

CAREERS **Zone** NEWSLETTER



Issue Number #19/20.3

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Welcome to our Newsletter

Welcome to the apprenticeship edition of the Windsor Forest Colleges Group's Careers and Employability Newsletter.

In this edition we are celebrating National Apprenticeship Week.



In the following pages you will find out lots about the various types of apprenticeships available and where to search.

The Careers and Employability Team are available to support you with your next step, whether that be into higher education, a job or an apprenticeship.

The service is available to all our students studying at all levels from pre-entry to higher education, whether they are 16–18 yrs old or adults, studying full or part time,

The Careers and Employability Teams are based at each campus, offering individual appointments as well as running lunch time workshops. Details of these can be found on the next page

How to get in touch with the Careers and Employability Team

Call Us: 01753 793337

Email Us: careers@windsor-forest.ac.uk

Opening Hours and Location

Langley

Careers Zone by The Hub

Mon—Thu 9.00am—4.30pm

Fri 10.30am—4.00pm

Strode's

In Student Services

Mon 10.00am—4.30pm

Tue—Thu 9.00am—4.30pm

Fri 9.00am—4.00pm

Windsor

Behind Reception, book appointments in Student Services

Mon—Thu 9.00am—4.30pm

Fri 10.00am—4.00pm

(The service is only available during term time)

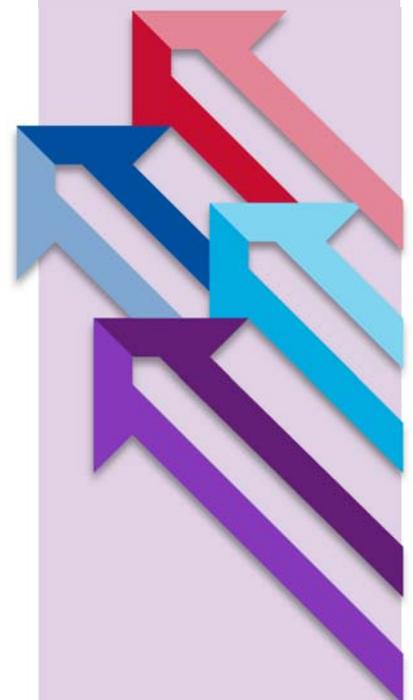
Where to find more information about opportunities:

- Your campus Careers Zone
- Your Learning Centre
- On your College email
- From your Core Studies session

We hope you find this newsletter useful and informative. If you have any suggestions for future content or if there is a topic that you would like more information on, please get in touch and let us know.

Thank you,

Ellen Luke-McDonald (Head of Learner Services and Libraries) and Lynda Twitchett (Careers and Employability Manager)



College Events



Lunch time Workshops

Langley

Tuesday 4 February	Job applications
Thursday 6 February	Interview techniques
Tuesday 11 February	CV Clinic
Tuesday 25 February	job applications
Thursday 27 February	Create a LinkedIn Account
Thursday 5 March	CV Clinic
Tuesday 10 March	Careers match
Thursday 12 March	Apprenticeship search
Tuesday 17 March	Part time job search
Tuesday 24 March	Apprenticeship search
Thursday 26 March	Interview techniques
Thursday 31 March	CV Clinic

Did you know?

If you can not make a workshop, you can book a one to one with an Adviser for support.

Strode's

Tuesday 28 January	Degree Apprenticeships
Thursday 30 January	Employability Workshop - John Lewis/Waitrose
Tuesday 4 February	Student Finance
Thursday 13 February	Work Experience Workshop

Windsor

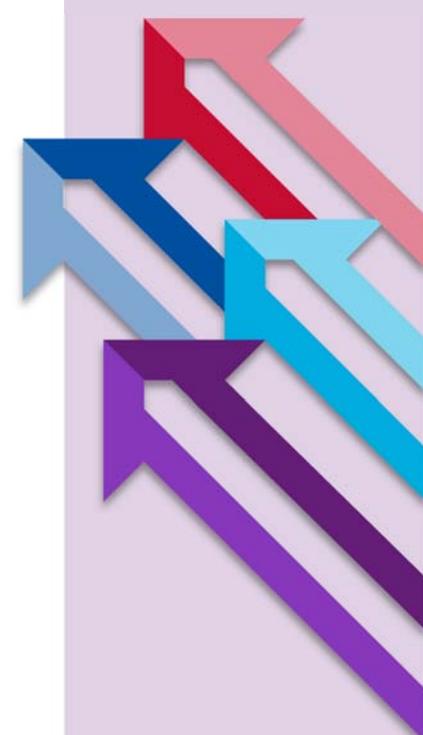
Wednesday 29 January	Degree Apprenticeships
Thursday 30 January	Employability Workshop - John Lewis/Waitrose
Wednesday 5 February	Student Finance
Tuesday 11 February	Work Experience Workshop

Future Pathways Fair 2020
WHERE DO YOU WANT TO GO? WHAT CAREER PATH DO YOU WANT TO TAKE?
 Explore your options at our careers event...
WHO WILL BE THERE?
 Meet with employers and education providers based locally and nationwide. Explore opportunities in employment, apprenticeships and training.

DATE:	Tuesday 3rd March 2020 @ 3pm-6pm
LOCATION:	Windsor College, St Leonards Road, Windsor, SL4
DATE:	Thursday 19th March 2020 @ 5.00pm-7pm
LOCATION:	Strode's College, High Street, Egham, TW20 9DR
DATE:	Wednesday 1st April 2020 @ 3pm-5pm
LOCATION:	Langley College, Station Road, Langley, SL3 8BY

Higher Education Fair 2020
WHERE DO YOU WANT TO GO? WHAT CAREER PATH DO YOU WANT TO TAKE?
 Explore your options at our careers event...
WHO WILL BE THERE?
 Explore your options with many universities including the College's Higher Education team.

DATE:	Tuesday 3rd March 2020 @ 3pm-6pm
LOCATION:	Windsor College, St Leonards Road, Windsor, SL4
DATE:	Thursday 7th May 2020 @ 4.30pm-6.30pm
LOCATION:	Strode's College, High Street, Egham, TW20 9DR
DATE:	Thursday 7th May 2020 @ 12pm-2pm
LOCATION:	Langley College, Station Road, Langley, SL3 8BY



Apprenticeships—The Facts

Apprenticeships are ‘proper jobs’

Some people believe that apprentices have to perform boring, easy tasks and are not viewed the same as their colleagues. However, apprentices are treated just like everyone else and have important tasks, projects and responsibilities that directly link to the business, as the goal is to get you ready to work full-time.

The major difference between an apprentice and another employee is that an apprentice studies while they work. Apart from that, apprenticeships are very much like regular full time jobs.

Apprentices are not poorly paid

Apprentices must receive at least the national minimum wage (This is now **£3.90** per hour for 16-18 year olds and those aged 19 plus in the first year of their apprenticeship, and will increase to **£4.15** in April 2020), but many employers choose to pay more.

The main financial benefit of doing an apprenticeship is that it allows you to earn while you study, without paying tuition fees.

Apprenticeships are not just for construction and hairdressing

While this might once have been the case, apprenticeships are available in most industries now, including: Business and Professional, Catering and Hospitality, Sports and Leisure, Engineering, Construction and Building Services, Creative Arts and Media, Retail, Sales and Customer Services and more! There are 250 types of apprenticeship for nearly 1,500 different job roles. The apprentice levy and new apprenticeship standards are helping to create more roles in a variety of industries every year.

So if you are thinking about entering a career within one of these sectors, an Apprenticeship could be a direct route into achieving your dream job.

Apprenticeships do lead to full time jobs

Statistics show that 90% of apprentices stay in full time employment once their course ends, 67% of whom stay with the same employer. If apprentices demonstrate that they are hard-working and dedicated, then most employers will invest in continuous training and development to keep them within the company - it is common for apprentices to receive a promotion within 12 months of completing their course.

Alternatively, apprentices can easily get a job with a different employer as the skills, knowledge and qualifications they have gained on their course make them a more desirable employee. According to Total jobs, employers say that former apprentices are 15% more employable than those with other qualifications.

Apprenticeships can be just as beneficial as going to University

Apprenticeships are simply a different route into skilled employment. They are a great way to earn while you learn, gain vital work experience and set yourself on a fast-track to a successful career.

Apprenticeships offer a huge range of opportunities; degree apprenticeships in particular offer the opportunity to gain a degree whilst earning a wage and without paying tuition fees. This means apprenticeships are highly sought after and employers often look for good grades at A-Level (or equivalent) and GCSE, as well as commitment, passion and other experience which might make you well-suited to the role.

Apprenticeships are not just for school leavers

Apprenticeships are often thought of as being only for young people between the ages of 16-21. However, apprenticeships are available to people of all ages who meet the criteria for the role, making them a great option for anyone looking to change career, improve their skills in order to secure a new role or go back to work having taken time out.



Did you know?

Apprentices get at least 20 days paid holiday per year plus 8 bank holidays.

Did you know?

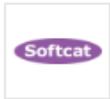
There are apprenticeships in 1500 job roles covering more than 170 industries.



The Best Apprenticeships in the South East of England in 2019



These are the greatest employers based on feedback from peer-to-peer reviews of apprenticeships and school leaver schemes in the UK

	Softcat 2nd in IT & Consultancy	https://www.softcat.com/
	Mace Group 2nd in Construction, Property & Real Estate	https://www.macegroup.com/
	Sage 3rd in IT & Consultancy	https://www.sage.com/en-gb/
	Unilever 1st in FMCG & Retail	https://www.unilever.co.uk/
	Santander 4th in Banking / Finance	https://www.santander.co.uk/

The Highest Paid Apprenticeships in the UK in 2019

Apprenticeships have been designed to give 16-24 year olds the work experience, the job-specific skills and the qualifications that they need to start a career.

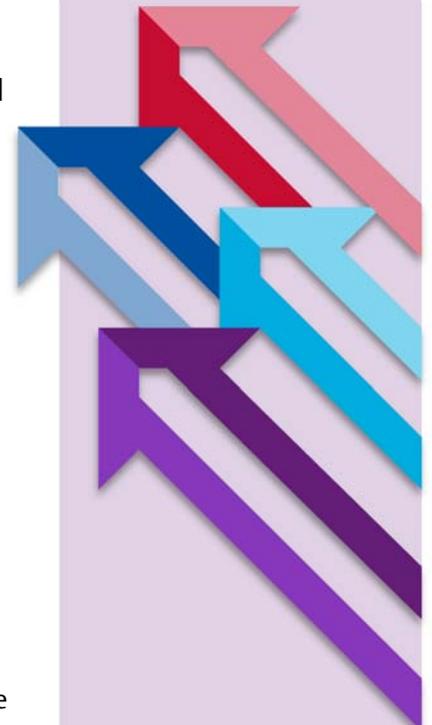
There are now professional apprenticeships available in a marvellous range of job-roles and industries. Some of the UK's top employers in banking, accounting, engineering and law are hunting for career conscious school leavers (like you).

So read on, future apprentice. Here are the **highest paid apprenticeships in 2019/20**, by industry.

POSITION	INDUSTRY	AVERAGE SALARY
1	Banking / Finance	£21,799
2	Accountancy / Actuarial	£20,828
3	Energy / Utilities	£20,482
4	IT & Consultancy	£19,211
5	Insurance, Asset and Investment Management	£18,431

These are based on thousands of reviews of apprenticeships schemes. The reviews are written by the apprentices themselves.

Data has been obtained from <https://www.ratemyapprenticeship.co.uk/>



What skills do employers want?



What skills do employers want

Being an apprentice means that you have a job that includes gaining recognised qualifications and essential skills whilst you are working and earning a wage. When you are choosing your apprenticeship, you should consider if a particular apprenticeship is right for you; when you have an interest and enthusiasm for a role, it is easier to demonstrate the attributes that your future employer is looking for. Think about some of the following qualities that could make you stand out when applying for an apprenticeship.

- First impressions count, so make sure your CV is on point; plenty of help is available at TWFCG, whether it be via Unifrog or book yourself in for a meeting with Sally or Zeba, our Careers Advisers: careers@windsor-forest.ac.uk.
- You may need to speak to a prospective employer on the phone and a good phone manner is essential so ensure you are polite and professional and don't be afraid to ask any questions that you need to. All this will be part of the interview process.
- When you get that interview, remember to listen and don't be afraid to ask for feedback. Be clear and honest.
- Make sure you know something about the company you would like to work for; do your research so you can ask questions when you are interviewed thereby demonstrating that you have taken an interest in your potential employer.
- Prospective employers will look for enthusiasm and a commitment to learn. School/college leavers may lack specific skills and experience in a

particular industry, but this needn't hold you back as employers can mould talent to their particular needs.

- Aptitude, attitude, a good work ethic and the desire to fulfil your potential should be exhibited at every stage of your application. You will need to be eager to learn as in an apprenticeship you will be combining hands-on experience with part-time study.
- Employers will look for the right sort of person to fit in with the company and the team; this is another reason why it is a good idea to explore the company website to find out more about the company values and people. If you're the right fit for an organisation, your opportunities within that company could be amazing.
- Any sort of work experience, part-time job experience or voluntary work that demonstrates maturity would be highly regarded, especially if you have organised it independently.
- Don't forget that you probably have inherent digital expertise; many tools and technologies are second nature to young people and you can capitalise on these skills and show potential employers how valuable they can be.

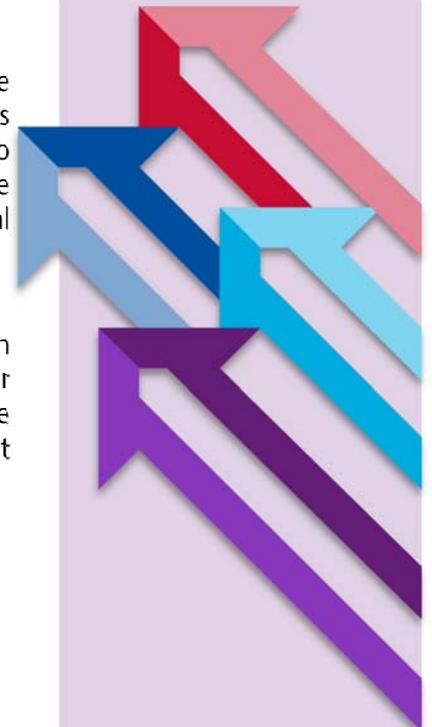
Good luck if you are choosing to go down the Apprenticeship route and remember the Careers and Employability team are here to help you every step of the way at Langley, Strode's and Windsor.



Did you know?

Many companies have detailed 'about us' sections on their websites.

You can also find out key facts about an organisation on LinkedIn.



Interview with a current apprentice



Jack is an IT Technician Apprentice at Langley College

Why did you choose an apprenticeship?

I chose an apprenticeship as I believe it is the perfect mix between getting a real experience in a workplace and still having time and being able to learn. They allow you to start training in real work environments gaining experience and skills which can later lead to a career and potentially full time job upon completion. Also, there are so many different types of apprenticeship to choose from meaning there is something for everyone and it allows you to pick what is best for you.

I personally preferred the idea of an apprenticeship over something like going to university as I believe that it meant I could get into employment earlier so that I could potentially progress in my career with more experience quicker.

How is it different to just having a job?

Having an apprenticeship is different to just having a job as it combines on-the-job training with classroom studying. Also, after the completion of an apprenticeship you can gain qualifications which are not normally offered in a normal full time role.

Apprenticeships allow you to earn a wage whilst working alongside experienced staff who help you develop job-specific skills, on top of the studying of your selected course. As each apprenticeship scheme is tailored around the needs of

the employer, you'll gain invaluable experience, and develop the key skills that employers within that industry really want.

What do you like about your apprenticeship?

I like my apprenticeship as it has really helped me improve my employability skills. I have gained some invaluable work experience and learnt so much in such a short space of time. It has given me the opportunity to study IT which will benefit my future career whilst still earning a salary. My apprenticeship is really good due to it being designed to be a structured training and work programme which is helping to equip me with the skills and knowledge I need to be successful in the workplace.

What do you hope to do when you finish your apprenticeship?

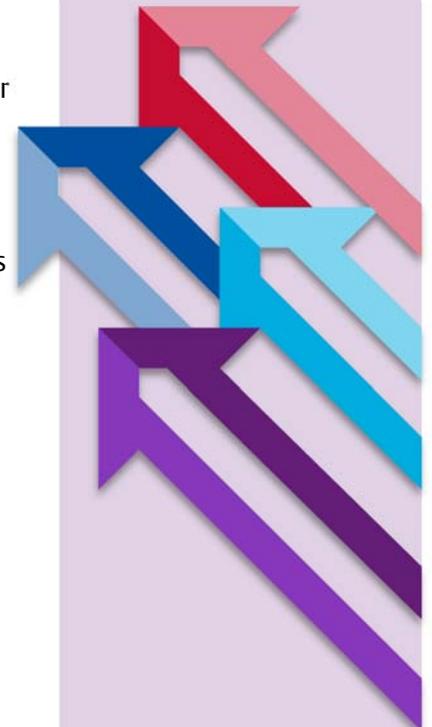
When I finish my apprenticeship, I am considering continuing from a Level 3 Infrastructure Technician onto a Level 4. I will also have a look at what options there are regarding full time work and will see what suits me better at the time. I will have a lot of options on what I can do after my apprenticeship as not only has it helped my IT knowledge but it has also strengthened my CV, started to build my contacts, helped me gain a nationally recognised qualification and also progress my team working skills and many other skills.

What is your top piece of advice for someone thinking of choosing an apprenticeship course?

If you are thinking of choosing an apprenticeship, I highly recommend it. When it comes to building transferable skills to attract employers, an apprenticeship is an excellent choice. It gives you a great opportunity to gain some qualifications and on-the-job experience whilst meeting new people and earning a salary. It has really benefited me and my future career.

Did you know?

Since May 2015 over 1.7 million people have started an apprenticeship in England.



Degree Apprenticeships



What are Degree Apprenticeships?

If you'd like to pursue further study while gaining a head-start in your career, a degree-level apprenticeship could be the first step - without the price tag of a traditional degree.

Degree apprenticeships at a glance

- Combine full-time paid work and part-time university study.
- Work towards a full Bachelors or Master's degree
- Typically take three to six years to complete.
- You will not be eligible for a student loan, but your employer pays your tuition fees,

Degree apprenticeships are a new type of programme offered by some universities. Students can achieve a full bachelor's or master's degree as part of their apprenticeship.

These programmes are being developed by employers, universities, and professional bodies working in partnership.

Degree apprenticeships combine working with studying part-time at a university. Apprentices are employed throughout the programme, and spend part of their time at university and the rest with their employer. This can be on a day-to-day basis or in blocks of time, depending on the programme and requirements of the employer.

They can take between three to six years to complete, depending on the course level. Currently, the scheme is only available in England and Wales, although applications may be made from all parts of the UK.

Degree apprenticeships are still quite new, so there are a limited number of vacancies. It's anticipated that the number of vacancies will grow over the next year or two.

Degree apprenticeships are currently available in these areas:

- Aerospace engineering
- Aerospace software development
- Automotive engineering
- Business Management

- Construction
- Defence
- Digital industries
- Electronic system engineering
- Financial services
- Life and industrial sciences
- Nuclear
- Nursing
- Power engineering
- Public relations
- Surveying

Employers include:

- Airbus
- Amey
- BAE Systems
- BAM Construct
- Barclays
- BMW
- BT
- Fujitsu
- GSK
- HSBC
- Network Rail
- Pfizer
- Rolls Royce
- Santander
- Siemens
- SSE
- Toyota
- Vauxhall

Useful websites to search for Degree Apprenticeships

Prospects

<https://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships/degree-apprenticeships>

UCAS

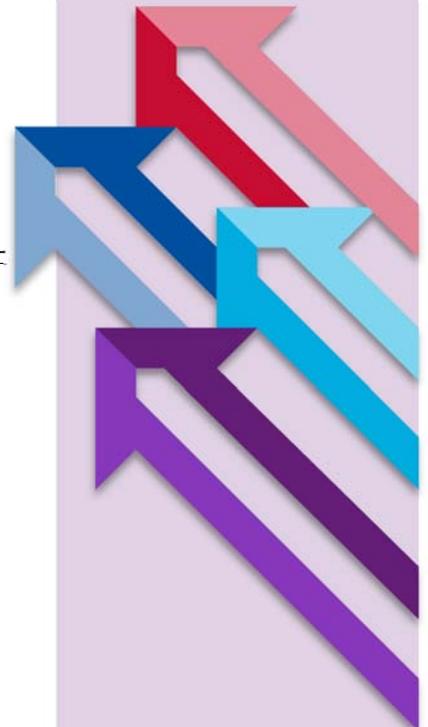
<https://www.ucas.com/alternatives/apprenticeships>

Not going to Uni

<https://www.notgoingtouni.co.uk/apprenticeships-223>

Which Higher and Degree Apprenticeship Guide

<https://university.which.co.uk/teachers/introduce-higher-education-options/higher-and-degree-apprenticeships-guide-download>



The College Apprenticeship Team



Are you looking for an apprenticeship that best suits you?

We offer a wide variety of apprenticeships such as Carpentry, Domestic Heating, Hairdressing, Business Administration and much more.

If you want to earn while you learn, visit Windsor-forest.ac.uk/apprenticeships where you can find more information on how apprenticeships work and view all of our current vacancies. Apprenticeships can take between one to five years to complete depending on the level. Please note, there is no upper age limit for apprenticeships – as long as you are over 16 and possess the right credentials, you will be eligible for your chosen apprenticeship.

Our friendly Business Services team will be more than happy to assist you, meet the team!

Seema Parmar: Employment Engagement Manager:

Seema, has years of experience working with Businesses and employers and has maintained excellent relationships with employers who regularly inform her of the vacancies they are looking to fill, She sets out to bring ambitious individuals who are interested in apprenticeships and marry them up with these well-known employers in trades such as construction and business admin and accounting and hospitality.

Suki Bhogal: Apprenticeship Adviser:

Suki is one of the most valued and experienced member of the apprenticeships team who has been a member for 8 years; she is responsible for advising employers and apprentices. She is a true expert in the field and will advise on whatever apprenticeship route you may be considering especially if you are struggling in selecting one that would be suitable. Suki particularly has good working relationships with Hairdressers, Performing Engineering Operations and hospitality.

Charlie Lambe: L3 Business Administrator Apprentice:

Charlie has been an apprentice within the apprenticeships team since May 2019 and is the perfect advisor if you want to hear about the first-hand experience of what it is like to be an apprentice. He is currently the teams Business Administrator and will be more than happy to advise you on areas of Business, Accounting and IT, he has acquired many new skills throughout my time being here. He attends to the college four times a week to work with the team and the remaining day in the week to see his assessor to work on the Level 3 Business administrator course.

“I can say there are many benefits to starting an apprenticeship such as gaining real workplace skills and experience, achieve a nationally recognised qualification, fit your study around employment and of course earn while you learn!”

Our current Vacancies:

SASH Education Trust- Infrastructure Technician apprentice Level 3

TTI Inc- Business Administrator Level 2

Grove F&B- Painting & Decorating Level 2

City Home Care- Accounting Level 2

Aurora Group- Painting and Decorating Level 2

Lays International- Heavy Vehicle Level 3

To view all of our current vacancies please visit our website:
www.windsor-forest.ac.uk/apprenticeships.

Events:

In time for the National Apprenticeship week we have now scheduled our Student Clinic sessions, if you would like advice and guidance, pop in for a chat on the following dates:

Student Workshops:

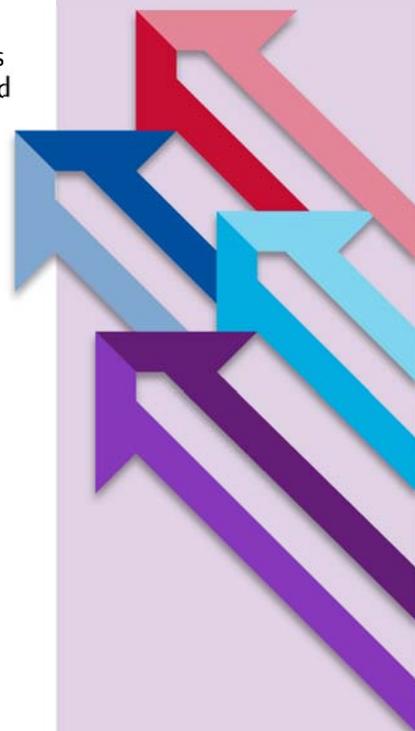
Wednesday 5th February at 12.00 – 14.00

Monday 3rd February at 15.00 – 17.00

If you have a query or would like more advice on apprenticeships please email:

business.services@windsor-forest.ac.uk or call to speak to our apprenticeship team on 01753

443855. Alternatively if you would like to speak to us face to face come over to Business Services and to have an informal chat with us.



Apprenticeship Opportunities and Websites



Interested in a career in the Defence and Technology Industry?
BAE Systems is holding an insight event at their Frimley office in 4 February. For more information or to book a place, please visit <https://www.baesystems.com/en/careers/careers-in-the-uk/apprenticeships>



Sky Technology Insight Day
Interested in an apprenticeship with Sky. They are holding an insight day in Osterley. Please see <https://careers.sky.com/earlycareers/insightdays/>



Considered working in the city?
M & G have a School Leavers event on 18 February. Please see <https://careers.pageuppeople.com/781/cw/en/job/498109/mg-school-leavers-insights-afternoon-18022020-london>



The BBC offer a Digital Journalism Apprenticeship
You will work alongside BBC News teams on work placements and assist them with delivering quality News output and content, whether that is online and digital, radio or television. Meanwhile, you will be working towards a Level 3 Diploma in Journalism. Please follow the link below for more information: <https://www.bbc.co.uk/careers/trainee-schemes-and-apprenticeships/journalism/dja>



Useful Websites

Government apprenticeship information site	https://www.apprenticeships.gov.uk/
Government apprenticeship search engine	https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch
Not Going to Uni	https://www.notgoingtouni.co.uk/apprenticeships-223
UCAS apprenticeship pathways	https://www.ucas.com/apprenticeships-in-the-uk
Prospects apprenticeship information	https://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships
Rate my Apprenticeship	https://www.ratemyapprenticeship.co.uk/
Amazing Apprenticeships	https://amazingapprenticeships.com/
Which? University apprenticeships information	https://university.which.co.uk/advice/apprenticeships
Windsor Forest Colleges Group apprenticeships	https://www.windsor-forest.ac.uk/business-services/apprenticeships.html
The Apprenticeship Guide	http://www.apprenticeshipguide.co.uk/

