

**LEARN, EARN,
TRANSFORM TOMORROW**



Suffolk
New
College

Apprenticeships at Suffolk New College:

Your guide to earning whilst learning

Welcome to your Apprenticeship Guide. This guide is here to help you understand what apprenticeships are, how they work, and how they can kickstart your career. Whether you're still exploring your options or ready to take the next step, you'll find everything you need, from industry insights and CV tips to advice on contacting employers and standing out from the crowd. At Suffolk New College, we're here to support you every step of the way.





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WHAT ARE APPRENTICESHIPS?

- A real job with training.
- You earn a wage, gain qualifications, and develop skills.
- Apprenticeships range from Level 2 (equivalent to GCSE) to Level 7 (equivalent to a Master's degree).
- You'll spend some of your time undertaking new learning away from your immediate job role, depending on the standard you are completing.

Key Facts

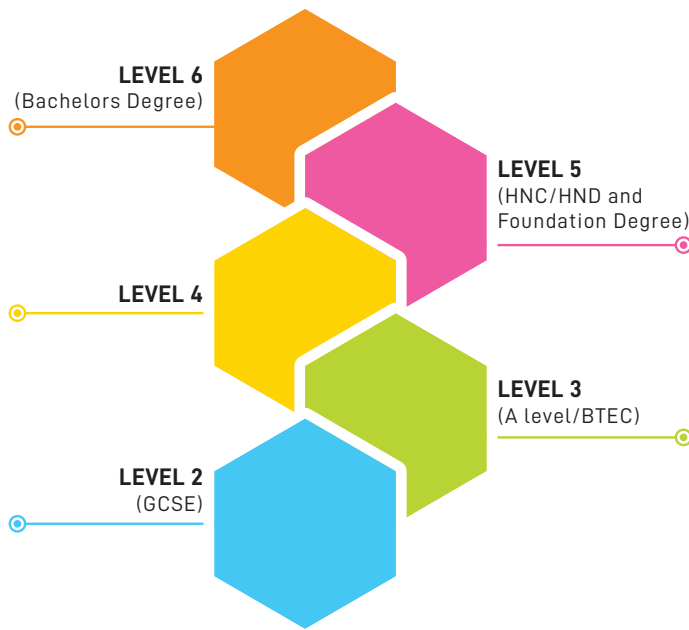
- You're employed by a company.
- Suffolk New College delivers your training to enhance your knowledge, skills and behaviours.
- Some apprenticeships are work based (all learning happens at work), others are day release (one day a week at college).
- You'll be supported by a trainer or progress coach.
- You'll also access ePASS+, our professional development programme.

How is it different from school or college?

- You don't sit in a classroom all day; you learn by doing.
- You're paid for your work.
- You work towards a nationally recognised standard and/or qualification.
- You're treated like a team member, not just a student.

Apprenticeships are now officially recognised by UCAS, which means they can earn you UCAS Tariff Points, just like A Levels or T Levels. These points help you apply to university or higher education courses.

So if you choose an apprenticeship after school or college, you're not closing the door on university. You're actually keeping it wide open and gaining real-world experience at the same time!



What will you learn?

- Technical skills for your chosen career (e.g. engineering, animal care, business).
- Professional behaviours like teamwork, communication, and time management.
- Industry knowledge that helps you stand out.

Where can it lead?

- You can move up to higher apprenticeships (even degree level).
- You can go into full time work with your employer or another company.
- You can use your experience to apply for university or other training.

Benefits of an Apprenticeship

- You'll gain industry experience while others are still studying.
- You'll build a professional network early.
- You can keep progressing onto higher level apprenticeships, supporting your development.
- You'll be trained on the job, not just in the classroom.
- You'll apply what you learn in real life situations.
- You'll develop key skills essential for the workplace, including confidence, a positive work ethic, and independence.

UNDERSTANDING PAY AND HOURS IN AN APPRENTICESHIP

Starting an apprenticeship means stepping into the world of work and that comes with important responsibilities and rights. Here's what you need to know about pay, hours, and contracts: completing.

Rates of pay

- There is a minimum apprenticeship wage that can change annually. Use the QR code to check the current apprenticeship minimum wage:
- Apprentices are entitled to the apprentice rate if they're either:
 - Under 19, or
 - Over 19 and in the first year of their apprenticeship.
- After the first year: If you're 19+ and have completed your first year, you must be paid at least the National Minimum Wage for your age group.
- Some employers pay more: Many employers offer higher rates to attract and retain talent, especially in competitive sectors.



Tip: Always review your contract and consult with your employer or training provider if you have any questions about your pay.



Working Hours

- Apprentices typically work 30 - 40 hours per week, including time spent in training.

This can include:

- On the job learning (e.g. shadowing, practical tasks)
- Off the job training (e.g. college days, workshops, online learning)

Off the Job Training Explained

- You must spend at least some of your time doing off the job training.

This could be:

- Attending college or workshops
- Working on projects
- Receiving coaching or mentoring
- Studying online modules

Your employer and training provider will help plan this into your weekly schedule.

Contracted Employment

- You must be employed for the full duration of your apprenticeship to complete your end-point assessment

Your contract should include:

- Your job role and responsibilities
- Your rate of pay
- Your working hours
- Details of your training provider
- The length of your apprenticeship





EXPLORE THE INDUSTRIES BEHIND APPRENTICESHIPS

Apprenticeships aren't just about getting a job - they're about building a career in a sector that suits your interests, strengths, and goals. At Suffolk New College, we offer apprenticeships across a wide range of industries, each with its own exciting opportunities.

In this section, you'll discover:

- What each industry is all about
- The types of roles you could start in
- How can you progress in your career
- Where to learn more about the standards we deliver

Whether you're passionate about animals, curious about construction, or interested in business, there's a pathway for you.



Construction & the Built Environment

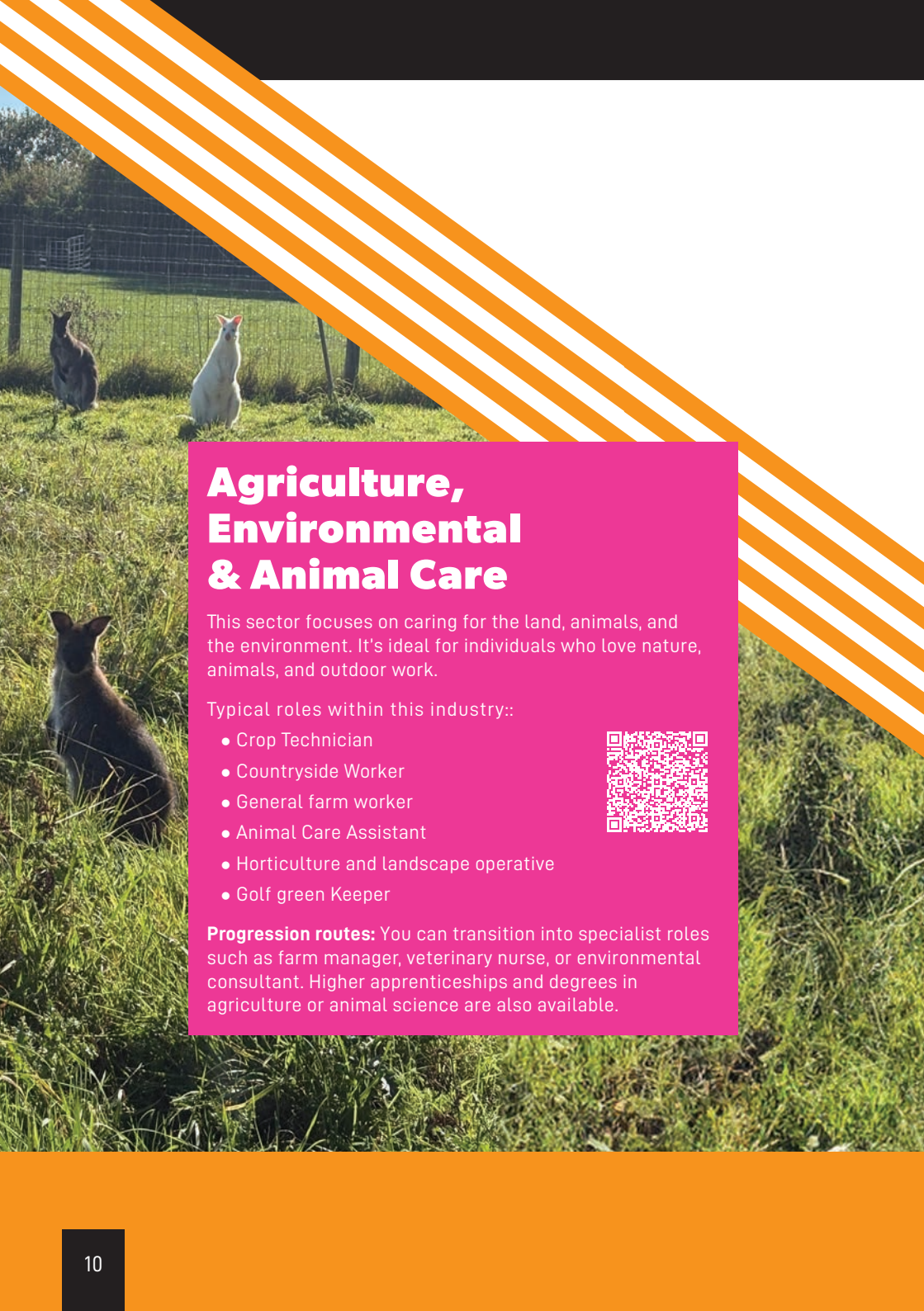
Construction is all about shaping the world around us, from homes and schools to roads and bridges. It's a hands-on industry where teamwork, precision, and safety are key.

Typical roles within this Industry:

- Bricklayer
- Site Carpenter
- Civil Engineering Technician
- Groundworker

Progression routes: Begin as a labourer or apprentice and advance to site supervisor, project manager, or even establish your own construction business. You can move into higher apprenticeships in civil engineering or construction management.





Agriculture, Environmental & Animal Care

This sector focuses on caring for the land, animals, and the environment. It's ideal for individuals who love nature, animals, and outdoor work.

Typical roles within this industry::

- Crop Technician
- Countryside Worker
- General farm worker
- Animal Care Assistant
- Horticulture and landscape operative
- Golf green Keeper



Progression routes: You can transition into specialist roles such as farm manager, veterinary nurse, or environmental consultant. Higher apprenticeships and degrees in agriculture or animal science are also available.

Business & Professional Services

This industry encompasses a wide range of functions, including customer service, administration, HR, and finance. It's perfect for organised, people focused individuals who enjoy problem solving and communication.

Typical roles within this industry:

- Business Administrator
- Customer Service Practitioner
- HR Support
- Payroll Assistant



Progression routes: Begin in entry level roles and advance to team leader, office manager, or specialist positions in HR, finance, or marketing. You can move into higher apprenticeships in leadership or business management.





Engineering and Manufacturing

Engineering and manufacturing involve designing, building, and maintaining products and systems, ranging from cars and machinery to electronics and energy solutions.

Typical roles within this industry:

- Engineering Operative
- Design Technician
- Gas Engineer
- Maintenance Technician



Progression routes: You can progress to senior technician, design engineer, or production manager. Higher and degree apprenticeships are available in mechanical, electrical, or digital engineering.

Education and Early Years

This sector is focused on supporting children's learning and development. It's a rewarding career path for those who are caring, patient, and passionate about helping others grow.

Typical roles within this industry:

- Early Years Practitioner
- Teaching Assistant
- Nursery Assistant
- Learning Support Assistant



Progression routes: You can transition into roles such as Early Years Educator, classroom teacher, or SEN specialist. Progression includes higher apprenticeships and degrees in education or childcare.



Are you unsure about what career path you would like to pursue? Take our Career Quiz and find out key up to date information about that Industry:

Finding Apprenticeship vacancies

- Use **Find an Apprenticeship**
- Set up alerts.
- Don't just rely on the website; contact employers directly.



Talent Pool

Not sure where to start? Join our Talent Pool to get ahead:

- **Priority Alerts**
Be the first to hear about new apprenticeship vacancies
- **Opportunities**
Keep up to date with opportunities from jobs, careers fairs to volunteering and professional development

Scan the QR code to register today!



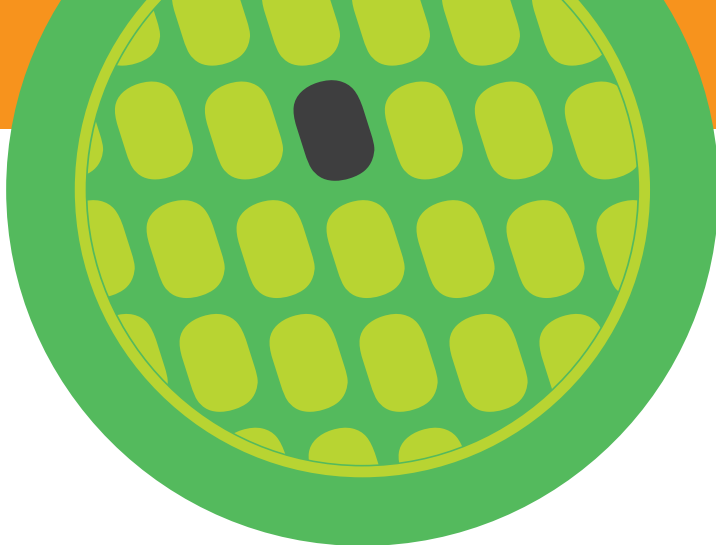
How to contact employers

Phone Tips

- Be polite and confident.
- Prepare a short script: who you are, what you're looking for.
- Ask if they've considered hiring an apprentice.

Email Tips

- Use a professional email address.
- Attach your CV.
- Keep it short and clear.
- State that you are looking for an apprenticeship and ask if they would consider looking at your CV.



How to stand out from the crowd

Employers receive lots of applications, so how can you make yours shine?

Show enthusiasm

- Be genuinely interested in the role and the company.
- Research the industry and demonstrate your understanding of what the job entails.

Build experience

- Volunteer, do work experience, or take part in clubs and activities.
- These show initiative and help you build transferable skills.

Create a strong CV

- Keep it clear and well organised.
- Include a short personal statement about who you are and what you're looking for.
- Highlight your skills, achievements, and any experience - even if it's from school or hobbies.

Top Tips for creating a great CV

Your CV is your chance to show an employer who you are, what you've done, and why you're a great fit for their apprenticeship. Here's how to make it stand out:

Start with a personal statement

- A short paragraph at the top of your CV.
- Say who you are, what you're looking for, and what makes you a good candidate.
- Example: *"I'm a motivated school leaver with a passion for engineering and hands-on learning. I'm looking for an apprenticeship that allows me to develop my skills and contribute to a team. Key skills I feel I can bring to your business are 'include these' and I have demonstrated these by"*

Include your education

- List your school, subjects, and predicted or achieved grades.
- Mention any relevant coursework or projects.

Add experience (Even if it's small!)

- Include part time jobs, volunteering, work experience, or school responsibilities.
- Focus on what you learned - teamwork, communication, time management.



Highlight your skills

- Think about what employers value: reliability, problem-solving, IT skills, and customer service.
- Use bullet points to make it easy to read, but make sure you give an example of how you have demonstrated this skill.

Show your achievements

- Awards, certificates, or personal accomplishments.
- Anything that shows commitment or effort.

Make it professional

- Use a clear layout and a font that is easy to read.
- Keep it to one page if possible.
- Save it as a PDF before sending.

Final checks

- Ask someone to proofread it.
- Ensure your contact details are accurate.
- Tailor it to the apprenticeship you're applying for.

Myth Busting: Apprenticeships Edition

False

Apprenticeships are only for people who didn't do well in school



False

You can't go to university if you do an apprenticeship



False

Apprenticeships don't lead to good careers



False

You only do apprenticeships if you don't know what else to do



False

Apprentices don't get paid much



False

You're on your own as an apprentice



False

Apprenticeships are only for trades



- 
-  **True**
Apprenticeships are for everyone. They're a smart choice for people who want to learn by doing, gain qualifications, and start earning early.
 -  **True**
You can! Many apprentices go on to do degree apprenticeships or even full time university courses. Apprenticeships can be a stepping stone to higher education.
 -  **True**
Apprenticeships lead to real jobs in industries like engineering, business, construction, and education. Many apprentices go on to become managers, specialists, or even start their own businesses.
 -  **True**
Apprenticeships are a planned pathway. They're ideal for individuals who know their desired career and want to get started immediately.
 -  **True**
Apprentices earn a real wage. While starting pay may be lower, it increases with experience - and you're gaining qualifications without student debt.
 -  **True**
You'll be supported by a trainer or progress coach, and you'll have access to ePASS+, which helps you build professional skills and confidence.
 -  **True**
Apprenticeships exist in hundreds of sectors - from digital marketing and animal care to teaching and engineering.

Your Apprenticeship journey starts here

Apprenticeships are a powerful way to start your career. Whether you're passionate about building, caring for animals, supporting children, solving problems, or working in business, there's a pathway for you.

What you've learned in this guide

- What apprenticeships are and how they work
- The industries that Suffolk New College offers apprenticeships in
- How to stand out and contact employers
- Tips for building a strong CV
- Where to find apprenticeship vacancies
- How can you progress in your career

At Suffolk New College, we're here to help you succeed:

- Expert training: Delivered by industry professionals
- Progress coaches: Supporting you every step of the way
- ePASS programme: Helping you build key workplace skills
- Employer connections: Linking you with local and national businesses
- Progression pathways: From Level 2 to higher and degree apprenticeships career



www.suffolk.ac.uk/apprenticeships
apprenticeships@suffolk.ac.uk

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