


# Supporting My Next Steps Apprenticeships in Lancashire

Lancashire  
WBL EXECUTIVE FORUM

A larger version of the Lancashire WBL Executive Forum logo, featuring the text "Lancashire" in a large, grey, sans-serif font, with "WBL EXECUTIVE FORUM" in a smaller, grey, sans-serif font below it. To the right of the text is a cluster of small, multi-colored dots in shades of red, orange, yellow, green, and blue.

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**The Lancashire Forum** supports apprenticeships across the whole of Lancashire and its members include training providers, colleges and universities (apprenticeship providers), under the current Covid-19 restrictions and the changes to the way we are having to do things for you to progress on to an apprenticeship we have produced a guide for each apprenticeship provider. It is almost 'business as usual' and all providers have adapted to be able to support you remotely. Whatever your own circumstance on your next steps, whether you have expressed interest, applied for or secured an apprenticeship this will be able to support you.

If you/your pupil hasn't decided or applied for an apprenticeship or has applied directly to an employer please direct them to the Lancashire WBL Forum and we will be more than happy to help at [info@lancsforum.co.uk](mailto:info@lancsforum.co.uk)

*Please note that these are only Apprenticeship Providers that are a member of the Lancashire Forum and there will be others where you/your pupil may have applied to, In these circumstances they can also contact the Lancashire Forum directly and we will support them in making progress.*

Click [here](#) to view our 'SORTED' guide for who delivers what apprenticeships in Lancashire.

**Take care and best wishes from The Lancashire Forum Team**



<b>Key contact details and where to get information</b>	<b>How do I apply for an apprenticeship?</b>	<b>I have applied for an apprenticeship with a College/ Training provider, what happens now?</b>	<b>I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?</b>	<b>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</b>
<p>Apprenticeship Team 01254 292500 <a href="mailto:apprenticeships@blackburn.ac.uk">apprenticeships@blackburn.ac.uk</a></p>	<p>Via Blackburn College Website – online application form</p>	<p>We will contact you to arrange an interview and assessments (currently by phone and online)</p>	<p>Complete an application form online. You can apply for full time and Apprenticeship Programmes. Request an appointment with our Schools team via 01254 292929</p>	<p>We will work with you to job search for your preferred apprenticeship route. We will also offer you a suitable full time course option, and if appropriate, a plan to switch to an Apprenticeship when this becomes available</p>
<p><b>If I have changed my mind since I applied what do I do?</b></p>	<p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>	<p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p>	<p><b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b></p>	
<p>Call us on 01254 292929 and we will be able to update your application and make a referral to our Hub team to provide advice</p>	<p>Please don't worry, we will support you to decide on an alternative course to help you work towards your goals. Please still come to college for your enrolment and we will have staff available to help you</p>	<p>Many employers are interviewing by phone call. It's really important to do your research before interview and, of course, we will send your details to the employer in advance</p>	<p>Call us on 01254 292500 and we will arrange for you to attend our free CV building workshops / interview skills workshops</p>	

**Bridging programmes Blackburn College are currently offering/delivering:** Click [here](#) for more information.

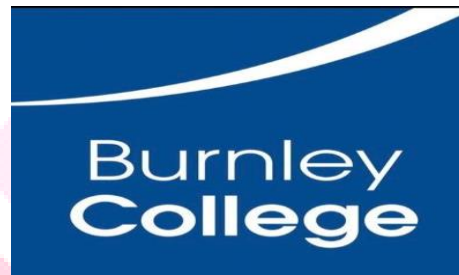
**Pre apprenticeship programmes from August/ September:** Click [here](#) for more information.



<b>Key contact details and where to get information</b>	<b>How do I apply for an apprenticeship?</b>	<b>I have applied for an apprenticeship with a College/ Training provider, what happens now?</b>	<b>I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?</b>	<b>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</b>
<p>Contact: The Apprenticeship Advisor Team. Email: <a href="mailto:apprenticeships@blackpool.ac.uk">apprenticeships@blackpool.ac.uk</a></p> <p>Further details are available on B&amp;FC website: <a href="http://www.blackpool.ac.uk/apprenticeships">www.blackpool.ac.uk/apprenticeships</a></p>	<p>Apply directly on B&amp;FC website: <a href="http://www.blackpool.ac.uk">www.blackpool.ac.uk</a></p> <p>Can also apply for apprenticeship vacancies via our apprenticeship recruitment portal 'get My First Job' <a href="https://www.getmyfirstjob.co.uk/">https://www.getmyfirstjob.co.uk/</a></p>	<p>You will be contacted by B&amp;FC either by letter, telephone or email to confirm your chosen apprenticeship and attend an 'Apprenticeship Selection Event' (ASE) at B&amp;FC (Bispham Campus). You will receive apprenticeship advice and guidance, complete online initial assessments in English, Maths and IT and also have a 1-1 short interview with a Skills Coach. You will be assigned an Apprenticeship Advisor who will support you with your vacancy search and applications.</p> <p>During Covid 19, all communications with apprenticeship advisors are via email and telephone, there is also the option of video call. Also during Covid 19, we are not holding ASE events, however we can still complete telephone interviews and initial assessments remotely. This will not affect your application.</p>	<p>There are many options at Blackpool &amp; The Fylde College including full-time &amp; part-time FE courses, HE courses, apprenticeships and even degree apprenticeships. Take a look at the B&amp;FC website: <a href="http://www.blackpool.ac.uk">www.blackpool.ac.uk</a> to view all courses currently on offer.</p>	<p>There are other options such as full-time &amp; part-time courses at B&amp;FC. Even if you enrol onto a course, you can still keep your apprenticeship application open as we recruit apprentices for many courses all year round.</p> <p>B&amp;FC also offer a Traineeship Course. This is a 12 week employability course that is part of our 'Apprenticeship Academy' designed to upskill English, maths and employability skills. You will also have a work-placement with plenty of support from your tutors, employer and apprenticeship advisors along the way. Ideally you will progress onto an apprenticeship on completion of the traineeship course. See our website for further information about Traineeships.</p>

If I have changed my mind since I applied what do I do?	What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?	How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?	I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?	
<p>Just let the apprenticeship team aware if you wish to withdraw your application. It may help if you also let us know of your preferred career option as we may be able to support and guide you to the relevant pathway.</p>	<p>All apprenticeships have Functional Skills in English, Maths and IT attached to the qualification. Therefore if you do not achieve your expected grades, then you would have the option to re-take these qualifications as part of your apprenticeship.</p>	<p>You may complete a telephone interview with an employer, this may even be a face-to-face video call. You will receive interview guidance and support from your apprenticeship advisor throughout the process.</p>	<p>Once you have completed the college apprenticeship application process, the Apprenticeship Advisor Team will provide CV development and interview support to guide you and ensure that you are interview ready when applying for apprenticeship vacancies. There is also the option of practising your interview technique with your advisor by practising with mock interviews prior to a real interview.</p>	

- **Bridging programmes Blackpool & The Fylde College are currently offering/delivering:** None – please see above table for support currently being offered.
- **Pre apprenticeship programmes from August/ September:** Traineeships programmes being offered from September. Click [here](#) for more information on what a traineeship is.



Key contact details and where to get information	How do I apply for an apprenticeship?	I have applied for an apprenticeship with a College/ Training provider, what happens now?	I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?	What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?
<p><a href="http://www.burnley.ac.uk/themis-home">www.burnley.ac.uk/themis-home</a>  <a href="mailto:c.admissions@burnley.ac.uk">c.admissions@burnley.ac.uk</a>            (School Liaison Team)  <a href="mailto:employer@burnley.ac.uk">employer@burnley.ac.uk</a>            (Themis Team)</p> <p>01282 733322 (School Liaison Team)            01282 733005 (Themis Team)</p>	<p><b>Step 1.</b>  <a href="http://www.burnley.ac.uk/themis-home">www.burnley.ac.uk/themis-home</a>  <b>Step 2.</b> Press apply now button  <b>Step 3.</b> Click on the Apprenticeship subject shown on the left hand side  <b>Step 4.</b> Click on the specific Apprenticeship you want to do  <b>Step 5.</b> Press apply now (again)  <b>Step 6.</b> Complete application form and submit</p>	<p>Once you have applied you will receive an e-mail for a scheduled date and time for interview. This will be done via phone call. Once you and the tutor are happy with regards to the interview, you will then be passed on to our Themis recruitment team. They will go through live vacancies, look at your CV, ensure you are interview ready and will then look to match you with an employer for an interview. However, the Themis team do ask for you to be pro-active in finding your own employer as well. You will also have to sit BKSb assessments to highlight the level that you are currently working at.</p>	<p>It's important that you look into the different options that are available and do some research for yourself. If you are a school leaver you can contact the School Liaison Team on 01282 733322 or via e-mail on <a href="mailto:c.admissions@burnley.ac.uk">c.admissions@burnley.ac.uk</a> to ask for further advice and info, or the Themis Team on 01282 730005 or <a href="mailto:employer@burnley.ac.uk">employer@burnley.ac.uk</a> to speak specifically to them regarding Apprenticeships. If you have just finished you're A-levels you can also speak to the Themis team about Apprenticeships, or ring student services on 01282 733373 or e-mail them at <a href="mailto:s.services@burnley.ac.uk">s.services@burnley.ac.uk</a> to</p>	<p>You will be able to enrol on the full-time vocational equivalent to your apprenticeship or A-levels (If you have the grades). We always recommend that you apply for a full-time course as well as a back-up in case you don't get an Apprenticeship.</p>

			gain information about your next steps.	
<b>If I have changed my mind since I applied what do I do?</b>	<b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b>	<b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b>	<b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b>	
You re-apply for your new choice via the usual application process. Or you can e-mail c.admissions@burnley.ac.uk and inform the college that way. Dependant on what your change is you may have to sit another interview.	If you don't get the GCSE's you are expecting there is a chance you may not be able to access the course/Apprenticeship that you want. If this is the case then the college will look at the best possible alternative and work with you to find the best outcome for you. If you over-achieve then you may be able to look at a different course, the college is here to help you look at these options once again.	This will be done via phone call or video call.	The Themis Team and the School Liaison Team can offer support with CV help and becoming interview ready.	





Key contact details and where to get information	How do I apply for an apprenticeship?	I have applied for an apprenticeship with a College/ Training provider, what happens now?	I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?	What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?
Website- <a href="https://lantrain.co.uk/">https://lantrain.co.uk/</a> Contact- <a href="mailto:kboak@lantrain.co.uk">kboak@lantrain.co.uk</a>	Application forms available through the website <a href="https://lantrain.co.uk/">https://lantrain.co.uk/</a>	We will contact you to arrange interview and assessment	If you're considering learning a trade, as a mechanic, working on cars, truck or buses contact us for more details.	LTS offer a full time Level 2 motor vehicle course also
If I have changed my mind since I applied what do I do?	What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?	How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?	I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?	
Contact us and let us know	Contact us to look at your options	We will be able to conduct your interview over the phone and conduct the initial assessment at a later date	<a href="mailto:kboak@lantrain.co.uk">kboak@lantrain.co.uk</a> If you wish to email us to look at your options	

- **Bridging programmes JTL Training are currently offering/delivering:** None – please see above table for support currently being offered.
- **Pre apprenticeship programmes from August/ September:** None – please see above table for support currently being offered.



<p><b>Key contact details and where to get information</b></p>	<p><b>How do I apply for an apprenticeship?</b></p>	<p><b>I have applied for an apprenticeship with a College/ Training provider, what happens now?</b></p>	<p><b>I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?</b></p>	<p><b>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</b></p>
<p>Contact our employer Services team on 01995 642255 or email us on <a href="mailto:employerservices@myerscough.ac.uk">employerservices@myerscough.ac.uk</a>. Further details can also be found on our website here: <a href="https://www.myerscough.ac.uk/courses/apprenticeships/">https://www.myerscough.ac.uk/courses/apprenticeships/</a></p>	<p>If you have an employer in place who is willing to take you on in the relevant sector, you will need to complete an application form. Please contact us to request one of these. All our current vacancies are here: <a href="https://www.myerscough.ac.uk/courses/apprenticeships/apprenticeship-vacancies/">https://www.myerscough.ac.uk/courses/apprenticeships/apprenticeship-vacancies/</a></p>	<p>Once you have completed an application form, our Recruitment and Admissions team will be in touch with next steps.</p>	<p>Contact our general enquiries team for information a subject area you are interested in, whether a college based courses or apprenticeship and we will offer you information. There is a live chat on our website <a href="http://www.myerscough.ac.uk">www.myerscough.ac.uk</a> or email <a href="mailto:enquiries@myerscough.ac.uk">enquiries@myerscough.ac.uk</a></p>	<p>Depending on the circumstances, you could go down a different route, such as traineeships. Alternatively contact us and we can discuss if there are other apprenticeships that may be suitable.</p>
<p><b>If I have changed my mind since I applied what do I do?</b></p>	<p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>	<p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p>	<p><b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b></p>	
<p>Contact us to let us know and we will be able to discuss options with you in further detail.</p>	<p>Please contact us as we may be able to offer you a traineeship or other opportunity at the college.</p>	<p>Employers will work differently but once you are ready to be signed up to the apprenticeship with your employer, we may be able to conduct the assessment visit virtually.</p>	<p>Please contact us and we can discuss options surrounding employability and provide you with information, advice and guidance.</p>	



• **Bridging programmes Myerscough College are currently offering/ delivering, i.e. pre enrolment programmes and engagement:** We offer an individualised support for applicants looking for apprenticeships through our employer services and projects team.

- We can provide initial IAG and also signpost to other programmes and support such as Traineeships and NEET project if more appropriate for the individual.
- Our Employer Services Team can be contacted via 01995 642255 [employerenquiries@myerscough.ac.uk](mailto:employerenquiries@myerscough.ac.uk) or via the webchat facility on the main College website [www.myerscough.ac.uk](http://www.myerscough.ac.uk)
- They can also if needed arrange individual Skype/Zoom/Teams meetings during the current restrictions to support apprenticeship applicants.
- **Pre apprenticeship programmes from August/ September to keep applicants/ learners 'warm' until they start an apprenticeship:** We are undertaking a range of keep warm activities with learners who have confirmed apprenticeship placements and are awaiting a start date. Again these are discussed on an individual basis with each learner.



Key contact details and where to get information	How do I apply for an apprenticeship?	I have applied for an apprenticeship with a College/ Training provider, what happens now?	I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?	What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?
<p>Visit <b>NLTG's website</b> at <a href="http://www.nltg.co.uk">www.nltg.co.uk</a>, for full details of NLTG Apprenticeships and vacancies, useful information including careers advice, interview tips and answers to frequently asked questions. Our expert <b>Schools Liaison Team</b> is available to provide 1:1 support, information, advice and guidance (IAG). For queries relating to applying and NLTG vacancies, our <b>Apprentice Recruitment Team</b> is available on</p> <p>☎ T: 01254 395355, or ✉ E: <a href="mailto:recruitment@nltg.co.uk">recruitment@nltg.co.uk</a></p> <p>Accrington Centre: ☎ T: 01254 392835, ✉ E: <a href="mailto:hyndburn.sp@nltg.co.uk">hyndburn.sp@nltg.co.uk</a></p> <p>Oldham Centre: ☎ T: 0161 537 1130, ✉ E: <a href="mailto:oldham.sp@nltg.co.uk">oldham.sp@nltg.co.uk</a></p> <p>Bury Centre: ☎ T: 0752 5850450, ✉ E: <a href="mailto:bury.sp@nltg.co.uk">bury.sp@nltg.co.uk</a></p> <p>Information is also available at <a href="http://www.nltg.co.uk/age-16-18/study-programme/">www.nltg.co.uk/age-16-18/study-programme/</a></p>	<p>Applying is easy. Simply visit the NLTG website at <a href="http://www.nltg.co.uk">www.nltg.co.uk</a>, and click on the 'Apply' button at the top of the web page. You will be asked to complete an online registration form and we will then receive your application remotely. Paper copies of our application form are also available on request should you need one. Simply contact our Apprentice Recruitment Team. Once we have received your application our <b>Apprentice Recruitment Team</b> will contact you to arrange an interview. You are also able to view all NLTG vacancies via our website and to apply for those you are interested in. Don't forget to check our vacancies regularly so you don't miss out on your dream career.</p>	<p>If you haven't yet applied to NLTG, you can do so, even if you have applied to a College or other Training Provider. Once we have received your application, our <b>Apprentice Recruitment Team</b> will contact you to arrange an interview. The team will discuss the type of Apprenticeship and career you are interested in and match you to suitable vacancies. They will then send your details to employers and arrange job interview dates for you. The team is also able to help you with interview tips and techniques. After you have found a job, we will then sign you up to your NLTG Apprenticeship.</p>	<p>NLTG's expert <b>Schools Liaison Team</b> is available to talk you through your options and answer your questions about Apprenticeships.</p> <p>Simply contact one of our team by email or phone as detailed below.</p> <p>Ali Shah ☎ 07548 562632, ✉ email <a href="mailto:ali.shah@nltg.co.uk">ali.shah@nltg.co.uk</a></p> <p>Michelle Chambers ☎ 07525 850622, ✉ email: <a href="mailto:michelle.chambers@nltg.co.uk">michelle.chambers@nltg.co.uk</a></p>	<p>We regularly receive vacancies for a range of different Apprenticeships, with a variety of employers. If you are unsuccessful at interview with a particular employer, we will continue to work with you and match you to other suitable vacancies in the same occupation/ Apprenticeship, or in other occupations which you may be interested in. Our expert <b>Schools Liaison Team</b> can also provide you with IAG regarding all your options and the different Apprenticeships available. Simply contact one of the team by phone or email.</p> <p>Ali Shah ☎ 07548 562632, ✉ email <a href="mailto:ali.shah@nltg.co.uk">ali.shah@nltg.co.uk</a></p> <p>Michelle Chambers ☎ 07525 850622, ✉ email: <a href="mailto:michelle.chambers@nltg.co.uk">michelle.chambers@nltg.co.uk</a></p>

<p>If I have changed my mind since I applied what do I do?</p>	<p>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</p>	<p>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</p>	<p>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</p>	
<p>If you change your mind after applying, this is not a problem; simply contact our <b>Apprentice Recruitment Team</b> to let them know.            ☎ T: 01254 395355            ✉ E: <a href="mailto:recruitment@nltg.co.uk">recruitment@nltg.co.uk</a></p>	<p>Whether you receive the grades you are hoping for, or your results are not quite what you expect, we will be able to support you. As part of our induction process you will undertake a Skills Scan to ensure your current level of maths and English is at the required level. (For a Level 2 Apprenticeship, you need to be working at a level equivalent to GCSE Grade 2/E or above in maths/English). If you are not working at the required level, we can talk to you about your options including our Traineeships and exciting <b>Study Programmes</b>. There are two full-time Study Programme options available, both designed to help you build confidence, develop skills and gain a maths and/or English qualification. For more information about our Study Programmes, contact one of our centres.</p>	<p>Some employers may be conducting remote interviews by phone or video calls (e.g. by Skype). If you are in 'lockdown' or self-isolating, please contact our <b>Apprentice Recruitment Team</b> to let them know.            ☎ T: 01254 395355            ✉ E: <a href="mailto:recruitment@nltg.co.uk">recruitment@nltg.co.uk</a></p>	<p>Don't worry, NLTG's <b>Apprentice Recruitment Team</b> can provide you with advice on creating an up-to-date CV and support you with interview tips and techniques. If you are not quite ready for an Apprenticeship, our Study Programme offers two exciting full-time options to help you build your confidence and develop skills for the workplace, further learning or an Apprenticeship. Both will also help you gain a maths and/or English qualification if you don't have GCSEs at Grade A*-C/9-4. For more information and an informal chat about our Study Programmes, contact one of our centres.</p>	



- **Bridging programmes NLTG are currently offering/delivering:**

#### **NLTG Study Programme: Employability Skills**

NLTG continues to deliver the Employability Skills route of our Study Programme to learners aged 16-19\*. The programme is delivered remotely, and learners are able to develop valuable skills in preparation for employment, further training or an Apprenticeship. For a chat or to enrol, call our Study Programme Team on one of the following numbers.

Accrington      ☎ 01254 392 385

Oldham          ☎ 0161 537 1130

Bury             ☎ 07525 850 450

*\*NB: 2020 Year 11 leavers will be unable to join our Study Programme until w/c 3<sup>rd</sup> August 2020.*

- **Pre apprenticeship programmes from August/ September:**

#### **NLTG Traineeships in the Workplace**

Traineeships are designed for motivated young people aged between 16-18\*, who are qualified below level 3 and who want to gain valuable work experience. The NLTG Traineeship programme provides a work experience opportunity with a local company, supporting learners gain the skills and experience needed to progress to an Apprenticeship. Alongside a high quality work placement, NLTG will support the development of the vital work preparation skills looked for by employers, including: communication, team working, confidence, maths and English. Learners will also receive: an allowance; any required Personal Protective Equipment (PPE); support in enhancing their CV, writing strong job applications and developing their interview skills. A Traineeship can last between 6 weeks and 24 weeks.

For more details, call 01254 395355, email: [recruitment@nltg.co.uk](mailto:recruitment@nltg.co.uk) or visit the NLTG website at [www.nltg.co.uk](http://www.nltg.co.uk)

*\*Up to 19 - 25 with an Education Health and Care Plan. Age limits set in relation to Government Funding are an exception under article 3.3 of EC Directive 2000/78 and the Equality Act 2010 (age). #Level 3 qualifications include: A Levels, BTEC National Extended Diploma, NVQ Level 3 etc.*

#### **NLTG Study Programme**

NLTG's Study Programme offers two exciting, full-time, pre-Apprenticeship programmes to 16-18\* year olds. The programmes are delivered by our expert team from our state of the art centres in Accrington, Oldham and Bury. Both of our programmes will help develop the skills needed to prepare learners for the workplace, further learning or an Apprenticeship. They will also help learners gain a maths and/or English qualification if you they do not have GCSEs at grade A\* - C or 4 - 9.

*\*Up to 19 - 25 with an Education Health and Care Plan. Age limits set in relation to Government Funding are an exception under article 3.3 of EC Directive 2000/78 and the Equality Act 2010 (age).*

There are two Study Programme routes available:

### Route 1: Employability Skills

Available at our Accrington, Oldham and Bury centres, Employability Skills offers an innovative curriculum and high quality work experience opportunity, providing the best possible support in order to assist learners in laying the foundations for the rest of their life. It offers:

- a 34 week course with work experience from week 13 to develop vocational skills.
- a weekly bursary (means tested).
- a City & Guilds qualification in Employability Skills.
- free breakfast and lunch.
- opportunities and support into an Apprenticeship.
- maths and English qualifications (if learners don't already have GCSE grades A\*-C or 4-9).
- expert information, advice and guidance.
- a full time programme which means parents/ guardians will be entitled to child benefits.
- 24/7 pastoral student support.
- regular reviews to support progress.

### Route 2: Traineeships

Available at our Accrington, Oldham and Bury centres, Traineeships offer a high quality work experience opportunity to help learners develop the skills and experience needed to progress to an Apprenticeship or employment. It offers:

- a 24 week course with work experience from week 3.
- a weekly allowance.
- all work wear and personal protective equipment provided free.
- a reference from your work experience provider.
- opportunities and support into an Apprenticeship.
- maths and English qualifications (if learners don't already have GCSE grades A\*-C or 4-9).
- expert information, advice and guidance.
- a full time programme which means parents/ guardians will be entitled to child benefits.
- 24/7 pastoral student support.
- regular reviews to support progress.

**PRESTON'S**  
COLLEGE



<p><b>Key contact details and where to get information</b></p>	<p><b>How do I apply for an apprenticeship?</b></p>	<p><b>I have applied for an apprenticeship with a College/ Training provider, what happens now?</b></p>	<p><b>I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?</b></p>	<p><b>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</b></p>
<p>Dan Crumblehulme <a href="mailto:dcrumblehulme@preston.ac.uk">dcrumblehulme@preston.ac.uk</a>  Info <a href="http://www.preston.ac.uk">www.preston.ac.uk</a></p>	<p>Visit <a href="http://www.preston.ac.uk">www.preston.ac.uk</a> Click on the Apply button and follow instructions to apply.</p>	<p>All applicants will be sent an email with confirmation of application and a link to remote assessments. A full time College place is also given as backup to the apprenticeship.</p>	<p>Drop us an email at <a href="mailto:guidance.preston.ac.uk">guidance.preston.ac.uk</a> and one of our Careers advisors can offer course advice and careers info. A full time College course is given as backup to all apprenticeships.</p>	<p>A full time College course is given as backup to all apprenticeships.</p>
<p><b>If I have changed my mind since I applied what do I do?</b></p>	<p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>	<p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p>	<p><b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b></p>	
<p>If you have changed your mind about the area you are interested in please contact us on <a href="mailto:appsinfo@preston.ac.uk">appsinfo@preston.ac.uk</a></p>	<p>With regards to a college place we will work with learners to get them onto the correct level of programme. For apprenticeships this will be based on their assessments</p>	<p>This is dependent on the employer. Some would do skype interviews and some may do telephone interviews.</p>	<p>Please visit our careers coach website <a href="https://preston.emsicc.com/">https://preston.emsicc.com/</a>  <b>Here you will be able to create a CV and take a careers assessment.</b></p>	





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<p>Email <a href="mailto:welcometorunshaw@runshaw.ac.uk">welcometorunshaw@runshaw.ac.uk</a> to speak to a Schools Liaison contact or check the Runshaw Website: <a href="https://www.runshaw.ac.uk/study-at-runshaw/apprenticeships/">https://www.runshaw.ac.uk/study-at-runshaw/apprenticeships/</a></p>	<p>Online by clicking 'apply' on the website, or follow <a href="https://www.runshaw.ac.uk/study-at-runshaw/apply/">https://www.runshaw.ac.uk/study-at-runshaw/apply/</a></p>	<p>Apprenticeship team will be in touch with you. Work hard towards any exams. Contact employers to secure a placement. Check the Runshaw website for any vacancies <a href="http://www.runshaw.ac.uk/apprenticeships-vacancies/">www.runshaw.ac.uk/apprenticeships-vacancies/</a></p>	<p>Attend open days/events of many different providers to see a wide range of opportunities, speak to a Schools Liaison contact for advice or people in industry about their experiences</p>	<p>We always offer back- up courses, so you're not left with nothing to do in September. You can develop your skills over a year and try again the following year.</p>
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<p>Contact <a href="http://welcometorunshaw.ac.uk">welcometorunshaw.ac.uk</a> and we can update your application for you at any time.</p>	<p>It's good to have some safety net options ready. Runshaw offers back up courses to give you extra time to build the skills or gain the qualifications you need to get to your end goal.</p>	<p>Many employers use online alternatives such as Skype or Zoom to conduct interviews, so it's a good idea to practice with a friend/family member beforehand! Some employers may ask you to wait until lock down is over- so lots more time to prepare!</p>	<p>The apprenticeship team will review your CV and offer advice on how to improve it. You can request interview advice and guidance to help build confidence. We can conduct mock interviews with an outside agency so you're prepared for interviews.</p>	

# TRAINING 2000

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<p>Email <a href="mailto:info@t2000.co.uk">info@t2000.co.uk</a> Call 01254 59659 See website <a href="https://www.training2000.co.uk">https://www.training2000.co.uk</a></p>	<p>Via our website <a href="https://www.training2000.co.uk/">https://www.training2000.co.uk/</a></p>	<p>Your application will be pre-screened and advice will be given to determine the right programme for you. You will then be invited in for an interview and initial assessment. We would then support you in making applications to companies who are recruiting for apprentices.</p>	<p>Work with your school liaison officer to understand the options available. Speak to local providers and colleges to see what each do and decide which type of learning is right for you.</p>	<p>We offer individual support programmes for example traineeships. The traineeships we offer will support you with such things as CV writing, interview techniques, employability skills, work placement and general support after leaving school to find the right training/further education</p>
<p><b>If I have changed my mind since I applied what do I do?</b></p>	<p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>	<p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p>	<p><b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b></p>	
<p>That's fine! Talk to us about other options.</p>	<p>Talk to us. There may be other more suitable options – Higher apprenticeship or traineeship course to further support with Maths and English employability skills.</p>	<p>Generally the companies are the same situation which means they are working differently. Interviews could take place over skype, telephone and online test/assessments will be done remotely.</p>	<p>Speak to us and we will provide support and guidance on a 1 2 1 basis. We will help you with CV writing and help to build confidence with interviews.</p>	

# TRAINING 2000

- **Bridging programmes Training 2000 are currently offering/ delivering, i.e. pre enrolment programmes and engagement:** At Training 2000 we recognise young people may be anxious about their planned journey of an apprenticeship as well as those learners that may be newly considering an apprenticeship following their recent time away from the classroom. As a Training Provider, Training 2000 recognise there may be a slight delay in starting your apprenticeship due to the current COVID-19 restrictions with both employers and businesses however, we want to assure you that there are steps that you can take in order to bridge the gap from leaving school, sixth form or college and starting an Apprenticeship. We can help you! Therefore, we want to introduce you to our successful Traineeship programmes that are designed to help bridge that gap and help you to be even better prepared for when your apprenticeship starts. This year more than ever, our Traineeship programmes are going to be more important and beneficial to help current year 11 and year 13 learners who have all missed out on almost 3 months of important in class education. From August 2020 we will be offering Traineeship programmes designed for the learners that know which sector they are looking to get an apprenticeship in. These Traineeship programmes are in:
  - Engineering
  - Dental Nursing
  - Automotive Technologies
  - Business & Administration
  - Accountancy
  - IT Infrastructure

These programmes are all tailored to the relevant industry and is designed give learners an insight into their chosen career progression. The overall goal of a Traineeship is to prepare you for an Apprenticeship and this includes making sure that you have selected the right discipline for you. If you are currently unsure on what you want to do career wise, we are also offering a General Steps to Success Traineeship programme that is tailored to help learners in deciding on which direction they want to take. This programme will also include working on all of the personal development aspects that are designed to best prepare you for gaining and starting an apprenticeship such as employability skills. The above programmes are scheduled to be running for up to 20 weeks however, these can end at an earlier date if your employer requests you to progress onto your apprenticeship before that.

For more information on our Traineeship programmes please visit >> <https://www.training2000.co.uk/our-courses/full-time-course/>

After completing one of our Traineeship programmes, you will hopefully have more of an insight into what specific kind of Apprenticeship you are wanting to complete and you will be well prepared for this progression following the skills you have picked up. We currently offer numerous bespoke Apprenticeships and the Traineeship team will help you in deciding which is best suiting to both your career aspirations and your abilities. Current employers have previously expressed that they look for learners that have completed a Traineeship as it shows you are committed to being the best version of yourself as an employee as well as projecting your dedicated interest within your chosen industry. For more information on our Apprenticeship programmes please visit >> <https://www.training2000.co.uk/our-courses>

# TRAINING 2000

## Progressing from Apprenticeship to Degree Apprenticeship

way up to Level 6 and Level 7 Degree Apprenticeships in some cases.

With a focus on creating professionals that are knowledgeable and experienced, UCLan collaborates with forward thinking businesses to deliver Degree Apprenticeships that offer a unique environment to nurture and grow the very best talent.

For more information on Degree Apprenticeship programmes at UCLan please visit >> [https://www.uclan.ac.uk/business\\_at\\_uclan/degree-apprenticeships.php](https://www.uclan.ac.uk/business_at_uclan/degree-apprenticeships.php)

- **Pre apprenticeship programmes from August/ September to keep applicants/ learners 'warm' until they start an apprenticeship.**



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Email <a href="mailto:uclanapprenticeships@uclan.ac.uk">uclanapprenticeships@uclan.ac.uk</a> Or call Tel: 01771 89 5500	Applications for higher and degree apprenticeships are made directly to employers. In the first instance and then the employer will advise you to apply to UCLan. Vacancies are also advertised on the <a href="https://www.gov.uk/apply-apprenticeship">https://www.gov.uk/apply-apprenticeship</a>	We will confirm receiving your application and will contact you	See our website: <a href="https://www.uclan.ac.uk/business_at_uclan/information-apprenticeship-students.php">https://www.uclan.ac.uk/business_at_uclan/information-apprenticeship-students.php</a>	Find out from the employer or the training provider what you need to do and speak to us too
<b>If I have changed my mind since I applied what do I do?</b>	<b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b>	<b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b>	<b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b>	
Just email confirming you have changed your mind and speak to the employer too	No problems if the grades meet the minimum standards for entry. If the grades are lower, then contact us.	Different employers are using different methods but most are using video technologies	We strongly advise that you speak to your college or school tutor and careers adviser.	

- **Bridging programmes UCLAN are currently offering/ delivering, i.e. pre enrolment programmes and engagement:** Personal Statement Checking service - Targeting both Y12 and Y13 - A one on one session can be booked by making an appointment via the following link [https://achiever.uclan.ac.uk/public/live/forms/achiever.aspx?WebTemplateNo=cbd0cd39-0b05-4277-b683-e745ed61f232&EVENTMODULE\\_EVENTMODULENO=185F952A-C4B2-485C-82ED-8A6ECEFE595E&EVENTMODULE\\_HASSESSIONS=&HASSUBJECTAREA=0](https://achiever.uclan.ac.uk/public/live/forms/achiever.aspx?WebTemplateNo=cbd0cd39-0b05-4277-b683-e745ed61f232&EVENTMODULE_EVENTMODULENO=185F952A-C4B2-485C-82ED-8A6ECEFE595E&EVENTMODULE_HASSESSIONS=&HASSUBJECTAREA=0)

Also have “Are you Uni ready” series:

- Academic Prep documents - Improving Academic reading skills and researching online sources
- Subject Level Practice Projects - Currently for the creative industries but we are expanded these to other subject areas.
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- **Pre apprenticeship programmes from August/ September: N/A**

# University of Cumbria



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Contact the Lancashire WBL Forum at <a href="mailto:info@lancsforum.co.uk">info@lancsforum.co.uk</a> and we will get you in touch				
If I have changed my mind since I applied what do I do?	What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?	How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?	I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?	



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<p><a href="mailto:trainingsamin@westinghouse.com">trainingsamin@westinghouse.com</a></p>	<p><a href="https://www.westinghouseuclear.com/springfields/careers">https://www.westinghouseuclear.com/springfields/careers</a></p>	<p>The process is usually aptitude testing followed by interview.</p>	<p>Keep working hard on subjects that you enjoy and you are good at. See if you can get any work experience doing something that you think that you may like to do.</p>	<p>Don't give up, ask for feedback on why you weren't successful and work on any areas that they suggest. Also investigate alternative options, you may find something that you like better!</p>
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<p>Let the training provider know, they may be able to provide you with info to help your decision. If you are certain then also let them know and they can offer the place to someone else.</p>	<p>Talk to your potential employer or training provider.</p>	<p>Online interviews, problem solving tasks to submit.</p>	<p>Have a go at writing a CV and ask someone you trust to review it. If you are worried about the written words then make it factual and succinct. Many schools, colleges and some local employers will provide mock interviews to help build your confidence. The most important thing is to be yourself!</p>	