

Apprenticeships



Shipley College



Michael Rawlings
Millennium Direct, Shipley.

"I would definitely recommend the course to anybody because the tutors at Shipley College are so helpful with finding students a placement and the placements they choose are of the highest standards."

The two Apprenticeship levels are:

Apprenticeship

NVQ Level 2 qualification which is equivalent to 4 GCSEs.

Advanced Apprenticeship

NVQ Level 3 qualification which is equivalent to 2 A Levels. You need 4 GCSEs at grade A–C (or an equivalent qualification).

Entry Requirements

Applicants must have GCSE Grade D or above in English. All applicants will be required to attend an informal interview and complete a basic literacy and numeracy assessment.

Business Administration Apprenticeships

We are currently recruiting motivated and committed young people aged 16–18 for training. You can rely on Shipley College to enable you to get a qualification and work experience at the same time.

Would you like to work in an office environment? Do you want to develop competent administrative skills for the 21st century? If so, Apprenticeships in Business Administration are the right choice for you. Whilst at Shipley College you will gain general confidence, experience of working in a team and enjoy a mix of practice and theory linked to the profession including customer services, reception, financial transactions, Microsoft Office Suite, telephone skills, filing etc.

What is an Apprenticeship?

Apprenticeships are a mixture of work based training and education. They aim to give young people the opportunity to achieve vocational work based qualifications, learn on the job, build up knowledge and skills and gain qualifications.

Becoming an apprentice allows learners to have a job, to earn a wage and to receive structured training in their chosen area of work. Learners can be employed or in work placement.

How long does an Apprenticeship take?

Most Apprenticeships usually take between one and two years, but this varies depending on the Apprenticeship you are taking. As an apprentice you will attend college for one day and be on placement or at work for up to four days each week.

How much do I get paid?

There is no set wage. If employed you are guaranteed to be paid at least £80 a week or as an apprentice who is not employed but in a placement, you will be entitled to Education Maintenance Allowance (EMA) payments up to £30 per week (subject to eligibility).

What qualification do I get?

You will receive:

- An NVQ which recognises the practical work you have done.
- A technical certificate which builds your knowledge for the NVQ.
- Key skills qualifications which will show that your reading, writing, numeracy and IT skills are up to speed.

Interested? Want to find out more?
Contact the Employer Services Team

(01274) 327233

Shipley College

Exhibition Road, Saltaire, Shipley, BD18 3JW
Tel : (01274) 327233 Fax : (01274) 327201



www.shipley.ac.uk