



APPRENTICESHIP 2026/2027 GUIDE



Newbury College
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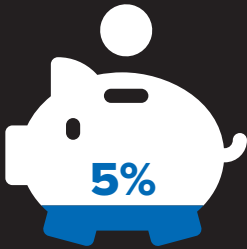
UNIVERSITY
CENTRE
NEWBURY

HIRE AN APPRENTICE

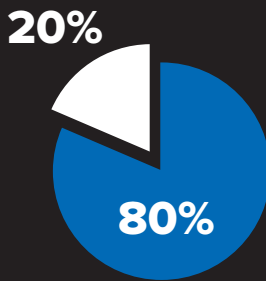
WITH AN 'OUTSTANDING' PROVIDER

Employing an apprentice is easier than you think and there's financial support and help available from the government.

Apprenticeships help bring valuable skills into your business and they're suitable for people at any level so you can hire someone new or upskill an existing employee.



Non-levy employers **don't pay training costs** for apprentices aged 16 - 21 and only **5%** towards an apprentice aged 22+.



Apprentices spend approximately **80%** of their time learning on-the-job.



92% of employers say apprenticeships support a motivated and satisfied workforce.

Contact us for more information...



WELCOME



Liam Faughnan, Head of Faculty - Apprenticeships

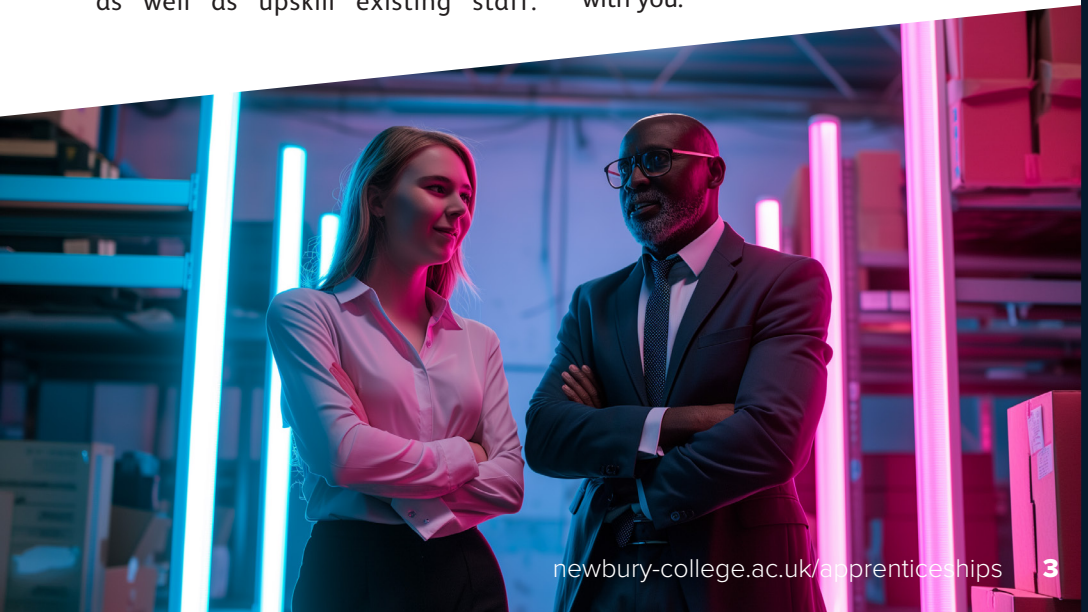
Apprenticeships are helping both apprentices and employers shape the future through career-focused programmes that blend work and study. They enable employers to recruit and develop new talent, as well as upskill existing staff.

As Head of Faculty for Apprenticeships, I work closely with employers to shape and manage our programmes. Whether you are joining us as an employer partner or as an apprentice, we are committed to making your apprenticeship journey as smooth and supportive as possible.

We collaborate with employers across the Thames Valley and with our University Centre partners to create exciting opportunities that meet the needs of our local business community.

We offer exceptional support to apprentices and employers alike, through regular forums and dedicated assessor guidance. This is reflected in our outstanding achievement rates, which are consistently above the national average.

As you explore this guide, I hope you'll discover the wide range of opportunities available across the many sectors we work with. We look forward to working with you.





WHY APPRENTICESHIPS?

Apprenticeships combine work 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 level. 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 a minimum of 6 hours per week 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 our outstanding apprenticeships, please contact us on 01635 845229.

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 £50,270 a year. There is also a £1,000 payment to the employer training a 16 to 18-year-old.

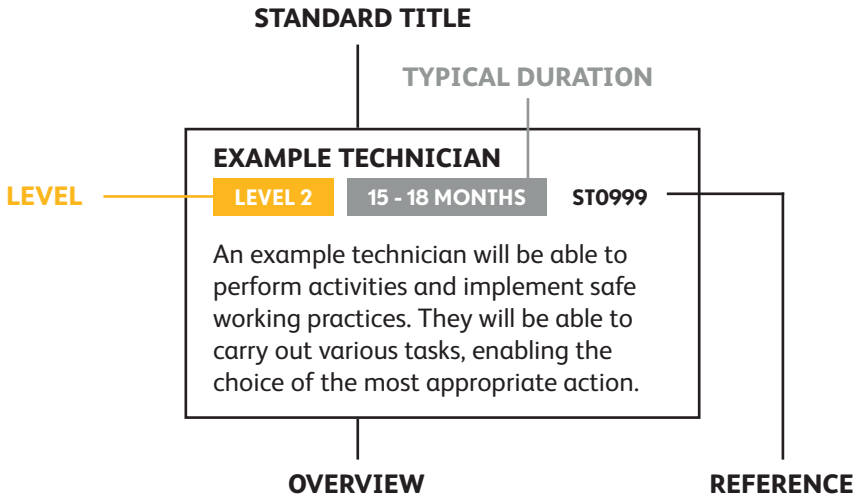
If you’re an employer with a pay bill over £3 million a year, you will be paying an apprenticeship levy. This money can be used to pay for your apprentice’s training. Employers with a pay bill of less than £3 million a year will not need to pay the levy, and the government will pay between 95% - 100% of the cost of your apprentice’s training, depending on age.

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.

USING THIS GUIDE

This guide gives a brief overview of the **Apprenticeship Standards** that are available through Newbury College and University Centre Newbury. More information about the apprenticeship programme and the standards available can be found on our website at newbury-college.ac.uk/apprenticeships.



The **reference** number can be used to find more information about the standard on the **Institute for Apprenticeships** website.



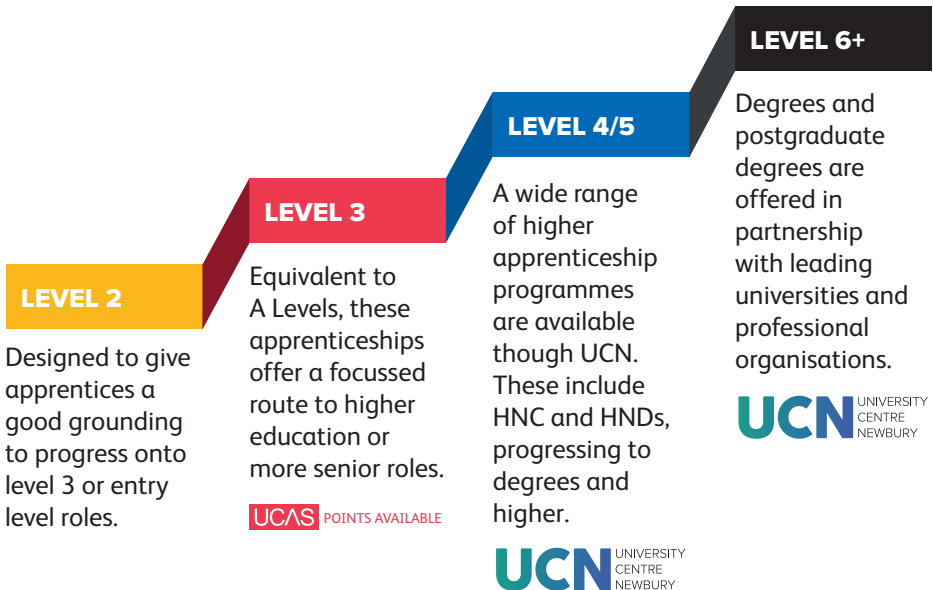
instituteforapprenticeships.org/apprenticeship-standards

LEVELS

Apprenticeships are available to anyone over the age of 16, living in England and have no upper age limit. The level of the apprenticeship is closely aligned to the requirements of the role and the employer. Any vacancies will clearly state what the entry requirements are for the job role being advertised. This guide gives a brief overview of the roles that are most suitable for each standard.

Many apprentices will begin their journey at level 2 or level 3, however, they may be able to enter the apprenticeship programme at a higher level, if they have a strong foundation of experience and related qualifications.

After completing a particular level, the apprentice and employer are encouraged to continue the journey onto the next level, where available. Where higher level programmes are unavailable, other professional qualifications or programmes may be considered.



There will be different entry requirements depending on the company and role. Individuals without English and maths at a suitable level for the apprenticeship will be supported to achieve that level prior to taking the end-point assessment.

HELP TO DECIDE

We offer exceptional support to both candidates and employers, to help create and fill opportunities.

Our advisers are on hand to help you select the right standard and support progression throughout.

Speak to our team for help with:

- Offering an apprenticeship
- Upskilling an employee
- Finding and applying for vacancies
- CVs, interviews and cover letters

For more information contact careers@newbury-college.ac.uk

GET STARTED

We currently offer an Apprenticeship Vacancy Matching service, to help match the perfect candidate with the right opportunity. Our Apprenticeship Team work with candidates and employers to ensure the Apprenticeship journey is a success for all. Apprenticeships are available for all age groups above 16 years old.

ENQUIRE

ENQUIRE ONLINE

Visit the apprenticeships page on our website for our current vacancies and enquire online or sign up for apprenticeship alerts.

TALK TO US

Visit one of our open events or apprenticeship events at Newbury College, Monks Lane, Newbury, RG14 7TD.

Alternatively call the Business Team on 01635 845229 or email business@newbury-college.ac.uk

DISCLAIMER AND DATA PROTECTION

We endeavour to provide a wide range of learning programmes that meet the requirements of the local community. The provision in this guide may be subject to change. For details please visit: newbury-college.ac.uk/terms

Data protection: Newbury College stores and processes all student data in accordance with the provisions of the General Data Protection Regulation (GDPR).



BUSINESS, ACCOUNTANCY AND MANAGEMENT

ACCOUNTS OR FINANCE ASSISTANT

LEVEL 2

13 - 15 MONTHS

ST0608

An Accounts or Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. In this role, you will be responsible for assisting the team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business. Your work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts/Finance Assistants can work in almost any sector.

BUSINESS ADMINISTRATOR

LEVEL 3

18 - 20 MONTHS

ST0070

Business Administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team, developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

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CUSTOMER SERVICE PRACTITIONER

LEVEL 2

13 - 15 MONTHS

ST0072

The role of a Customer Service Practitioner is to deliver high-quality products and services to the customers of their organisation. Your core responsibility will be to provide a high-quality service to customers delivered from the workplace, digitally, or at a customer's location. These may be one-off or routine contacts and include dealing with orders, payments, offering advice, guidance and support, meet-and-greet, sales, fixing problems, after-care, service recovery or gaining insight through measuring customer satisfaction. You may be the first point of contact and work in any sector or organisation type.

CUSTOMER SERVICE SPECIALIST

LEVEL 3

15 - 18 MONTHS

ST0071

The main purpose of a Customer Service Specialist is to be a 'professional' for direct customer support within all sectors and organisation types. You are an advocate of Customer Service who acts as a referral point for dealing with more complex or technical customer requests, complaints, and queries. You are often an escalation point for complicated or ongoing customer problems.

TEAM LEADER OR SUPERVISOR

LEVEL 3

13 - 15 MONTHS

ST0384

A Team Leader or Supervisor is a first-line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector, and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

OPERATIONS OR DEPARTMENTAL MANAGER

LEVEL 5

30 - 35 MONTHS

ST0385

An Operations or Departmental Manager manages teams and/or projects, achieving operational or departmental goals and objectives, as part of the delivery of an organisations strategy.

CHILD CARE AND EDUCATION

EARLY YEARS PRACTITIONER

LEVEL 2

13 - 15 MONTHS

ST0888

The broad purpose of the occupation is to work and interact directly with children on a day to day basis supporting the planning of and delivery of activities, purposeful play opportunities and educational programmes within the ethos of the setting. An EYP works as part of a professional team ensuring the welfare and care for children under the guidance and supervision of an Early Years Educator, teacher or other suitably qualified professional the Early Years Workforce.

EARLY YEARS EDUCATOR

LEVEL 3

18 - 21 MONTHS

ST0135

Early Years Educators, and other job roles such as nursery nurse and childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe. They work in a range of settings including full day care, children's centres, pre schools, reception classes and as childminders. They may either be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by Government for the learning, development and care of children from birth to 5 years old.

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AUTCARE TECHNICIAN

LEVEL 2

30 - 33 MONTHS

ST0499

An Auto-care Technician carries out a range of services and repairs to cars, car derived vans and light goods vehicles, working in an Auto-care or “Fast-Fit” Centre, which may be part of a national chain or operated by a regional/local independent group/owner. An Auto-care Technician requires a unique combination of technical, retail and customer service skills. They will use a range of tools, measuring and diagnostic equipment to identify & repair simple system faults.

MOTOR VEHICLE SERVICE AND MAINTENANCE TECHNICIAN

LEVEL 3

36 - 38 MONTHS

ST0033

A Motor Vehicle Service and Maintenance Technician services and repairs light vehicles such as cars and vans and works either in dealerships which focus on a particular manufacturer, or in an independent garage which deals with many different makes of vehicles.

MOTOR VEHICLE, TRANSPORT AND LOGISTICS

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CARPENTRY AND JOINERY

LEVEL 2

24 - 26 MONTHS

ST0264

This occupation includes two different options and people will either work on a construction site as a Site Carpenter or in a workshop as an Architectural Joiner.

A Site Carpenter will prepare and install basic building components e.g. doors, straight staircases, wall and floor units and erecting structural carpentry and roof structures on a building site or in domestic and commercial premises.

An Architectural Joiner will produce building components by setting out, marking out and manufacturing basic architectural products, including doors, windows, straight staircases and associated ironmongery.

INSTALLATION AND MAINTENANCE ELECTRICIAN

LEVEL 3

42 - 48 MONTHS

ST0152

Electricians install, maintain and repair electrical systems in industrial, commercial and domestic environments. Electricians might work in both indoor and outdoor settings. Electrical equipment and systems may include switchboards, motors, cables, fuses, thermal relays, fault current protection switches, heating, lighting, air conditioning and metering equipment as well as crime and fire alarm systems and renewable energy technologies. They are able to work on their own proficiently and work without immediate supervision in the most efficient and economical manner.

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BUILDING SERVICES ENGINEERING SERVICE AND MAINTENANCE ENGINEER

LEVEL 3

48 - 50 MONTHS

ST0061

Building Services Engineering makes buildings work. Service and maintenance engineers play a key role in planning and completing a range of maintenance work. They also monitor and manage the operation of plant and equipment through building and energy management systems. The broad purpose of the occupation is to plan and complete a variety of maintenance activities involving industrial and commercial building services engineering systems.

PLUMBING AND DOMESTIC HEATING TECHNICIAN

LEVEL 3

48 - 50 MONTHS

ST0303

Plumbing and Domestic Heating Technicians plan, select, install, service, commission and maintain all aspects of plumbing and heating systems. Plumbing and domestic heating technicians can find themselves working inside or outside a property.



MECHATRONICS MAINTENANCE TECHNICIAN

LEVEL 3

42 - 46 MONTHS

ST1326

Mechatronics Maintenance Technicians ensure that plant and equipment perform to the required standard to facilitate production targets regarding Safety, Quality, Delivery and Cost within High Value Manufacturing environments. Typically the work would cover a broad range of activities include installation, testing, fault finding and the on-going planned maintenance of complex automated equipment. This requires the application of a complex blend of skills, knowledge and occupational behaviours across the electrical, electronic, mechanical, fluid power and control systems disciplines.

ENGINEERING FITTER

LEVEL 3

42 - 46 MONTHS

ST0432

The role of an Engineering Fitter is to produce complex high value, low volume components or assemblies in full or part, using machines, equipment or systems, to the required specification. For example, turbines, cranes, gearboxes, production lines, rigs and platforms.

PRODUCT DESIGN AND DEVELOPMENT ENGINEER DEGREE

LEVEL 6

60 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.

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EMBEDDED ELECTRONIC SYSTEMS DESIGN AND DEVELOPMENT ENGINEER

LEVEL 6

48 MONTHS

ST0151

Embedded Electronic Systems Design and Development Engineer is to apply their knowledge of electronics and of embedded software to the design of circuits or devices that provide a useful function, that are capable of being manufactured at a competitive cost, and that are reliable and safe in use. This involves the use of the engineer's knowledge of electronics and electronic principles, married to an expertise in the end use of the final product.

MANUFACTURING ENGINEER DEGREE

LEVEL 6

60 MONTHS

ST0025

Manufacturing Engineers primarily support the activities involved in bringing design programmes into manufacture. This role is pivotal to the launch planning and smooth delivery of exciting new products or product refresh programmes. 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.





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