

# WHY APPRENTICESHIPS?

Apprenticeships combine work and study. An apprenticeship is a way to gain the skills, knowledge and experience you need to get into many careers. They combine work, training, and study, letting you 'earn while you learn'.

Individuals over the age of 16 and not in full-time education can apply for an apprenticeship. Apprenticeships are available from Level 2 through to Degree and Master's Degree Levels. There are no student fees – the government and your employer fund the training costs.

There are many different apprenticeships available across a wide range of industries, and for a wide variety of job roles. As a paid employee, you learn while on the job and complete at least 20% of your programme training off the job, which can be delivered in a range of flexible delivery options.

We regularly hold information sessions at Newbury College about apprenticeships. Visit our website for details.

If you are unable to attend in person but would like more information on apprenticeships, please contact us on 01635 845264.

## EMPLOYERS

Employers can offer apprenticeships to new entrants or use them to grow talent from among current employees.

Employers are not required to pay National Insurance Contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year). There is also £1,000 payment to the employer training a 16- to 18-year-old.

If you're an employer with a pay bill over £3 million a year, you will be paying an apprenticeship levy from 6 April 2017. This money can be used to pay for your apprentice's training. Employers with a pay bill of less than £3 million a year will not need to pay the levy, and the government will pay 90% of the cost of your apprentice's training.

Newbury College can provide support in using levy funds to maximise your investment in skills training.

If you are considering recruiting an apprentice or offering the opportunity to an existing member of staff, we will work with you to identify the most appropriate apprenticeship and recruit the best candidate.

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## SERVICES

### MOTOR VEHICLE SERVICE AND MAINTENANCE TECHNICIAN APPRENTICESHIP STANDARD

**LEVEL 3** 18-24 MONTHS ST0033

Services and repairs light vehicles such as cars and vans for many different makes and models. The technician must be able to work independently and operate as an effective team member and have good customer handling skills.

### HAIR PROFESSIONAL APPRENTICESHIP STANDARD

**LEVEL 2** 24-36 MONTHS ST0213

Hairdressers will be able to shampoo, condition, cut, style and finish hair, colour and lighten hair for ladies and men.

## DUE TO START IN 2020

- LEVEL 2** Infrastructure Technician
- LEVEL 3** Software Development Technician
- LEVEL 3** Digital Marketer
- LEVEL 4** Network Engineer
- LEVEL 4** Software Developer
- LEVEL 4** Cyber Intrusion Analyst
- LEVEL 4** Cyber Security Technologist
- LEVEL 4** Software Tester
- LEVEL 6** Digital and Technology Solutions Specialist Degree

## CONTACT US

If you are considering recruiting an apprentice or offering the opportunity to an existing member of staff, please contact our Apprenticeship Team on 01635 845264 or email [business@newbury-college.ac.uk](mailto:business@newbury-college.ac.uk)

  
Newbury College  
Est. 1948

# APPRENTICESHIP 2019/2020 GUIDE

DISCOVER  
THE NEW DEGREE  
AND MASTER'S LEVEL  
APPRENTICESHIPS  
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 Apprenticeships

 [newbury college apprenticeships](#)

 [business@newbury-college.ac.uk](mailto:business@newbury-college.ac.uk)



# PROGRAMMES

## BUSINESS AND FINANCE

### CUSTOMER SERVICE PRACTITIONER APPRENTICESHIP STANDARD

**LEVEL 2** 12-18 MONTHS **ST0072**

Delivers high-quality products and services to the customers of their organisation. Their actions will influence the customer experience and their satisfaction with the organisation.

### CUSTOMER SERVICES SPECIALIST APPRENTICESHIP STANDARD

**LEVEL 3** 15-18 MONTHS **ST0071**

To be a 'Professional' for direct customer support. An advocate of Customer Services who acts as a referral point for dealing with more complex or technical requests, complaints and queries. Often an escalation point for complicated and ongoing customer problems.

### BUSINESS ADMINISTRATOR APPRENTICESHIP

**LEVEL 2** 12-15 MONTHS **FRAMEWORK**

The responsibilities of the role are to assist and engage with different parts of the organisation and interact with internal and external customers. Focusing on the efficiency of an organisation through support of functional areas, working across teams and resolving issues as requested.

### BUSINESS ADMINISTRATOR APPRENTICESHIP STANDARD

**LEVEL 3** 12-18 MONTHS **ST0070**

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal and external customers. Focusing on the efficiency of an organisation through support of functional areas, working across teams and resolving issues as requested.

### HR SUPPORT APPRENTICESHIP STANDARD

**LEVEL 3** 18-24 MONTHS **ST0039**

This role forms the foundation for a career in HR. The job is likely to include functions such as handling day to day queries, providing HR support and advice, including recruitment, retirement, using company policy, current law and complaint rules.

### ACCOUNTING APPRENTICESHIP

**LEVEL 2** 13-15 MONTHS **FRAMEWORK**

Designed as a base level entry into the Accountancy Profession. Suitable for roles such as Assistant/Trainee Accountant, Cashier or Ledger Clerk. Part of the role will involve assisting in the day to day financial activities such as data entry, month end accounts and year-end financial statement.

### ASSISTANT ACCOUNTANT APPRENTICESHIP STANDARD

**LEVEL 3** 15-18 MONTHS **ST0002**

Designed as an entry level into the Accountancy Profession. Suitable for roles such as Assistant/Trainee Accountant, Cashier or Ledger Clerk. Part of the role will involve assisting in the day to day financial activities such as data entry, month end accounts and year-end financial statement.

### PROFESSIONAL ACCOUNTING/ TAXATION TECHNICIAN APPRENTICESHIP STANDARD

**LEVEL 4** 18-24 MONTHS **ST0003**

The role will have responsibility for creating and/or verifying and reviewing accurate and timely financial information. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business. This occupation covers two areas of specialism: Accounting and Tax.

## LEADERSHIP AND MANAGEMENT

### TEAM LEADER/SUPERVISOR APPRENTICESHIP STANDARD (CMI)

**LEVEL 3** 12-18 MONTHS **ST0384**

First line management role, with operational/project responsibilities or responsibility for managing a team. Suitable for supervisor, team leader and project officer. Provides direction, instructions and guidance to achieve set goals for the organisation.

### OPERATIONS/DEPARTMENTAL MANAGER (CMI) APPRENTICESHIP STANDARD

**LEVEL 5** 30-35 MONTHS **ST0385**

Someone who manages teams and/or projects in private, public or third sector in all sizes of organisation. Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams.

### CHARTERED MANAGER DEGREE (CMI) APPRENTICESHIP STANDARD

**LEVEL 6** 48-54 MONTHS **ST0272**

A Chartered Manager is someone who can take responsibility for people, projects, operations and/or services to deliver long term organisational success, with the professional recognition of their ability to deliver impact, behave ethically and demonstrate their commitment to continual learning and development.

### SENIOR LEADER MASTER'S DEGREE APPRENTICESHIP STANDARD

**LEVEL 7** 24-30 MONTHS **ST0480**

This course is designed for any individual moving into a senior or strategic management role. This can include General Managers, Senior Managers, Section Leaders, Executives, Directors, COO, CFO, CEO, CIO roles.

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## CONSTRUCTION

### CARPENTRY AND JOINERY APPRENTICESHIP STANDARD

**LEVEL 2** 18-24 MONTHS **ST0264**

Working primarily using timber products, there are two pathways options: Site Carpenter - will typically work on a building site or in domestic and commercial premises, preparing and fixing building components. Architectural Joiner - will typically be in a workshop producing timber based components such as doors, windows, staircases which are then transported to construction sites to be installed by site carpenters.

### INSTALLATION/MAINTENANCE ELECTRICIAN APPRENTICESHIP STANDARD

**LEVEL 3** 42-48 MONTHS **ST0152**

Electricians install, maintain and repair electrical systems in industrial, commercial and domestic environments. They may contribute to the design of electrical systems. They are able to set out jobs from drawings and specifications and requisition the necessary installation materials.

## ENGINEERING

### PERFORMING ENGINEERING OPERATIONS APPRENTICESHIP

**LEVEL 2** 12-15 MONTHS **FRAMEWORK**

Ideal for those with some knowledge and basic skills in production or maintenance engineering, probably from a role working under supervision. This course would cover a range of work such as principles of engineering technology, machine components using milling and turning techniques and bench fitting.

### ENGINEERING MAINTENANCE APPRENTICESHIP

**LEVEL 3** 36-40 MONTHS **FRAMEWORK**

Suitable for those with good knowledge and skills in engineering and want to follow the pathway of mechanical engineering maintenance. Units include: carrying out fault diagnosis on mechanical equipment and maintaining mechanical equipment.

### ENGINEERING MECHANICAL MANUFACTURING ENGINEER APPRENTICESHIP

**LEVEL 3** 36-40 MONTHS **FRAMEWORK**

Suitable for those with good knowledge and skills in engineering and who want to follow the manufacturing pathway of mechanical manufacturing engineering. There are numerous certificate modules to choose from such as machining, CNC machining, spring making, pipe fitting and assembly.

### ENGINEERING TECHNICAL SUPPORT APPRENTICESHIP

**LEVEL 3** 36-40 MONTHS **FRAMEWORK**

Suitable for those with good knowledge and skills in engineering and who want to follow the engineering technical support. There are numerous certificate modules to choose from such as quality control, computer control programming and technical services.

### MECHANICAL ENGINEERING HIGHER APPRENTICESHIP (HNC)

**LEVEL 4** 24 MONTHS **FRAMEWORK**

Suitable for those with Level 3 in Engineering and progressing into a higher level of Apprenticeship, following the mechanical pathway.

### MECHANICAL ENGINEERING HIGHER APPRENTICESHIP (HND)

**LEVEL 5** 24 MONTHS **FRAMEWORK**

Suitable for those with HNC Level 4 in Engineering and progressing into Level 5 of Apprenticeship.

### ELECTRICAL AND ELECTRONIC ENGINEERING HIGHER APPRENTICESHIP (HNC)

**LEVEL 4** 24 MONTHS **FRAMEWORK**

Suitable for those with Level 3 in Engineering and progressing into a higher level of Apprenticeship, following the electronic pathway. Please note, this is different to the Electrical Installation apprenticeship.

### ELECTRICAL AND ELECTRONIC ENGINEERING HIGHER APPRENTICESHIP (HND)

**LEVEL 5** 24 MONTHS **FRAMEWORK**

Suitable for those with HND Level 4 in Engineering and progressing into Level 5 of Apprenticeship.

### MANUFACTURING ENGINEER DEGREE

**LEVEL 6** 48 MONTHS **ST0025**

Manufacturing engineers primarily support the activities involved in bringing design programmes into manufacture. The focus is on the advanced manufacturing techniques and project management skills required to launch products on time, on cost and to the right quality.

### PRODUCT DESIGN AND DEVELOPMENT ENGINEER DEGREE

**LEVEL 6** 48 MONTHS **ST0027**

Product design and development engineers work on all stages of product creation, modification and componentry. Supporting activities ranging from early concept feasibility, computer-aided design and other modelling, activities and stages through to final preparation for launch and customers.

### POSTGRADUATE ENGINEER

**LEVEL 7** 24-30 MONTHS **ST0456**

The Postgraduate Engineer standard will be critical in meeting the sector's future skills needs. They will work in areas that cover a wide range of general engineering disciplines, e.g. software, integrated systems, mechanical, electrical, electronic, electromechanical, fluid power components/systems and materials. Post Graduate engineers develop solutions to engineering problems using new or existing technologies, through innovation, creativity and change, and may have technical accountability for complex systems with their associated risks.

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