenticeship is available at Level 2, Level 3 and Level 4.

Next step

Successful students can progress to the next level of study and can gain work in a variety of accounting environments such as accounts assistant or clerk, credit control, purchase ledger assistant or account manager.

Barbering

About the Apprenticeship

On this course you will learn the necessary skills and experience to work within the barbering industry.

You will combine working in a barber shop alongside regular day release training at one of our centres. You will have the opportunity to develop the following skills:

- shampooing and conditioning,
- cutting hair using barbering techniques,
- cutting facial hair,
- drying and finishing mens hair,
- colouring mens hair.

What will I study?

- NVQ Diploma in Barbering .
- Key Skills in Application of Number and Communication.
- Employer Rights and Responsibilities.

How long?

A Level 2 Apprenticeship is expected to take 18-24 months.

What levels?

This Apprenticeship is available at Level 2.

Next step

Employment or self employment in the barbering industry, and progression to Level 3 Hairdressing.

Business Administration

About the Apprenticeship

This Apprenticeship is about playing an important support role within a business or organisation.

Administrators handle the day-to-day tasks in an office and make sure things run smoothly, and this often means being able to organise people and resources.

As a business and administration Apprentice, your exact duties will depend on the organisation in which you work and the requirements of your employer. They could range from answering the telephone to organising the travel and accommodation of colleagues.

Business and administration allows you to work almost anywhere and within any sector as most businesses require administrative support. With these transferable skills, you could be working in a wide range of companies.

Administration roles are also an excellent starting point to move into other areas such as management or customer service once you have more experience.

What will I study?

- OCR Certificate/Diploma in Business & Administration (as applicable).
- OCR Certificate in the Principles of Business & Administration.
- Functional Skills in Maths and English or Key Skills in Application of Number and Communication (if applicable).

How long?

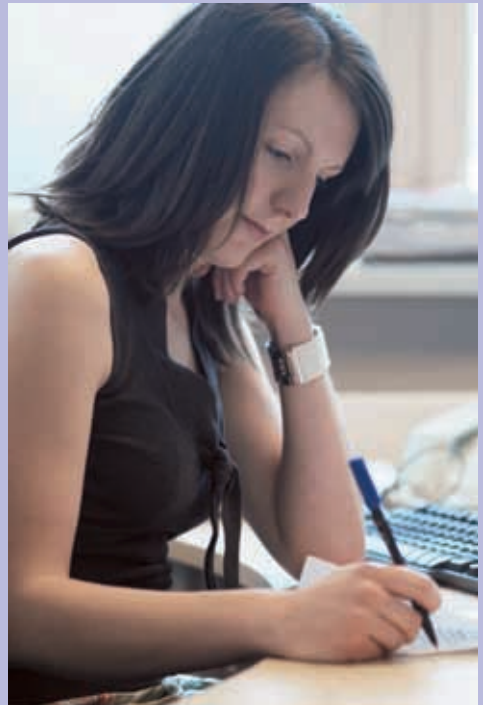
A Level 2 Apprenticeship is expected to take 18 months and Level 3 is expected to take up to 24 months.

What levels?

This Apprenticeship is available at Level 2 and Level 3.

Next step

This programme opens a wide range of career paths within a large number of businesses and sectors. For example: Secretary, Personal Assistant, Office Administrator, Receptionist and many others. It is a great start for you to progress into a management role.



Children & Young People

About the Apprenticeship

This Apprenticeship is for people who work with children – from birth to 16-year-olds (and their families) – in settings or services whose main purpose is children's care, learning and development.

This Apprenticeship gives people a fulfilling opportunity to work with children and young people, while also gaining an understanding into the 'hows' and 'whys' of their development. Equally, it ensures candidates put childcare theory into practice.

What will I study?

Apprentices will study how to care for and help children to learn and develop from birth to 18 years.

The course will support students to make sure children are looked after, kept active, happy and nourished. They also help children develop social and practical skills.

The course is the Level 2 Certificate for the Children and Young Peoples Workforce. You will also have the opportunity to study:

- Key Skills/Functional Skills,
- Employment Rights and Responsibilities,
- Food Handling,
- Paediatric First Aid.

How long?

A Level 2 Apprenticeship is expected to take up to 24 months.

What levels?

This Apprenticeship is available at Level 2 and is suitable for someone employed to work under supervision.

Next step

Level 3 Certificate and Diploma in Children and Young Peoples Workforce, enabling workers to supervise in an early years and education setting.



Customer Service

About the Apprenticeship

This Apprenticeship teaches you the skills that you need to provide excellent customer service, and can be applied to hundreds of job roles across many different sectors. Good customer service is one of the most important factors to the success of any business or organisation.

As a Customer Service Apprentice, you'll probably work at the front end of an employer's business activities regularly dealing with both external and internal customers. Duties will vary between sectors, but in most cases you'll be making sure that customers are dealt with in a positive, reliable and pleasant manner – whether that's by offering advice, answering questions or handling complaints.

This programme ensures that you not only understand the importance of delivering customer service, but also assesses the way in which you use the skills you have developed throughout the course.

Completing this Apprenticeship is a way of providing evidence of skills that will serve you well in virtually any industry – so it's a very good way to move forward, even if you're still undecided about your future career.

What will I study?

- NVQ Customer Service.
- OCR Level 2 Certificate in Customer Service.
- Key Skills in Application of Number and Communications (if applicable).

How long?

A Level 2 Apprenticeship is expected to take 18 months and Level 3 is expected to take up to 24 months.

What levels?

This Apprenticeship is available at Level 2 and Level 3.

Next step

This Apprenticeship will allow you to access a number of career paths within a wide range of work environments. Customer Service is important in every type of business and impacts on our every day customer experience.

Profile



Becki Lock

I chose an Apprenticeship because I wanted to learn in a work placement and gain experience of working in an office. I enjoy the subject, as it covers a bit of everything and means meeting lots of different people. I feel I have gained experience in working with other people, knowledge of what an office can be like and the type of things you have to deal with."

Becki is studying NVQ Level 2 in Customer Service whilst working in the Business Development Unit office at Strode College. When Becki finishes her Apprenticeship she intends to find full time employment in the administration field.

Hairdressing

About the Apprenticeship

The Hairdressing Apprenticeship will give you the skills and experience necessary to work within the hairdressing industry.

You will have the opportunity to work in a salon whilst combining study at one of our training centres on a day release basis.

During the course you will study:

- shampooing and conditioning,
- client consultation,
- colouring,
- cutting and perming.

As you progress you will develop these skills at a higher level. Assessments will take place in your work placement and in College.

What will I study?

- NVQ Diploma Level 2 in Hairdressing.
- NVQ Diploma Level 3 in Hairdressing.
- Key Skills in Communication.
- Key Skills in Application of Number.
- Employer Rights and Responsibilities.

How long?

A Level 2 Apprenticeship is expected to take 24 months and Level 3 is expected to take 18-24 months.

What levels?

This Apprenticeship is available at Level 2 and Level 3.

Next step

On completion of Level 2 you could progress to Level 3 hairdressing and secure a senior position within a salon.

On completion of Level 3 you could progress into management or training within the salon.

Profile



Caryn Stills

I chose to do an Apprenticeship so I could learn and get hands on experience. I think the best way to learn is through an Apprenticeship because you can observe other full time hairdressers and see how a salon works on a daily basis.

I have always wanted to be a hairdresser and find the salon I'm working in helps me achieve my ambition. I think doing an Apprenticeship also helps you get a job when you're qualified as the salon you train in is likely to take you on when you are qualified.

The staff at the salon where I work, Tranquility Hair, all did Apprenticeships and I think that helped them to get to where they are now. The salon owner, Kate Hathway, also did one. Kate trains us in the salon so I am getting training on clients every week."

Caryn is studying NVQ Level 2 in Hairdressing whilst working for Tranquility Hair in Street. When Caryn finishes her Apprenticeship she plans to do a Level 3 Apprenticeship and become a full time hairdresser.

Health, Support Services & Care

About the Apprenticeship

This Apprenticeship covers a wide range of job roles in the health care and social care fields. The NHS, private sector, local authorities and the armed forces all employ apprentices.

As an apprentice in Health Care you could work in hospitals, the community, doctors' surgeries, hospices, private clinics or opticians. You could be supporting doctors or nurses in clinical roles or helping patients in hospital wards or their homes - serving food, making and changing beds and so on.

Social care is about helping people with a particular need, such as those with a disability or the elderly. This type of care usually takes place in the home or in care homes, and can include anything from helping people get dressed to transporting them to and from a residential home.

As an apprentice in Social Care, you could be a personal care assistant helping someone in their everyday life. People who work in Health, Public Services and Care go home at the end of the week with more than just a pay cheque. They know their work helps other people and makes our society a better place.

What will I study?

- NVQ in Health & Social Care or Support Services.
- Key Skills in Application of Number and Communication (if applicable).
- Technical Certificate in Health and Social Care.

How long?

A Level 2 Apprenticeship is expected to take 18 months and Level 3 is expected to take up to 24 months.

What levels?

Health and Social Care is available at Level 2 and 3. Support Services in Health Care is available at Level 2.

Next step

Job roles for a Level 2 Apprenticeship include:

- Care Worker,
- Day Care Assistant,
- Healthcare Assistant or Support Worker,
- Home Care Assistant,
- Medical Assistant (Armed Forces only),
- Nursing Assistant,
- Support Services.

Completion of the Advanced Apprenticeship will stand you in good stead for progression onto Higher Education in subjects like nursing or midwifery; operating department practitioner roles in the care sector; or management roles in care homes.



Profile

Laura Sykes

I decided to do this Apprenticeship because my Mum works at the care home and I wanted to work with her there. The care home staff are very supportive and I feel that I can talk to them whenever I need help. Since starting the Apprenticeship, I feel more confident and enjoy my life a lot more now than I ever have.

Although working here has not always been as easy as I thought it would be, the work is enjoyable and rewarding, and I always like to hear the many stories and experiences the residents have! Overall, I feel I have improved as a person."

Laura is studying NVQ Level 2 in Health & Social Care whilst working for South Cary House in Castle Cary. When Laura finishes her Apprenticeship she intends to either stay at South Cary House or go back to college.



Hospitality & Catering

About the Apprenticeship

This Apprenticeship covers a range of occupations within hospitality and catering, one of the largest industries in the country. Hospitality and catering covers work in restaurants, hotels, cafés, pubs, and contract caterers. It also supplies other industries with food and drink. Schools, colleges, hospitals and large businesses nearly always have canteens and catering staff too.

Apprentices will have the choice of one of six career paths within the industry. If you're interested in service, you could train as waiting staff and learn how to serve customers, or train in drinks service – one of the fastest growing sub-sectors. Apprentices more interested in the hospitality side of the sector could work in a hotel reception area, learn to run a B&B or youth hostel, or keep a hotel crisp and clean.

What will I study?

- NVQ in Hospitality.
- NVQ in Bar Service.
- NVQ Multiskills Hospitality.
- Key Skills in Application of Number and Communication (if applicable).
- Technical Certificate in Hospitality.

How long?

A Level 1 or 2 Apprenticeship is expected to take 18 months and Level 3 is expected to take up to 24 months.

What levels?

Hospitality is available at Level 1 and Level 2. Bar Service is available at Level 2 and Level 3.

Next step

Successful completion of the Level 3 Apprenticeship could lead to supervisory roles. You can also achieve additional units to expand your knowledge and skills within the hospitality sector.

Job roles for a Level 2 Apprenticeship include:

- Waiter or Silver Service Waiter.
- Bar-person, Cellar-person, and possibly Bar Supervisor.
- Receptionist.
- School Cook, Cook, Team Member or Chef.
- Craft Chef, Kitchen Assistant or Team Member.
- Housekeeper.
- Youth Hostel Worker/Supervisor.
- Team Member/Supervisor within a Holiday Park or Small Hotel.



Profile

Matthew White

I chose this Apprenticeship because I enjoy working as a team in a friendly environment. I enjoy the bar and I have met a lot of new friends working here.

I chose this course as I enjoy cooking and learning new skills each day plus I have gained a lot of confidence and I'm not so shy anymore. I would really recommend this course if you enjoy being part of a great team."

Matthew is studying NVQ Level 2 in Hospitality whilst working for The Unicorn Hotel in Somerton. When Matthew finishes his Apprenticeship he hopes to carry on working at The Unicorn Hotel and work his way up to the position of Head Chef.



Retail

About the Apprenticeship

This Apprenticeship will take you into the world of retail. This sector is huge and covers a wide range of skills including Customer Service, Sales and Merchandising, as well as more sector specific skills such as those required in Fashion Retail or Builder's Merchants for example.

Retail is the umbrella for a wide range of employers and is a sector that always needs good, well qualified employees.

What will I study?

- NVQ in Retail Skills.
- Technical Certificate.
- Key Skills in Application of Number and Communication (if applicable).

How long?

A Level 2 Apprenticeship is expected to take 18 months and Level 3 is expected to take up to 24 months.

What levels?

This Apprenticeship is available at Level 2 and Level 3.

Next step

This Apprenticeship opens the door to a wide range of opportunities within the Retail Sector. It will ensure you have the skills you need to progress your career in the retail industry.

Sales

About the Apprenticeship

An Apprenticeship in Sales or Sales Management is a fantastic opportunity to enter the world of sales which is a wide and diverse sector. Whether you will be selling over the phone or face to face, you will learn the skills you need to be successful.

What will I study?

- NVQ in Sales or Sales Management.
- Technical Certificate in Sales Skills.
- Key Skills in Application of Number and Communication (if applicable).

How long?

A Level 2 Apprenticeship is expected to take 18 months and Level 3 is expected to take up to 24 months.

What levels?

This Apprenticeship is available at Level 2 and Level 3.

Next step

This Apprenticeship will give you the skills you require to make a career in sales which is an exciting and dynamic environment.



Sport

About the Apprenticeship

The Apprenticeship in Sport has a variety of career pathways available. We currently offer:

- Fitness Instructing,
- Leisure Centre Operations,
- Activity Leadership.

What will I study?

The Apprenticeship framework consists of the NVQ related to the pathway, Key Skills in Maths and English, and employer rights and responsibilities. A further technical certificate and employer qualification are also components which, chosen from a list, are dependant on the pathway chosen.

For example, Apprenticeship in Operational Services at Level 2 could include:

- NVQ Operational Services,
- Keys Skills in English and Maths,
- Level 2 Award in Employment Awareness,
- First Aid at Work,
- Level 2 Certificate in Pool Plant Operations.

How long?

A Level 2 Apprenticeship is expected to take 18 months and Level 3 is expected to take up to 24 months.

What levels?

This Apprenticeship is available at Level 2 and Level 3.

Next step

Career pathways for this framework are numerous and could include: employment in a leisure centre or sports complex, outdoor education, fitness clubs, leisure attractions, golf centres or sports development and administration.

Profile



George Stott

I chose the Storde Sports Apprenticeship because sitting in a classroom for too long just wasn't for me. The Apprenticeship offered the hands on learning that I enjoy.

Also the Apprenticeship way of learning is great because it gives you the view of what life after college is like."

George is studying NVQ Level 2 in Exercise & Fitness whilst working for Avalon Leisure. When George finishes his Apprenticeship he intends to find full time employment in the Exercise and Fitness field of work.

Partner Providers

Strode College works in partnership with some national and regional organisations. We can put you in touch with employers who are looking for apprentices.



Estadia Sales Training

Estadia Sales Training is a partner who delivers Apprenticeships in sales, in addition to sales skills training and consultancy solutions to businesses of all sizes and industries in the South West of England. Estadia are based in Yeovil.

Unisex Hair

Unisex are a partner who deliver hairdressing Apprenticeships from their base in Yeovil. They have a fully equipped training salon and provide well qualified and experienced staff who work alongside staff from the College.

ATKINS

Atkins

Atkins is a partner delivering Apprenticeships in Highway maintenance currently in Somerset Gloucester and Cambridge. Atkins is the leading consultant in the transport sector, both in the UK and internationally, and the engineering design expert behind the 2012 Olympic and Paralympic games.

L & F Inspired Hair Academy Ltd

L & F is a partner in the delivery of our Apprenticeships in hairdressing. Based in Highbridge, their fully equipped academy is managed and run by experienced and fully qualified staff.



Business Development Unit

The Business Development Unit is the focal point within the College for discussions with employers and also gains representation onto the board of the Somerset Chamber of Commerce and the local Town Chambers. In addition, all incoming enquiries from businesses are routed into the unit. So what are the discussions which take place about Apprenticeships? And what benefit do businesses discover about participating?

The first and main misconception is that Apprenticeships are founded in factories and workshops, something which is totally understandable given the history and background. The range of what is currently available can be a surprise, especially when you consider Customer Service and also Sales as Apprenticeships. In fact the Customer Service qualification can fit many types of businesses, as most have customers! It opens new horizons.

Another misconception is that Apprenticeships are for "big business", but most employers in Somerset are small businesses. However, they can just as well offer real opportunity as you do not have to be in a big building or big town to participate.



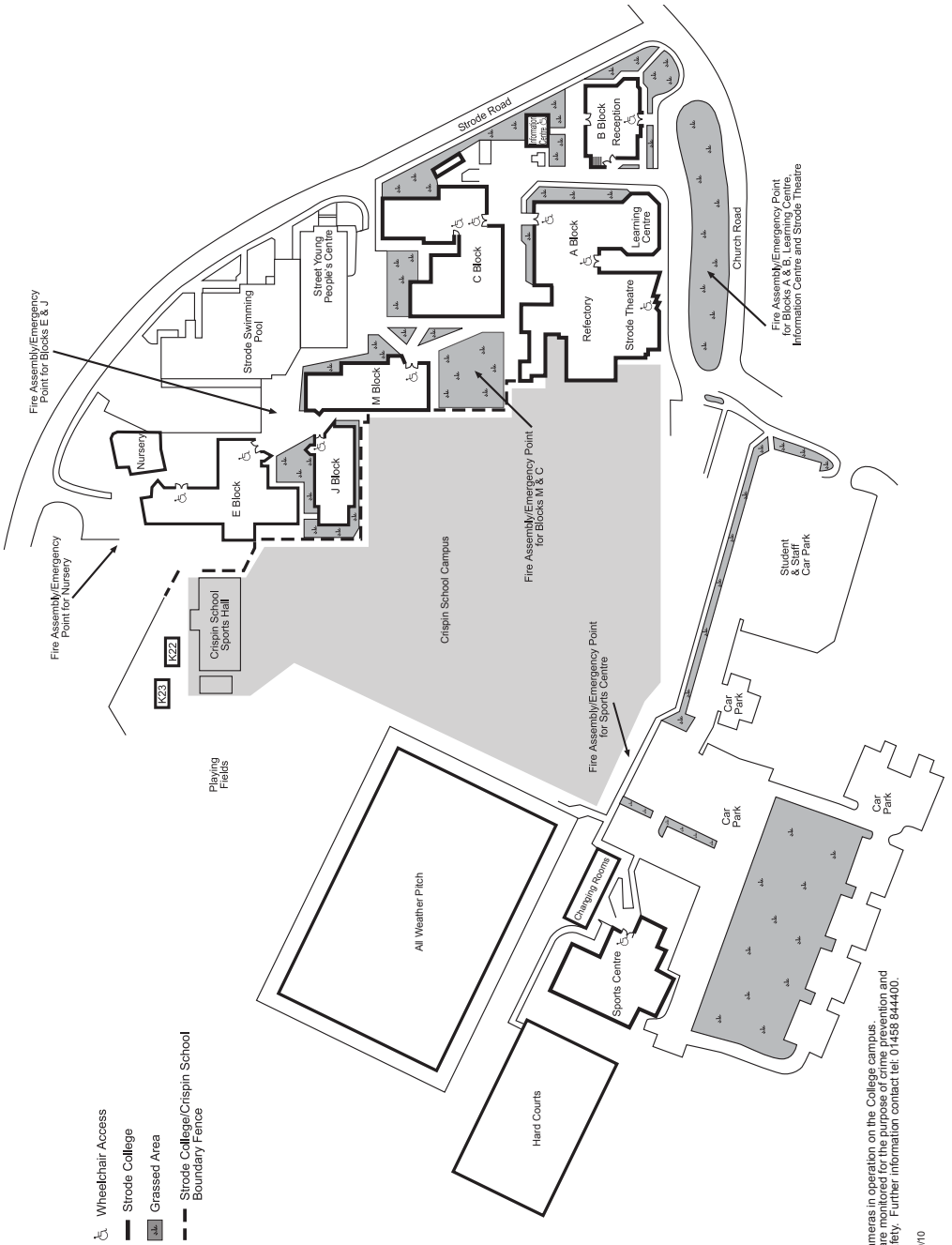
The task now is to overcome these two main misconceptions and get Apprenticeships well established in the heart of Somerset.

So, what are the benefits to a business? On this question there is wide support and some very encouraging answers. A survey* revealed the following.

- 77% of employers believe Apprenticeships make them more competitive.
- 76% say that Apprenticeships provide higher overall productivity.
- 80% feel that Apprenticeships reduce staff turnover.
- 83% of employers rely on their Apprenticeships programme to provide the skilled workers that they need for the future.
- Two-thirds of respondents believe that their Apprenticeship programme helps them fill vacancies more quickly.
- 88% believe that Apprenticeships lead to a more motivated and satisfied workforce.
- 59% report that training apprentices is more cost-effective than hiring skilled staff, with 59% believing that Apprenticeships lead to lower overall training costs and 53% feeling that they reduce recruitment costs.
- In terms of the return on investment linked to Apprenticeships, 41% say that their apprentices make a valuable contribution to the business during their training period, while a further third (33%) report that apprentices add value within their first few weeks (or even from Day One).
- 57% report a high proportion of their apprentices going on to management positions within the company.
- Over three-quarters of respondents expect Apprenticeships to play a bigger part in their recruitment policy in the future.

* Research, conducted in February 2008 by Populus on behalf of the LSC to launch the first National Apprenticeship Week .

Strode College Campus Map



- Wheelchair Access
- Strode College
- Grassed Area
- Strode College/Crispin School Boundary Fence

CCTV cameras in operation on the College campus. Images are monitored for the purpose of crime prevention and public safety. Further information contact tel: 01458 844400.



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If you would like this publication in an alternative
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