



**DERBY COLLEGE GROUP (DCG)**  
**APPRENTICESHIPS**

**#DONTJUSTDREAM**



**WHAT YOU LEARN ON  
YOUR APPRENTICESHIP  
WILL MAKE YOU A HIGHLY  
SKILLED, RESOURCEFUL  
AND VERSATILE  
INDIVIDUAL – WITH  
SCOPE TO WORK IN MANY  
DIFFERENT SECTORS.**

**THE POSSIBILITIES ARE  
ENDLESS.**

# IS AN APPRENTICESHIP FOR YOU?

## WHY BECOME AN APPRENTICE?

- It's a sure way of getting into the workforce
- Earn while you learn
- Learn about a business from the bottom up while you develop your skills
- Fast track your career
- Move up the ladder more quickly than a graduate – without any university debt

## WHO ARE APPRENTICESHIPS SUITED TO?

### Check out apprenticeships if you:

- Are seeking an alternative to university
- Want to kick start your career right now – in a real job with a real employer
- Prefer a hands-on approach to learning
- Are keen to gain work experience and industry knowledge
- Would like to transfer from a full-time course to an apprenticeship

## HOW DO APPRENTICESHIPS WORK?

### As an apprentice you will:

- Work alongside experienced staff
- Gain job specific skills
- Earn a wage and get holiday pay
- Study towards a related qualification (usually for one day a week)

### Your employer will:

- Employ you in a dedicated role
- Pay your wages
- Provide on-the-job training
- Assign you to a work mentor who will support you as an apprentice
- Work closely with your training provider

### Derby College Group (DCG) will:

- Help you find a suitable job
- Coach and mentor you
- See if you're entitled to funding to help pay for some or all of your course fees
- Provide classroom and work-based training
- Support you with study skills to help you qualify
- Deliver your assessment and qualifications

# WHY CHOOSE DERBY COLLEGE GROUP?

## A TRADITION OF EXCELLENCE

As one of the largest colleges in the country, we have a wealth of expertise in helping to recruit and train apprentices for vital roles across diverse industry sectors.

We are committed to ensuring you reach a positive destination at the end of your learning journey.

In 2018-19 alone, we supported over 2,000 apprentices to achieve their goals and the range of apprenticeship options offered in partnership with employers is constantly expanding.

## HIGH-QUALITY PROGRAMMES

We've been ranked 'good' by Ofsted, with 'outstanding' features which include our strong employer partnerships.

An inspection in March 2016 concluded that our apprenticeships were well planned to meet the needs of employers in the region.

Inspectors praised the way we help apprentices progress to sustained employment, promotion and higher levels of responsibility in the workplace. They concluded: "Apprentices develop good vocational skills which improve their employability and which contribute to the success of their employers' businesses."

## INDUSTRY STANDARD FACILITIES

At DCG you'll discover state-of-the-art specialist facilities to help you hone your skills, whatever sector you're working in. Our resources are industry standard and you'll learn from expert staff who have relevant professional experience and great contacts in your industry. They'll ensure you keep up to date with the latest techniques and trends.

## A BROAD PORTFOLIO

We support apprentices in the following sectors:

- Agriculture, Horticulture and Animal Care
- Business, Administration and Law
- Construction, Planning and the Built Environment
- Education and Training
- Engineering and Manufacturing Technologies
- Health, Public Services and Care
- Information and Communication Technology
- Leisure, Travel and Tourism
- Retail and Commercial Enterprise

# 90% OF APPRENTICES WILL GET A JOB OR GO INTO FURTHER TRAINING AFTER FINISHING AN APPRENTICESHIP.

Learners and Apprentices Survey 2018 report.



## JOSHUA CAWLEY

**Production apprentice Joshua Cawley was recognised for his exemplary work ethic at our annual Academy Awards.**

Joshua, who works for Plastic Omnium in Measham, was named Apprentice of the Year after impressing his managers and DCG assessors alike with his commitment to setting high standards and achieving distinction-level grades. Joshua is aiming to secure a full-time maintenance role in the future.

He received his certificate from Steve Beighton, Learning and Development Manager with Caterpillar UK, the company which sponsored this category of the awards.



For further information: [www.derby-college.ac.uk/apprenticeships](http://www.derby-college.ac.uk/apprenticeships)

# 80% OF APPRENTICES AGREED THAT THEIR CHANCES OF PROGRESSING TO A HIGHER LEVEL OF TRAINING HAD INCREASED.

Learners and Apprentices Survey 2018 report.



**DEAN WAIN**



**“DCG was a great starting point for me. I loved my apprenticeship. I just looked forward to coming to work. I’d recommend that anybody who gets the chance of an apprenticeship to take it.”**

Dean Wain landed an architectural technician apprenticeship with Morrison Design and completed DCG’s Professional Construction and the Built Environment Extended Diploma as part of his programme.

Having received Distinction\* grades in his Level 3 studies, he secured an architectural technician role with the firm. He is now taking his ambitions further still – studying part time at the University of Derby for a degree in Architectural Technology and Practice.

# FIND YOUR LEVEL

## YOUR LADDER OF OPPORTUNITY

Available to anyone over the age of 16 who is living in England, apprenticeships cover more than 1,500 job roles across 170 industries and can take between one and four years to complete. They are offered at intermediate, advanced, higher and degree levels, so they provide you with clear routes to success: the idea is that you can progress through the levels as you advance your career and gain more experience.

An intermediate apprenticeship is normally the starting point for many students leaving school. However, the level of apprenticeship you will join depends on a range of factors, including your qualifications, any work experience you've had and the type of role you'll undertake.

Higher apprenticeships are becoming increasingly popular, enabling you to work towards a degree or professional qualification while you work. The newly introduced degree apprenticeships lead to a Bachelor's or Master's degree.

## ENTRY REQUIREMENTS

There are different entry requirements for each apprenticeship depending on the sector and the job.

But do remember that it's always best to discuss your career plans and qualifications profile with our expert team of advisers first. We have national recognition for the quality of the information, advice and guidance we provide to students and prospective apprentices.

We will talk you through all the requirements and give you the best possible head start on your apprenticeship journey.

## APPRENTICESHIPS HAVE THE FOLLOWING EQUIVALENT EDUCATIONAL LEVELS

NAME	LEVEL	EQUIVALENT EDUCATIONAL LEVEL
Intermediate	2	Five GCSE passes at grades A* to C (9-4)
Advanced	3	Two A-level passes
Higher	4, 5, 6 and 7	Foundation Degree and above
Degree	6 and 7	Bachelor's or Master's Degree

# HOW TO GET STARTED

## EXPLORE YOUR OPTIONS

Find out more about the benefits of apprenticeships by visiting [apprenticeships.gov.uk](http://apprenticeships.gov.uk) – where you can read some inspirational success stories.

For more general advice on career choices, search online for the National Careers Service or call **0800 100 900**.

## SEARCH FOR APPRENTICESHIP OPPORTUNITIES

Visit **GOV.UK** and search ‘Find an apprenticeship’ to discover more about the range of opportunities currently available across England. There are up to 28,000 vacancies at any one time.

You will need to create an account to apply for vacancies, receive email and text alerts about new opportunities and track your applications. You can also follow the apprenticeships vacancy twitter feed **@AppVacancies**.

## COME AND TALK TO DCG

DCG has great connections with local employers and we offer our own apprenticeship matching service. We can assist you to find a suitable apprenticeship vacancy and support you when you apply for the position. To search and apply for apprenticeship opportunities go to [www.derby-college.ac.uk/apprenticeships](http://www.derby-college.ac.uk/apprenticeships)

## FIND AN APPRENTICESHIP INDEPENDENTLY

Many employers who are looking to take on apprentices – from small local businesses to international organisations – will advertise their vacancies on job sites. You can also approach employers directly.

## SPEAK TO YOUR EMPLOYER

If you’re already working, your employer will be able to set up an apprenticeship scheme for you.



# 71% OF APPRENTICES AGREED THAT THEIR CHANCES OF EARNING A HIGHER WAGE IN FUTURE HAD INCREASED.

Learners and Apprentices Survey 2018 report.



## JESS MONK

**“I’m given quite a lot of responsibility at work, which makes me feel that my employer trusts me.”**

Business administration apprentice Jess Monk feels she is the envy of many of her friends. At the age of 17 she secured an interesting, well-paid role, working with friendly and supportive people who show trust in her abilities.

Jess had been working part time with engineering design consultants Jackson Purdue Lever before being taken on by the firm as an apprentice. Now she is studying Business Administration with DCG as part of her apprenticeship programme and says she has gained invaluable business knowledge which will serve her well in future.



For further information: [www.derby-college.ac.uk/apprenticeships](http://www.derby-college.ac.uk/apprenticeships)

# APPRENTICESHIP AND RECRUITMENT SKILLS HUBS

## WHAT IS A SKILLS HUB?

If you decide an apprenticeship is for you, you will be assigned to a Skills Hub in your chosen sector. The Skills Hubs include Engineering, Business, Digital and Creative, People Services and Education, Construction and Land-based and apprenticeship partners.

The purpose of the Skills Hubs is to ensure you are fully supported throughout your time at DCG as an apprentice.

Included in the Skills Hubs are sector specialists who are responsible for supporting you to gain employment.

## A RECRUITMENT SERVICE FOR YOU

The Skills Hubs are designed to enhance your pre-employment skills and knowledge through a range of services.

## A WEALTH OF OPPORTUNITY

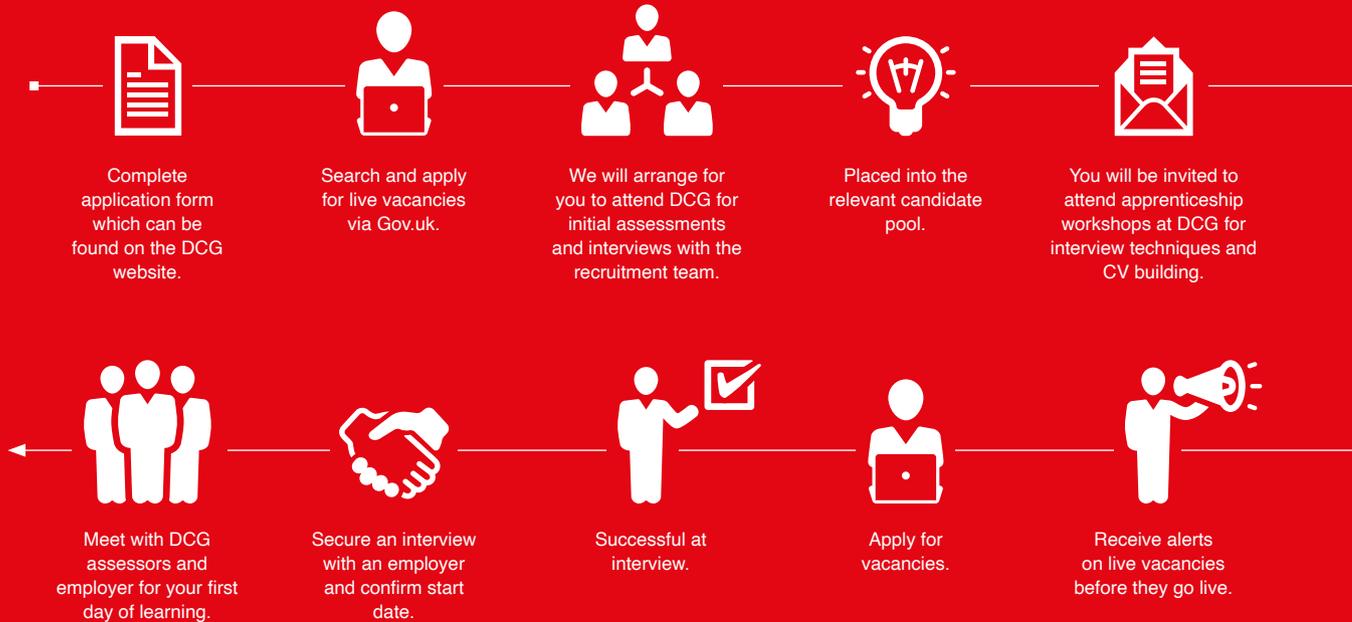
The work experience team will ensure you are fully up to date with all of the work experience opportunities in your chosen sector. You will also receive exclusive invitations to jobs fairs and events which take place at our campuses throughout the year.

Our team of experts can offer you sector specific information, advice and guidance on employment and progression opportunities.



# HOW IT WORKS

## I WANT TO BECOME AN APPRENTICE BUT I HAVEN'T FOUND AN EMPLOYER



## I WANT TO BECOME AN APPRENTICE AND HAVE FOUND AN EMPLOYER



**“WORK’S REALLY GOOD.  
IT’S DIFFERENT EVERY  
DAY. I WANT TO GAIN MY  
GAS QUALIFICATIONS  
AND MAYBE SET UP MY  
OWN BUSINESS IN THE  
END.”**

Emily Parnill (pictured right), who secured a plumbing apprenticeship with Derby-based social properties maintenance contractor Networks.



# ROLES WITHIN THE SKILLS HUBS

## **YOUR JOURNEY MATTERS**

The team is on hand to offer support while you are looking for an apprenticeship, throughout your time as an apprentice and after you have completed your apprenticeship.

Each Skills Hub is made up of the following team members who play a part in supporting you throughout your apprenticeship:



## **BUSINESS DEVELOPMENT CONSULTANT**

Business Development Consultants provide specialist support to your employer and are always looking for employers who can offer roles within their specialist sector.

## **RECRUITMENT EXECUTIVE**

Recruitment Executives help you to find the most suitable route to employment, whether this be through an apprenticeship, part-time, seasonal, sessional or full-time position. They also undertake your screening test which determines your current level of working.

Our recruitment team has extensive experience and will support you to gain the skills to successfully apply for and attend interviews for jobs. They will offer advice and guidance on different options or support you to progress with your employer.

## **WORK EXPERIENCE OFFICER**

Work Experience Officers help you to find the most appropriate opportunities within the relevant sector for you to gain work-ready skills and knowledge which could possibly lead to employment.

## **DELIVERY MANAGER**

Delivery Managers work with your employer to ensure their needs are fully met in all aspects of your apprenticeship.

## **CUSTOMER CARE ADVISOR**

Customer Care Advisors collect your feedback to ensure your time spent at DCG is enjoyable and productive.

# BE PART OF SOMETHING GREAT

## BESPOKE TO YOU

There are many reasons why being part of a Skills Hub is beneficial to your career path.

## GET MATCHED

With over 50 live apprenticeship vacancies advertised each week in various sectors, the recruitment team is able to match your ambitions to the right vacancy for you. The team is on hand to support you – from making your application right through to the interview.

## HELP AND SUPPORT

You can gain information, advice and guidance through our supportive recruitment team who will ensure your career pathway, skills and qualifications lead you to success.

## WORK EXPERIENCE

DCG works with over 3,000 employers across 15 sectors and offers qualifications ranging from Level 2 to Level 7. You can gain sector specific experience relevant to your qualification or interest.

## YOUR VOICE

There is every opportunity for you to provide feedback and comments to DCG and other decision-makers to help shape the way we do things.

## EVENTS

You can attend events and receive exclusive invitations to jobs fairs, workshops and events specific to your Skills Hub.

## EMPLOYMENT OPPORTUNITIES

We ensure you are the first to learn about part-time, seasonal and sessional employment opportunities.

## LIVE APPRENTICESHIP VACANCIES

To apply for live apprenticeship vacancies, please visit:  
[www.derby-college.ac.uk/apprenticeships](http://www.derby-college.ac.uk/apprenticeships)





**“DERBY COLLEGE GROUP HAS BEEN 100 PER CENT IMPORTANT FOR MY CAREER BECAUSE, WITHOUT THE QUALIFICATION, I COULDN'T DO WHAT I'M DOING – I HAD NO FITNESS QUALIFICATIONS BEFORE.”**

Rosie Sharp (pictured left), who turned her passion for gym training into an action-packed career with an apprenticeship at B Physical.



For further information: [www.derby-college.ac.uk/apprenticeships](http://www.derby-college.ac.uk/apprenticeships)



**“I DID ONE DAY A WEEK AT COLLEGE AND MY TUTOR WAS BRILLIANT. SHE SHOWED US HOW TO RUN A SHOP AND I LEARNED A LOT OF THE BUSINESS SIDE THROUGH MY APPRENTICESHIP.”**

Brad-Owen Knight (pictured right), who started out as a barbering apprentice and now runs his own business in Ilkeston where he counts professional footballers among his clients.



# OTHER SERVICES

## ENTERPRISE AND ENTREPRENEURIAL ACTIVITIES

We provide you with extra-curricular activities to prepare you for the world of work, contributing to your social skills and increasing your network.

## EMPLOYER SKILLS WORKSHOPS

You can network among contacts in the worlds of business, industry and the professions locally, regionally and nationally.

## CV WRITING AND MOCK INTERVIEWS

We provide help and support to those students who are looking to improve their CV, interview techniques and LinkedIn profiles.

## SCREENING AND DIAGNOSTIC TESTING

Tests are carried out to determine your current level of learning. This ensures that our support and qualifications align specifically with your own needs and those of your employer.

## WHAT NEXT?

Our aim is to ensure that individuals who have undertaken an apprenticeship are given continuous information, advice and guidance throughout their journey to enable them to follow their chosen career pathway and reach a positive destination.

Our teachers, tutors and recruitment teams are professionals who have worked in the industries and trades they now teach, so they are well placed to pass on the skills to help you succeed in your career.

## OUR OFFER

- Strong progression routes to full-time study pathways and apprenticeships
- Careers and education guidance
- Extensive links with local employers – preparing you for the world of work
- Commercial, industry-standard learning environments, resources and specialist delivery staff
- A wide range of vocational qualifications

We offer tailored support to meet your needs when it comes to studying to maximise your potential and reach your learning goals.

# YOUR JOURNEY

We offer an array of exciting learning opportunities to help you continue your professional development.

Whatever pathway you choose, our team of recruitment experts is able to offer support in order to help you realise your ambitions.

DCG can help you meet your goals, discover exciting new opportunities and join the fast track to success.

Whether you choose to continue your career at your place of work or progress on a different path, we have a number of options available for you to consider for your next step.

## A BROAD CHOICE

Our portfolio of learning opportunities is constantly expanding in response to demand from apprentices and employers alike. We pride ourselves on offering the widest range of study programmes in the area. Whatever your interests and aspirations, we can help you go further, faster.

## HEAD FOR HIGHER EDUCATION

If you want to study at Higher National Certificate (HNC), Higher National Diploma (HND), foundation degree or honours degree level, there are exciting opportunities at DCG. We also deliver Access Diplomas to provide you with a stepping stone to higher education. Our longstanding collaborations with local universities offer you clear progression routes to take your ambition further.

## YOUR APPRENTICESHIP

### Quarter 1 - We will:

- Meet with you to discuss your chosen career pathway
- Plan your learning and work experience
- Review progress of your learning
- Help you transfer to another study pathway if required

### Quarter 2 - We will:

- Review your workplace/placement
- Ensure your skills and knowledge meet work placement/employer requirements
- Review your progress in the workplace
- Review your progress in the classroom
- Make you aware of employer engagement activities
- Help you to change career pathway if required

### Quarter 3 - We will:

- Review your workplace/placement
- Ensure your skills and knowledge meet work placement/employer requirements
- Review your progress in the workplace
- Review your progress in the classroom
- Make you aware of employer engagement activities
- Help you to change career pathway if required

## **REVIEW PROGRESS OF LEARNING**

A review of your progress, achievements and attitude will be undertaken. This is to ensure you are achieving throughout your apprenticeship as well as receiving the necessary support.

### **Discussion**

We will discuss the various opportunities available to you. These could range from staying with your current employer, employment at another company or undertaking a route of further or higher education.

Support will be provided throughout, and discussions will take place with the apprenticeship recruitment team.

### **Recruitment events**

We will make you aware of recruitment events taking place within the area. There will also be the opportunity to attend employer matching events which will enable you to meet employers with vacancies in a similar sector to the one in which you are currently working.

### **Mock interviews and CV writing**

The apprenticeship recruitment team will hold a series of CV writing and mock interview sessions to ensure you are work ready. Sessions are designed specifically to ensure your CV is written to a high standard and to allow you to understand what sort of questions employers will be asking in interviews.

## **SUPPORT DURING YOUR APPLICATION**

If you do decide to stay with your current employer, you will need to apply for an apprenticeship for which they are currently recruiting. Support will be provided throughout the application stage. If your application is successful, you will then be interviewed.

If you are looking for alternative employment or wanting to return to education, the apprenticeship recruitment team will be on hand to support you with finding a suitable next step. Support will be provided throughout the application process.

Once you have completed your apprenticeship, you will have a sound understanding of the workplace, developing your transferable skills and ability to proceed in several working environments.

We ensure that you are given the appropriate information, advice and guidance which will lead you to make informed decisions about your chosen career path.

**Telephone: 01332 387424**

**Email: [apprenticeships@derby-college.ac.uk](mailto:apprenticeships@derby-college.ac.uk)**

**Web: [www.derby-college.ac.uk/apprenticeships](http://www.derby-college.ac.uk/apprenticeships)**



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 [www.facebook.com/ApprenticeshipsDerby](http://www.facebook.com/ApprenticeshipsDerby)

 [DC\\_Apprentice](https://twitter.com/DC_Apprentice)

## WHERE TO FIND US

**The Roundhouse**  
Roundhouse Road  
Pride Park  
Derby  
DE24 8JE

**The Joseph Wright Centre**  
Cathedral Road  
Derby  
DE1 3PA

**Broomfield Hall**  
Morley  
Ilkeston  
Derby  
DE7 6DN

**The Community College**  
2 Pimlico  
Ilkeston  
Derbyshire  
DE7 5JS

