

VISION  
APPRENTICES

A GUIDE TO  
APPRENTICESHIPS



# ABOUT VISION APPRENTICES

**Vision Apprentices work with employers to support and advise on the benefits of taking on apprentices. When a new vacancy is created with one of our fantastic local, regional or national employers we spread the word and work with our applicants to give them the best chance to become a Vision Apprentice. You could be next...**

Our dedicated and friendly recruitment teams have helped over 3,000 young people into employment across the UK and will be with you every step of the way, helping find the right apprenticeship role for you.

We work closely with our employers and select quality apprenticeships to help get you onto your chosen career ladder. Many of our apprenticeships offer an above-average apprenticeship salary, meaning you could be earning up to £350 per week.

As a Vision Apprentice you'll have access to the very best training and state-of-the-art facilities at Vision West Nottinghamshire College. Training may take place in the classroom, in the workplace or through distance and e-learning – and will ensure you're equipped with the qualifications and experience employers are looking for.

# APPRENTICESHIPS – SIMPLIFIED

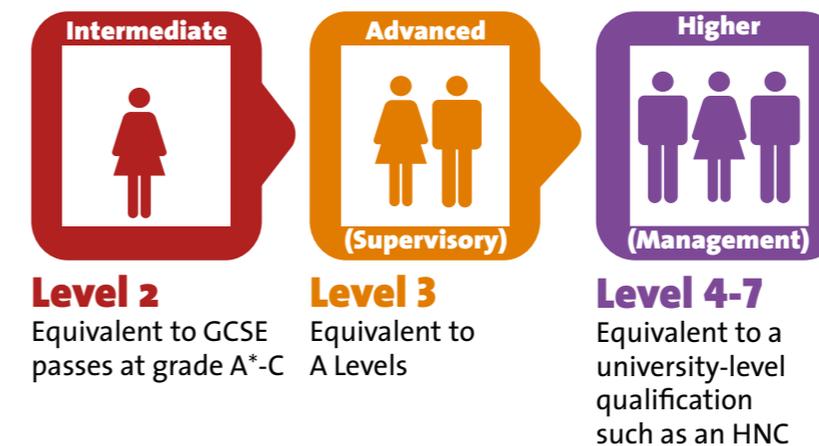
**An apprenticeship is a real job in which you will learn specialist skills, work towards qualifications and gain experience.**

Apprenticeships are essentially designed to develop your skills and knowledge for a specific career.

As an apprentice you will:

- Work alongside industry experts
- Gain essential real-life experience
- Work towards nationally-recognised qualifications
- Attend training sessions or complete e-learning tasks
- Earn a weekly wage
- Be entitled to company benefits (such as paid holidays).

## THERE ARE THREE LEVELS OF APPRENTICESHIP AVAILABLE:



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# COMMONLY ASKED QUESTIONS



## WHAT SUPPORT WILL I RECEIVE?

You will be fully-supported throughout your apprenticeship. Our specialist recruitment team will be on hand to support and guide you from the word go. Our team will make sure you're fully prepared for any roles we match you with, and we'll never recommend an apprenticeship that isn't right for you.

Once you start your apprenticeship you will have a dedicated tutor to help you through your training and study.

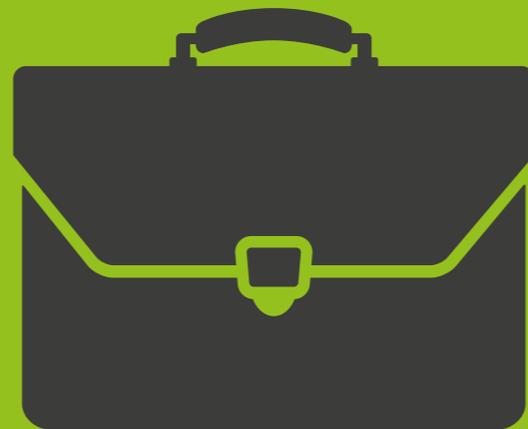
## AM I GUARANTEED A JOB?

Although a permanent job isn't guaranteed, over 85% of our apprentices stay in employment following their apprenticeship. It is up to the employer to decide whether they can offer you a permanent position with the company once you have completed your apprenticeship. Some of our apprentices also choose to go onto Further or Higher Education.



## WHEN CAN I START?

Apprenticeship vacancies come up all year round and we're always adding new vacancies to our website. As there are no restrictions on when you can apply, you could be starting an apprenticeship as early as next week!



## HOW MUCH WILL I EARN?

As an apprentice you'll be paid a weekly wage, set by your new employer. Rates vary based on the level of apprenticeship you're studying, the industry you're in, the company you work for and the type of work you will be doing.

Apprentice wages are monitored like all other employees. There is a national minimum wage for apprentices set each year by the government. For more information visit [www.gov.uk](http://www.gov.uk)



## HOW LONG DO APPRENTICESHIPS LAST?

Generally, your first apprenticeship should last between 15 and 18 months, then you can choose to progress to a higher-level course.

The length of your apprenticeship will vary depending on your skill level, the level of apprenticeship you're studying and the employer you're working for.



## HOW OLD DO I HAVE TO BE?

Apprenticeships are available to anyone living in England over the age of 16.



## ACCOUNTING (AAT)

Accountancy is a highly-skilled profession, therefore apprentices are tasked with various financial responsibilities, helping businesses keep track of finances.

Apprenticeships in accounting will help you to build the skills and qualifications necessary to progress in this sector. Once qualified, you can choose to work in almost any sector, for businesses both large and small.

### POSSIBLE STARTING SALARY:

£12,000-£20,000  
(once qualified)



### WORK-BASED OR DAY/BLOCK RELEASE:

Accounting apprenticeships require attendance at college for day release or evening study.

### COURSES OFFERED THROUGH VISION APPRENTICES:

AAT Levels 2, 3 and 4.

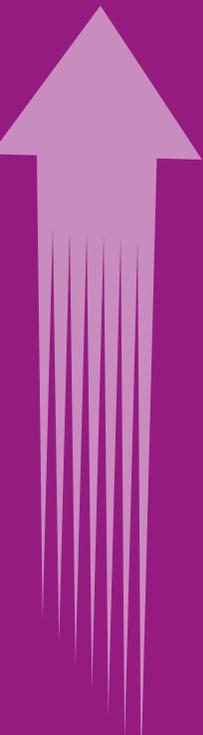


### CAREER PROGRESSION ROUTES:

Many (if not all) businesses require employees who are able to bring specialist skills into the workplace. Accounting apprenticeships can lead onto positions including trainee accounting technician, assistant accountant, financial accounts manager and more.

### LENGTH OF PROGRAMMES:

Up to 18 months.





**INTERMEDIATE AND ADVANCED APPRENTICESHIPS**

## BEAUTY THERAPY AND HAIRDRESSING

Working in hairdressing or beauty therapy allows apprentices with creative flair to shine. Apprenticeships in this sector are designed to give you the practical skills, experience and qualifications to leave people looking good and feeling great.

The new skills you develop will travel with you, meaning you can literally take them all over the globe.

### POSSIBLE STARTING SALARY:

£10,000-£35,000+  
(once qualified)



### WORK-BASED OR DAY/BLOCK RELEASE:

Hair and beauty therapy apprenticeships are available on a block release basis, meaning you'll work in our state-of-the-art hair and beauty salon and spa, Revive, based at our Derby Road campus.

### COURSES OFFERED THROUGH VISION APPRENTICES:

Beauty therapy and hairdressing.



### CAREER PROGRESSION ROUTES:

Depending on the specialist area you choose to study, you could find yourself working in a number of areas. Careers can include beautician, hairdresser, salon manager and therapy professional. Skills in hair and beauty are sought-after in many different business areas, from hair and beauty salons, to the wedding industry, and elite roles including hair and beauty for film and TV! You might even find yourself owning your own salon, with enough experience.

### LENGTH OF PROGRAMMES:

Up to two years.





### **INTERMEDIATE, ADVANCED AND HIGHER APPRENTICESHIPS**

## **BUSINESS ADMINISTRATION, CUSTOMER SERVICE AND SALES**

From small home-grown start-ups to global corporations; most, if not all, businesses worldwide will rely on business administration functions, as well as employees specialising in customer services and sales. Apprentices will need to be organised and able to work both independently and as part of a team.

Apprenticeships in these sectors are designed to give you the skills needed to succeed, as well as improve your communication and IT proficiency.

### **POSSIBLE STARTING SALARY:**

£14,000-£19,000+  
(once qualified)



### **WORK-BASED OR DAY/BLOCK RELEASE:**

Most of our business administration, customer services and sales apprentices are work-based, meaning you'll learn skills on-the-job.

### **COURSES OFFERED THROUGH VISION APPRENTICES:**

Business administration, customer services, management, sales/telesales, team leading.

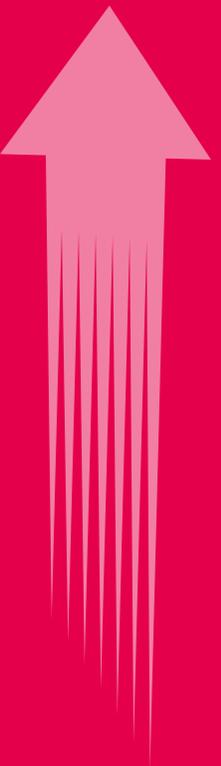


## **CAREER PROGRESSION ROUTES:**

Skills developed on business administration, customer service and sales apprenticeships are often transferable, and will be welcomed across a number of different sectors. Potential careers are varied and vast, from administrators and receptionist positions, to customer service assistants and roles in sales and telesales; all dependent on which area you choose to study your apprenticeship.

### **LENGTH OF PROGRAMMES:**

Up to 18 months.





**INTERMEDIATE AND ADVANCED APPRENTICESHIPS**

# CONSTRUCTION

If you want the chance to change the world around you, a construction apprenticeship could be just the job. With a growing need for new homes (and the constant need to restore existing ones), employers seek hardworking apprentices to pass on the tricks of the trade.

Our construction apprentices will develop a wide variety of skills needed to succeed in this industry. Successful completion of construction apprenticeships can provide routes into plumbing, carpentry, building, surveying and town planning.

## POSSIBLE STARTING SALARY:

£10,000-£16,000+  
(once qualified)



## WORK-BASED OR DAY/BLOCK RELEASE:

Our construction apprenticeships are delivered as day or block release which means apprentices will work on-site with an employer, and develop some of their skills at our Construction Centre.

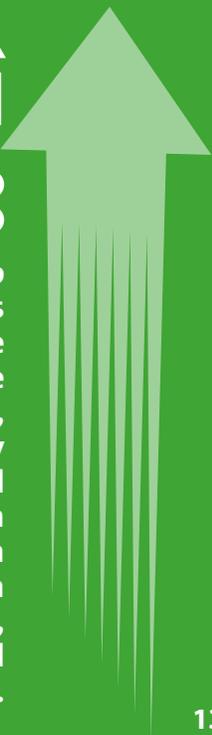
## COURSES OFFERED THROUGH VISION APPRENTICES:

Plumbing and heating, electrotechnical systems and equipment, decorative finishing, trowel occupations, wood occupations, plastering and construction contracting operations.



## CAREER PROGRESSION ROUTES:

Depending on the apprenticeship studied, apprentices can find roles from construction operative to site supervisor. Practical jobs include construction operative, site technician, bricklayer, work supervisor or highway maintenance operative. You might find yourself working for a contractor, or even managing your own firm with enough experience. Apprentices in construction could also choose a professional pathway, leading on to jobs such as surveyor, civil engineer, site supervisor or town planner.



## LENGTH OF PROGRAMMES:

Up to two years.





**INTERMEDIATE, ADVANCED AND HIGHER APPRENTICESHIPS**

# HEALTH AND SOCIAL CARE

Working in health and care can be challenging but extremely rewarding. The range of roles within health and care is varied and the demand for skilled people in this sector is higher than ever before. You could find yourself working with the NHS (one of the largest employers of apprentices), as well as in private care or work in the community.

These apprenticeships have been designed to prepare you for employment within a wide range of roles, equipping you with the key skills and knowledge which employers are looking for.

## POSSIBLE STARTING SALARY:

£11,000-£13,000+  
(once qualified)



## WORK-BASED OR DAY/BLOCK RELEASE:

Health and social care apprenticeships are work-based, meaning you'll be placed at the heart of the action with an employer, and complete your training on-the-job.

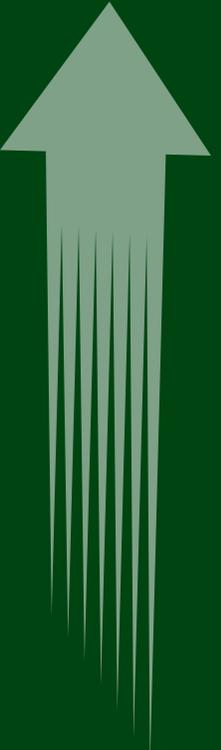
## COURSES OFFERED THROUGH VISION APPRENTICES:

Health and social care, and care leadership and management.



## CAREER PROGRESSION ROUTES:

Health and social care apprenticeships can lead on to a wide range of positions including care assistant, home carer, nursing auxiliary and assistant nurse, or social worker. Your new skills will be valuable almost anywhere, so you could find yourself working in countries which need additional care workers.



## LENGTH OF PROGRAMMES:

Up to two years.





**INTERMEDIATE, ADVANCED AND HIGHER APPRENTICESHIPS**

## ENGINEERING, MANUFACTURING AND AUTOMOTIVE

Engineering, manufacturing and rail are some of the world's largest industries, with a high demand for workers in these sectors, and the constant need for specialist workers to plug the skills gaps and help keep the world turning.

Apprentices in these sectors will need to be switched on, adaptable and able to think on their feet; as positions will require specialist skills to complete the job. Our practical courses are designed to equip you with the skills and knowledge needed to work in these demanding sectors.

### POSSIBLE STARTING SALARY:

£11,000-£13,000+  
(once qualified)



### WORK-BASED OR DAY/BLOCK RELEASE:

Depending on the apprenticeship, your training will take place entirely on-site with your employer, or with supported technical training at our Engineering Innovation Centre.

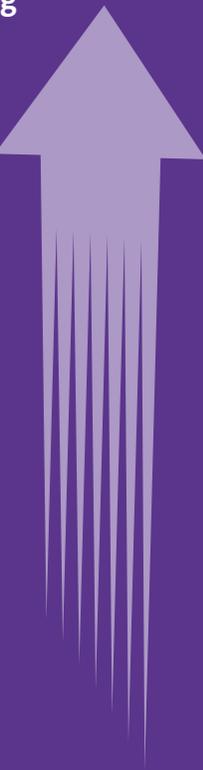
### COURSES OFFERED THROUGH VISION APPRENTICES:

Advanced manufacturing engineering, engineering manufacture craft and technician (manufacturing, maintenance, electrical, technical, fabrication and welding and construction pathways available), improving operational performance and light vehicle maintenance and repair.



### CAREER PROGRESSION ROUTES:

Career routes in this area will depend on the apprenticeship you choose to study, and the skills you gain from this. Apprentices in these fields can go on to study further with higher apprenticeships or a place at university – helping them develop into high-grade technicians and engineers. Potential careers include design/development engineer, welder, electrical engineer, and rail construction/maintenance operative.



### LENGTH OF PROGRAMMES:

From 18 months to four years.





**INTERMEDIATE AND ADVANCED APPRENTICESHIPS**

## HOSPITALITY AND PROFESSIONAL COOKERY

This industry is one of the largest across the world. Whether you want to be in the kitchen preparing food, or out on the restaurant floor entertaining guests, our hospitality and professional cookery apprenticeships will help you get there.

Apprenticeships in this field are designed to equip you with the skills needed to work in any high-pressure situation, where team work and a can-do approach are essential.

### POSSIBLE STARTING SALARY:

£12,000-£18,000+  
(once qualified)



### WORK-BASED OR DAY/BLOCK RELEASE:

Hospitality and professional cookery apprenticeships are work based meaning you'll be doing all of your training on-the-job.

### COURSES OFFERED THROUGH VISION APPRENTICES:

Beverage service, catering and professional chefs, customer service, food service, housekeeping, professional cookery and hospitality, supervision and leadership.



### LENGTH OF PROGRAMMES:

15 months to two years.



### CAREER PROGRESSION ROUTES:

Hospitality and professional cookery apprenticeships can lead onto exciting careers across the globe.

Work could be undertaken in pubs and restaurants, as well as hospitals and educational institutions, or even the travel industry. Potential roles include kitchen assistant, sous chef, silver service waiter, and front of house manager or head housekeeper.





**INTERMEDIATE AND ADVANCED APPRENTICESHIPS**

# INFORMATION TECHNOLOGY

The ICT industry currently has more job vacancies than qualified people to fill them. This means that there is a demand for people with the right skills and qualifications across all sectors of business. This apprenticeship is aimed at those people looking to enter the industry as an IT professional in a range of specialist areas.

These apprenticeships are constantly updated to keep track with developments in the industry – this means that you will be equipped with the latest skills, making you more employable and more valuable.

**POSSIBLE STARTING SALARY:**  
£19,000+  
(once qualified)



**WORK-BASED OR DAY/BLOCK RELEASE:**

For this apprenticeship you will have a blend of work-based assessor visits and comprehensive training delivery in our IT centre in Nottingham City Centre.

**COURSES OFFERED THROUGH VISION APPRENTICES:**

Professional competence for IT and telecoms professionals, and IT application specialist.



**CAREER PROGRESSION ROUTES:**

IT skills are required in almost every sector, which means you can choose where your skills take you. The IT skills you develop will travel with you, and you could find yourself working remotely, or as part of a team. Specialist careers in information technology can include IT support, hardware engineer, field technician, systems developer and web developer.

**LENGTH OF PROGRAMMES:**

Up to 18 months.





**INTERMEDIATE, ADVANCED AND HIGHER APPRENTICESHIPS**

## LEGAL SERVICES

Apprenticeships in legal services are highly sought-after, and offer a great alternative route into the sector. This programme will develop junior staff from assistant and legal admin roles, right through to fee-earning paralegal positions. Vision Apprentices works alongside some of the most established law firms in the UK to offer apprenticeships.

You will train alongside experienced professionals in specific areas of the legal sector. Apprentices will need to be highly-organised with good attention to detail.

**POSSIBLE STARTING SALARY:**  
£15,000+  
(once qualified)



**WORK-BASED OR DAY/BLOCK RELEASE:**

The legal apprenticeships are delivered entirely in the workplace.

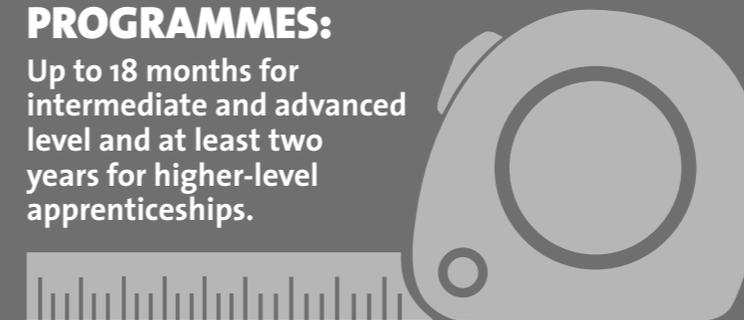
**COURSES OFFERED THROUGH VISION APPRENTICES:**



Legal administration and legal service.

**LENGTH OF PROGRAMMES:**

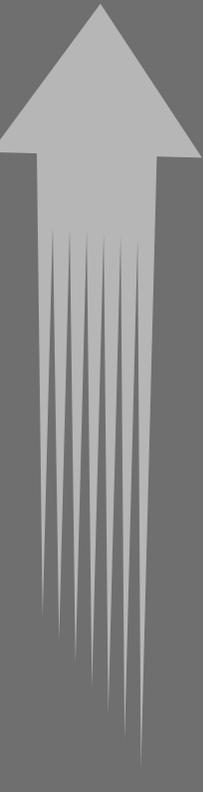
Up to 18 months for intermediate and advanced level and at least two years for higher-level apprenticeships.



**CAREER PROGRESSION ROUTES:**

On successful completion, legal apprentices can look forward to a lifelong career in this sector.

Depending on the level of apprenticeship undertaken, potential roles include legal administrator, intern, solicitor's receptionist/PA and paralegal positions. Apprentices in the legal sector can progress onto further study to become fully-qualified.





**INTERMEDIATE, ADVANCED AND HIGHER APPRENTICESHIPS**

# LOGISTICS

Around 8% of the workforce in the UK is employed in a logistics role. The logistics sector has a skills gap and an ageing workforce. It is predicted that over 100,000 new staff are needed to replace those who leave or retire in the next five years. Logistics apprenticeships are developed to give you the most up-to-date knowledge and skills to help keep things moving quickly and safely.

As a logistics apprentice, you'll most likely need driving skills – so a valid UK driving licence may be essential.

**POSSIBLE STARTING SALARY:**  
£12,000-£16,000+  
(once qualified)



**WORK BASED OR DAY/BLOCK RELEASE:**

This course is entirely work-based.

**COURSES OFFERED THROUGH VISION APPRENTICES:**

Driving goods vehicles, logistics operations, traffic office, and warehousing and storage.

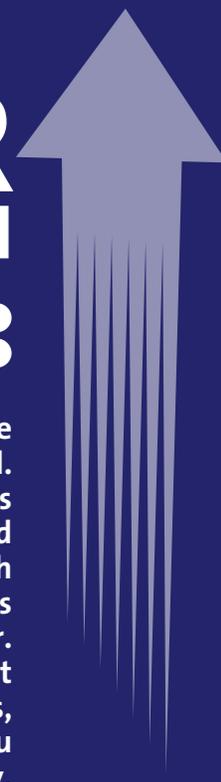


**CAREER PROGRESSION ROUTES:**

Careers in logistics can literally take you all over the country, and beyond. You could find yourself working as a large goods driver, in import and export, warehousing, or working with the public in passenger carrying roles including taxi driver or bus driver. Logistics apprentices can also expect to work towards management roles, depending on the apprenticeship you choose to study.

**LENGTH OF PROGRAMMES:**

Up to 18 months.





**INTERMEDIATE, ADVANCED AND HIGHER APPRENTICESHIPS**

# MANAGEMENT

Management positions are required in almost every sector, as managers are tasked with helping to keep businesses running smoothly and efficiently. As a manager, you'll need to be an effective communicator, and work well as part of a team. Management apprenticeships are designed to give you the skills and knowledge needed to succeed in higher-level positions.

**POSSIBLE STARTING SALARY:**  
£16,000+  
(once qualified)



**WORK-BASED OR DAY/BLOCK RELEASE:**

Management apprenticeships are work-based meaning training will be carried out on-site with an employer.

**COURSES OFFERED THROUGH VISION APPRENTICES:**

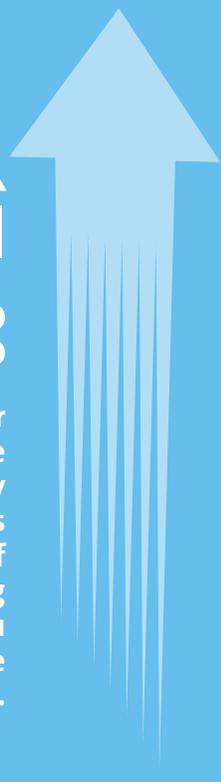
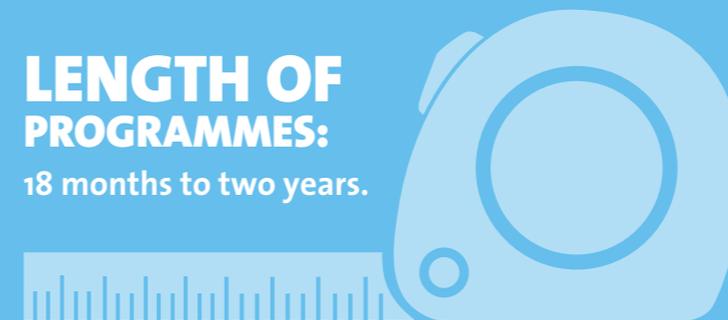


Management, project management, TAQA (Training and Quality Assurance) and team leading.

**CAREER PROGRESSION ROUTES:**

On successful completion of your apprenticeship, you'll have the skills necessary to work in a variety of managerial roles across various sectors. You might find yourself based in an office or travelling round and working on-site. You could choose to study in the UK or overseas.

**LENGTH OF PROGRAMMES:**  
18 months to two years.



# PARENTS' GUIDE

**As a key decision-maker in your child's life, it's essential that you are fully-equipped with the knowledge needed to help your child make an informed decision about what to do next.**

**Apprenticeships are increasingly becoming a popular choice as an alternative to traditional academic routes for young people looking to get onto the career ladder.**

## Fully-supported

Throughout their apprenticeship, your child will be fully-supported by the Vision Apprentices team. The team will ensure that your child is matched with the right placement to suit their career goals, and will help with CV writing and interview preparation.

## Progression routes

More and more employers are seeing the value in apprenticeships, and they are available across many different sectors. There are excellent progression routes available to apprentices. Your child might get a permanent job with the company they are employed with, or choose to go onto Further or Higher Education.

## Salaries

As an apprentice, your child will earn a wage, set by their new employer. Rates vary based on the level of apprenticeship they're studying, the industry they are in, the company they work for and the type of work they will be doing.

Apprentice wages are monitored like all other employees. There is a national minimum wage for apprentices set each year by the government. For more information visit [www.gov.uk](http://www.gov.uk)

They will also be entitled to employee benefits including paid holidays.



## Safety in the workplace

We take the safety of our apprentices very seriously. We work with employers to ensure that they comply with health and safety legislation and are aware of what to do should your child have any concerns about being bullied, hurt, exploited or whether they are at risk of radicalisation. Your child's assessor will be their main point of contact should they have any concerns at all about their safeguarding.

## School leaving age

With the recent change in legislation meaning all young people now need to stay in education or training until they are 18-years-old, it is important for your child to know their options.

If your child was born on or after 1 September 1997 they must stay in some form of education or training until at least their 18th birthday although this does not necessarily mean staying in school.

Your child can study full-time in schools, college or with a training provider, undertake an apprenticeship, or enter part-time education or training alongside a full-time job or volunteer role.



## How to apply

**We've made changes to our application system which means it's now even easier to apply for an apprenticeship.**

Simply visit [www.visionapprentices.co.uk](http://www.visionapprentices.co.uk) and browse our list of vacancies. Once you've found a job you're interested in, you can apply directly by clicking 'apply now', and filling in a step-by-step form.

During the application process you will be asked a series of questions based on your interests and abilities, allowing us to build a unique profile to ensure you're placed with the right employer.

**Not found what you're looking for?**

We're always adding new vacancies so keep checking back!

Speak to a Vision Apprentices recruitment co-ordinator today call **0800 121 8317** or email [info@visionapprentices.co.uk](mailto:info@visionapprentices.co.uk)

# HOW TO

# FIND US



**VISION WEST  
NOTTINGHAMSHIRE  
COLLEGE**  
Derby Road  
Mansfield  
NG18 5BH



**CONSTRUCTION CENTRE  
(STATION PARK)**  
Julias Way  
Lowmoor Road  
Station Park  
Kirkby-in-Ashfield  
NG17 7RB



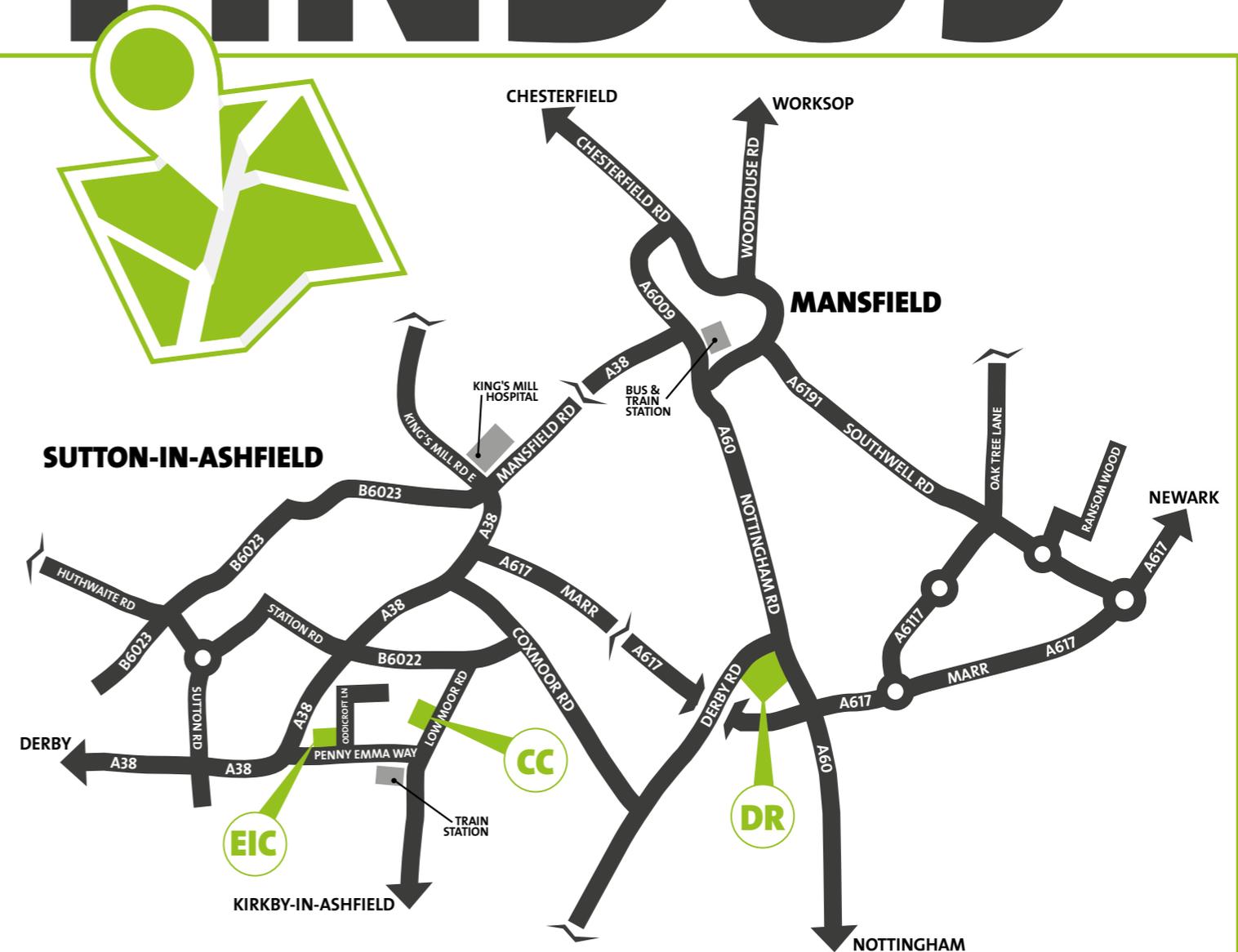
**ENGINEERING  
INNOVATION CENTRE**  
Unit C  
Gateway 28  
Oddicroft Lane  
Sutton-in-Ashfield  
NG17 5FA

## KEY

**DR** Derby Road  
(NG18 5BH)  
01623 627191

**CC** Construction Centre  
(Station Park)  
(NG17 7RB)  
01623 413332

**EIC** Engineering  
Innovation Centre  
(NG17 5FA)  
01623 413315



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VACANCIES  
AVAILABLE  
NOW**

**APPLY ONLINE AT  
VISIONAPPRENTICES.CO.UK**

**0800 121 8317**

 **/VisionApprentices**

 **@VApprentices**

 **Vision Apprentices**

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Nottinghamshire  
College Group

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subsidiary company of West  
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