



**NOTTINGHAM  
COLLEGE**

# APPRENTICES MEAN **BUSINESS**

**Your guide to Apprenticeships:  
For parents and future apprentices**



**An apprenticeship is a real job with real responsibilities; where you earn a wage, gain valuable work experience and achieve recognised qualifications, all at the same time.**

**You'll work with an employer while studying part-time at Nottingham College. The way you learn can vary depending on your programme and employer, this may include:**

- **Day release** – attend college one day a week.
- **Block release** – attend college for one week at a time.
- **Virtual learning** – complete coursework and lessons online.

**This flexible approach means you'll build practical skills in the workplace while developing the knowledge needed to succeed in your chosen career.**

**Apprenticeships are available across many sectors:**

- Engineering & Manufacturing
- Health & Social Care
- Digital & IT
- Construction
- Business & Administration
- Education & Childcare
- Creative & Design

**Apprenticeships are offered at various levels, from Level 2 (GCSE equivalent) to Level 7 (Master's degree equivalent) so whether you're just starting out or looking to advance your career, there's an option for you.**



# Why choose an Apprenticeship?

**Apprenticeships offer a unique opportunity to earn a salary while you study, making it easier to support yourself financially as you build your career. Unlike traditional university routes, apprenticeships come with no student debt; your training is fully funded by the government and your employer.**

You'll gain real-world experience from day one, learning practical skills that employers truly value. This hands-on approach helps you develop confidence and competence in your chosen field. Apprenticeships also open doors to career progression.

Many apprentices go on to secure full-time employment, take on more responsibility, or move into higher-level apprenticeship programmes. And importantly, you'll work towards nationally recognised qualifications, from diplomas to full degrees, giving you a solid foundation for future success.

## Myth-busting

 Myth	 Reality
Apprenticeships are only for people who didn't like school.	Apprenticeships could be suitable for everyone, whether you're academic or practical, or both.
You can't go to university if you do an apprenticeship.	Many apprentices progress to university or degree-level programmes.
Apprenticeships don't pay well.	You earn while you learn, and many progress quickly.
Apprenticeships are only for trades.	They're also available in law, finance, healthcare, digital and more.
Employers don't value apprenticeships.	Employers love apprenticeships - they build skilled, loyal teams.



**To show what's possible, meet Joshua Coules,  
our 2025 Apprentice of the Year.**

Joshua is an apprentice at Roadgas, where he's been making a real impact in the energy sector while completing his engineering apprenticeship.

Throughout this guide, you'll hear from Joshua himself about the opportunities and growth an apprenticeship can bring.

**“I was absolutely thrilled and a little bit shocked when I found out I'd won 'Overall Apprentice of the Year'. It felt amazing to know that all the hard work, dedication, and late nights studying had paid off. Winning the award gave me a real sense of pride and achievement, and it has motivated me to keep pushing myself in my career.”**



**At Nottingham College we offer a wide range of apprenticeship programmes across multiple sectors, delivered by industry-experienced tutors and Learning Skills Assessors who bring real-world insight into the classroom.**

Training takes place at our industry-ready campuses, equipped with modern facilities that reflect the environments you'll encounter in the workplace, ensuring you're prepared from day one.

Whether you're just starting out or aiming to progress in your career, our programmes are designed to support every step of your journey.

### **What sets us apart?**

- Strong partnerships with local and national employers.
- Progression opportunities from Level 2 to higher-level apprenticeships.
- Specialised recruitment team that helps match candidates to roles, streamlining the hiring process.
- Flexible training can be delivered on-campus, at employer premises, or external venues, offering flexibility to suit business needs.

# **CVs & Applications: Your toolkit for success**

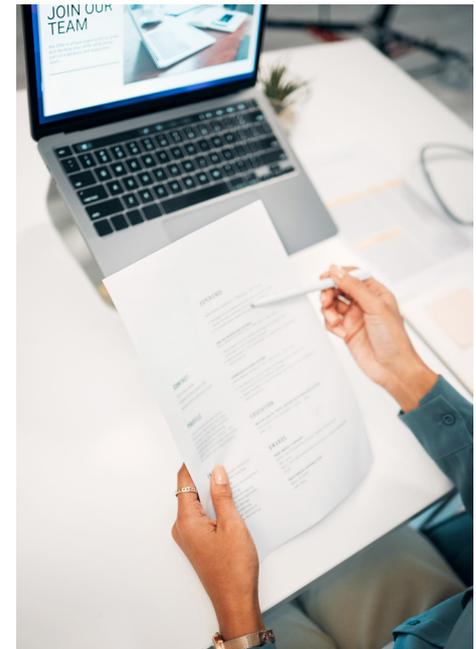
**Whether you're applying for an apprenticeship or your first job, a strong CV and application can help you stand out. Your CV is your personal marketing tool. Keep it clear, concise and tailored to the role you are applying for.**

### **Include:**

- **Contact details** - name, phone, email.
- **Personal statement** - who you are and what you're aiming for.
- **Education** - most recent qualifications first.
- **Experience** - jobs, volunteering, placements.
- **Skills** - teamwork, communication, IT.
- **Achievements and interests** - awards, hobbies, clubs.

### **Top tips:**

- Keep it to 1–2 pages.
- Use bullet points.
- Check spelling and grammar.
- Tailor it to each application.



## Personal Statement tips

Show enthusiasm and explain why you're a great fit.

### Structure:

- Who you are.
- Your strengths.
- Your goals.

### Example:

**“I’m a motivated school leaver with a passion for engineering. I enjoy problem-solving and want to develop practical skills through an apprenticeship.”**

**Here are a few skills that employers value, so be prepared to talk about them in an interview.**

- Reliability
- Communication
- Teamwork
- Initiative
- Adaptability
- Positive attitude

## Completing application forms

### Steps to success:

- Read instructions carefully.
- Complete all sections.
- Use your CV and personal statement.
- Give examples.
- Check spelling and grammar.
- Be honest.

### Common questions:

- Why do you want this role?
- What are your strengths?
- Describe a time you worked in a team.
- What are your career goals?



# Starting your Apprenticeship: What to know

**You don't need to have everything figured out. Apprenticeships are a great way to explore a career, gain experience and discover what you enjoy. Time management is key, you'll be balancing work, study, and personal life, so staying organised will help you succeed.**

**Communication is important. Don't hesitate to ask questions or seek help. You're part of a team, and showing professionalism, reliability, and openness to feedback will help you grow.**

Learning doesn't stop at college. You'll gain just as much from your workplace, so be curious, take notes, and learn from those around you. Employers often say they can teach skills, but not attitude. Being positive, punctual, and proactive will take you far.

Apprenticeships also help you build confidence, independence, and resilience. Set goals for yourself, whether it's mastering a new task or improving your communication and track your progress. And remember, support is always available from your college, employer, and assessors.





**“You’re not just learning from books, you’re applying your knowledge every day and developing practical skills that really matter in the workplace. It’s a fantastic way to get a head start in your career, and I’d recommend it to everyone!”**

**JOSHUA COULES**

## Construction

	Level 2	Level 3	Level 4	Level 5
Construction in the Built Environment		●	●	
Carpentry & Joinery	●	●		
Civil Engineering Senior Technician			●	
Painter & Decorator	●			
Bricklaying	●			
Plumbing & Domestic Heating Technician	●	●		

## Engineering

	Level 2	Level 3	Level 4	Level 5
Engineering Design Technician		●		
Engineering Fitter		●		
Maintenance and Operations Engineering Technician		●		
Metal Fabricator		●		
Lead Engineering Maintenance Technician			●	
Installation Electrician & Maintenance Electrician		●		



## Science, Health and Care

	Level 2	Level 3	Level 4	Level 5
Healthcare Support Worker	●	●		
Early Years	●	●		●
Adult Care	●	●	●	●
Pharmacy	●	●		
Teaching Assistant		●		
Dental Nursing		●		

## Professional

	Level 2	Level 3	Level 4	Level 5
Customer Service	●	●		
Business Administration	●	●		
Production Chef	●	●		
Comms Chef	●			
Hair Professional	●			

## Emtec Excellence in Automotive Training

	Level 2	Level 3	Level 4	Level 5
Parts Advisor	●			
Motorcycle Technician (Repair & Maintenance)		●		
Improvement Practitioner				●
Light Vehicle Maintenance	●	●		
Vehicle Damage Mechanical, Electrical & Trim (MET) Technician		●		
Multi-Skill Accident Repair Technician		●		
Vehicle Damage Paint Technician		●		
Vehicle Damage Assessor				●

# A guide for parents

**As a parent, your support can make a big difference.**

**Apprentices earn at least the minimum wage, with increases after the first year or when they turn 19. They receive holiday pay, sick leave and other employment rights.**

**Some employers also offer extras like mentoring or travel support. The common working week is 30–40 hours, including study time. Learning may take place through day release, block release, or online formats.**

**Apprenticeships lead to nationally recognised qualifications. Many apprentices move on to higher-level programmes, full-time jobs, or university. All while being supported by tutors and assessors, with regular reviews to monitor progress and wellbeing.**

**Colleges and employers work together to ensure a safe and inclusive environment.**



**“An apprenticeship felt like the best route because it allowed me to learn on the job, gain real-world experience, and apply the theory I was studying straight into practice.”**

**JOSHUA COULES**

## How you can help:

**Encourage your child to explore different career paths, help with CVs and applications, and stay involved by attending open days or meeting tutors. You should consider their interests, strengths and long-term goals. Research roles, training providers and employers.**

Applications are made online via platforms like [gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship) or through Nottingham College. A strong CV and tailored application are key, followed by interviews and offers.



**If a company agrees to support you as an apprentice, Nottingham College can help make it official.**

**Please ask the employer to provide the following details:**

- Company name.
- Contact name.
- Contact number.
- Email address.

**Once we have this information, our team will:**

- Carry out all the relevant checks and paperwork.
- Ensure the placement meets apprenticeship standards.
- Progress with your enrolment onto the apprenticeship programme.





**“My employers gave me the chance to put those skills into practice, while also encouraging me to take on new challenges and build my confidence. Having that balance of academic support and workplace mentoring has been key to my progress. I wouldn’t be where I am today without them!”**

**JOSHUA COULES**

## Need Help?

Whether you're a parent or a future apprentice, we're here to support you.

## Contact us

[business@nottinghamcollege.ac.uk](mailto:business@nottinghamcollege.ac.uk)

0115 945 7260

Or enquire here:

