

# Apprenticeships

## Skills for life



Apprenticeships give you the opportunity to work, earn a salary and gain a qualification.



Fareham  
College

CEMAST

Full & Part Time Technical & Professional Courses  
■ Apprenticeships & Traineeships ■ Higher Education

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# Why choose an Apprenticeship?

**An Apprenticeship is a real job with training. Apprentices **earn and learn at the same time**, gaining hands-on experience, new skills and knowledge in the workplace and, in most cases, at College.**

Key benefits of being an apprentice include:

- You earn a wage
- You train alongside experienced staff
- You achieve recognised qualifications
- You learn job-specific skills
- You boost your future job prospects
- You can progress through levels and even top up from an Apprenticeship to a degree in some sectors

Apprenticeships follow a structured programme that lead to formal qualifications. Generally, Apprenticeships take between one and four years to complete (depending on the sector).

Apprenticeships can be taken at three levels: Intermediate (Level 2), Advanced (Level 3) and Higher (Level 4/5). The type of Apprenticeship you choose will depend on your intended career and any experience and qualifications you may already have gained. All Apprenticeship programmes will include study units in Employment Rights and Responsibilities, Maths, English and IT.

Like all employees, apprentices receive a wage. Employers are obliged to cover an apprentice's salary for at least 30 hours per week for a minimum of 12 months.

## Can anyone become an apprentice?

Anyone over the age of 16 who has been living in England for at least three years can become an apprentice. To be an apprentice you must be employed in your chosen industry.

If you don't have a job you should log on to the National Apprenticeship service website at **[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)** and search for vacancies using keywords, job role or postcode.

## Find out more:

One of the best ways to find out about Apprenticeships is to come along to an Open Day or Evening where you can meet our team of advisors and learn more about the opportunities that are available. Visit **[www.fareham.ac.uk](http://www.fareham.ac.uk)** for up-to-date information on all of our Open Events.



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Fareham College is great for technical and professional courses and Apprenticeships; this form of training has meant that I can learn whilst getting on-the-job experience, developing skills that I can apply to a working environment.

Zoe Wade - Level 3 Accounting - Protec

# Accounting

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN ACCOUNTING

### QUALIFICATION

Level AAT 2 Certificate in Accounting

**DURATION:** One year

### COURSE DETAILS

An Apprenticeship in Accounting holds several benefits; as with all Apprenticeships you will have the opportunity to earn while you learn, gaining valuable work experience and an industry-recognised qualification.

A Level 2 Apprenticeship in Accounting consists of five compulsory units; these are as follows:

- Basic costing
- Computerised accounting
- Working effectively in accounting and finance
- Processing bookkeeping transactions
- Controlling accounts, journals and the banking system

**NEXT STEPS:** Once you have completed the Intermediate Level 2 Apprenticeship, you may wish to progress onto Level 3 Accounting, further developing your skills.

## LEVEL 3 ADVANCED APPRENTICESHIP IN ACCOUNTING

### QUALIFICATION

Level 3 AAT Diploma in Accounting

**DURATION:** One year

### ENTRY REQUIREMENTS

Successful interview. Level 2 AAT Course. You must be committed and prepared to work hard.

### COURSE DETAILS

An Apprenticeship allows you to learn a business from the bottom up whilst you develop your skills; this hands-on approach to learning can potentially fast-track your career. Accounting Apprenticeships offer valuable experience, you may find you move up the career ladder faster than a university graduate, and without the university debt.

The advanced level consists of six units:

- Understanding accepted principles of accounting and double-entry bookkeeping
- Understanding accounting methods of recording non-current assets
- Accounting for depreciation and adjustments
- Accounting for disposal of non-current assets
- Preparing and extending the trial balance
- Accounting for purchase of non-current assets

The AAT programme allows you to train at the level that suits you and your employer. You'll focus on developing practical accounting and finance skills while working within the business environment.

**NEXT STEPS:** This qualification gives you the skills and knowledge to progress within a number of sectors or further training.





“



I was delighted to be nominated for Apprentice of the Year at 'The News' Business Excellence Awards for my work at Hampshire Chamber of Commerce. Fareham College gave me confidence and experience, and equipped me with the skills needed to enter the world of business.

Sophie Taylor - Level 3 Business Administration - Hampshire Chamber of Commerce

# Business Administration

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN BUSINESS & ADMINISTRATION

### QUALIFICATION

Level 2 Business & Administration Diploma

**DURATION:** One year

### COURSE DETAILS

The qualification is designed to allow learners to develop their knowledge and gain a better understanding of what it is like to work in a business environment.

Some of the units you will cover on this course are mentioned below:

- Principles of personal responsibilities and working in a business environment
- Principles of providing administrative services
- Principles of managing information and producing documents
- Working in a business environment
- Solving business problems

Learners will have a choice of optional units to cover more specialist areas such as innovation and change or working in public services which will allow them to tailor the qualification to their needs.

**NEXT STEPS: Progress to a Level 3 Apprenticeship in Business Administration.**

## LEVEL 3 ADVANCED APPRENTICESHIP IN BUSINESS & ADMINISTRATION

### QUALIFICATION

Level 3 Business & Administration Diploma

**DURATION:** One year

### ENTRY REQUIREMENTS

Successful interview. You must be committed and prepared to work hard.

### COURSE DETAILS

The advanced Apprenticeship would be ideal for any candidate seeking to develop their skills and validate their competency levels. The Level 3 Apprenticeship involves topics such as supervisory, organisation, monitoring and analytical skills.

You will have the opportunity to study the following units:

- Principles of personal responsibilities and how to develop and evaluate own performance at work
- Principles of working with and supervising others in a business environment
- Principles of managing information and producing documents in a business environment
- Principles of providing and maintaining administrative services

**NEXT STEPS: The Level 3 Apprenticeship in Business Administration can lead to jobs such as office supervisor or manager, administrator or team leader. The qualification will also enable candidates to go on to higher levels of study.**

**Solent  
Leadership  
Academy**

The Solent Leadership Academy, a collaboration between Fareham College, Fareport Training Organisation and the Solent LEP, is a dedicated training offer that delivers flexible, high quality Level 5 Management and Leadership qualifications through a higher apprenticeship model. Applicable to roles in any sector or industry, this training is developed specifically for employees who are already working in managerial roles and looking to develop their skills and gain a recognised qualification in order to take on greater responsibility in the workplace.

For further information please visit [www.fareham.ac.uk/sla](http://www.fareham.ac.uk/sla)



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I would rather be working in the field of my choice earning whilst I'm learning. The Apprenticeship can be challenging at times but this all builds on relevant work experience. I would highly recommend Apprenticeships to other people; don't be afraid to apply for lots of places until you find one you're happy with.

Gemma Bonsor - Level 3 Childcare - Future Path





# Childcare

## LEVEL 3 ADVANCED APPRENTICESHIP IN CHILDCARE/EARLY YEARS EDUCATOR

### QUALIFICATION

Level 3 Diploma for Early Years Workforce  
(Early Years Educator)

**DURATION:** 18 months to two years

### ENTRY REQUIREMENTS

This course requires GCSE Maths and English at grade C or above.

### COURSE DETAILS

This Apprenticeship would be suitable for those working in Childcare roles which may involve an element of supervision, or require the apprentice to work using their own initiative, planning and organising their own work. The Early Years Educator requires learners to demonstrate an in-depth understanding of early years education and care, including that the learner:

- Supports and promotes children's early education and development
- Plans and provides effective care
- Provides teaching and learning that enables children to progress and prepares them for school
- Makes accurate and productive use of assessment
- Develops effective and informed practices
- Safeguards and promotes the health, safety and welfare of children
- Works in partnership with the key person, colleagues, parents and/or carers or other professionals

The apprentice would work four days a week and attend college one day a week.

**NEXT STEPS:** After successful completion of this Apprenticeship there is good scope for progression. You may move up through the levels of work, for example, from nursery assistant to nursery manager, or go onto higher education.



# Bricklaying

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN BRICKLAYING

### QUALIFICATIONS

Level 2 City & Guilds NVQ Trowel Trades Diploma (Construction)

Level 2 Bricklaying Diploma

**DURATION:** Two years

### COURSE DETAILS

This skills-based programme is designed to provide a sound foundation for a career in the construction industry as a bricklayer.

You will develop your skills by undertaking a range of practical workshop activities and gain an understanding of supporting theoretical knowledge.

Students on this course will gain experience in technical units including:

- Information, building construction and communication
- Interpretation of working drawings to set out masonry structures
- Solid walling, isolated and attached piers
- Cavity wall structures
- Brick work
- Block work

Fareham College is working in partnership with CITB.

**NEXT STEPS: Progression to Level 3 Bricklaying Diploma. Employment could include working on construction sites within a brickwork team, specialist garden feature construction work, or landscape architecture.**

## LEVEL 3 ADVANCED APPRENTICESHIP IN BRICKLAYING

### QUALIFICATIONS

Level 3 City & Guilds NVQ Diploma in Bricklaying

Level 3 Bricklaying Diploma

**DURATION:** One year

### ENTRY REQUIREMENTS

Completion of Level 2 Bricklaying Diploma and Maths and English GCSE grade C or above.

### COURSE DETAILS

The course allows you to develop your skills by undertaking a range of practical workshop activities and gain an understanding of supporting theoretical knowledge.

Students on this course will gain experience in technical units including:

- Pricing, planning and organising construction work
- Structural and decorative brickwork
- Repair and maintenance of masonry structures
- Decorative reinforced brick work

Fareham College is working in partnership with CITB.

**NEXT STEPS: Level 4 Construction courses or further training for managerial roles within the Construction industry.**





# Carpentry & Joinery

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN CARPENTRY AND JOINERY

### QUALIFICATIONS

Level 2 City & Guilds NVQ Wood Occupations Diploma  
Level 2 Site Carpentry (Construction) Diploma

**DURATION:** Two years

### COURSE DETAILS

This is a skills-based programme designed to provide a sound foundation for students hoping to follow a career in Construction (Site Carpentry) or associated industries. You will also undertake your NVQ by building a portfolio of evidence from site. The course requires you to demonstrate skills and knowledge through the completion of modular units which require underpinning theory and workshop assessments.

Students on this course will gain experience in technical units including:

- Health & safety
- Construction technology
- First-fix operations
- Second-fix operations
- Carcassing
- Maintenance
- Operating a circular saw

Fareham College is working in partnership with CITB.

**NEXT STEPS:** Progression to Level 3 Site Carpentry Diploma, or gain employment as a carpenter on construction sites, domestic, commercial, extensions and conversions, or as an installation carpenter for conservatories, offices and other buildings.

## LEVEL 3 ADVANCED APPRENTICESHIP IN CARPENTRY AND JOINERY

### QUALIFICATIONS

Level 3 City & Guilds NVQ Wood Occupations Diploma  
Level 3 Site Carpentry (Construction) Diploma

**DURATION:** One year

### ENTRY REQUIREMENTS

Completion of Level 2 Carpentry Diploma and GCSE Maths and English at grade C or above or equivalent.

### COURSE DETAILS

This is a skills-based programme designed to provide a sound foundation for students hoping to follow a career in Construction (Site Carpentry) or associated industries. You will also undertake your NVQ by building a portfolio of evidence from site. The course requires you to demonstrate skills and knowledge through the completion of modular units which require underpinning theory and workshop assessments.

Students on this course will gain experience in technical units including:

- Building methods and construction technology
- Carrying out second fixing
- Erecting complex structural carcassing components
- Maintenance of non-structural and structural components
- Setting up and using fixed and transportable machinery

Fareham College is working in partnership with CITB.

**NEXT STEPS:** You can progress to Level 4 Construction courses or further training for managerial roles within the Construction industry.





# Electrical Installation

## LEVEL 3 ADVANCED APPRENTICESHIP IN ELECTRICAL INSTALLATION

### QUALIFICATION

Level 3 City & Guilds NVQ Electrotechnical Diploma

**DURATION:** One year

### COURSE DETAILS

You will develop your skills by undertaking a range of practical workshop activities, and gain an understanding of supporting theoretical knowledge.

Technical units you will complete include:

- Health and safety in building services engineering
- Principles of electrical science
- Electrical installations technology
- Installation of wiring systems and enclosures
- Communication

This course is City & Guilds accredited.

Fareham College is working in partnership with CITB.

**NEXT STEPS:** This qualification could lead onto further training and directly into employment. In addition, it could allow you to progress onto a number of higher level qualifications within the building services industry.





Studying for an Apprenticeship after my full time Painting & Decorating course at Fareham College has allowed me to start earning a wage alongside my training.

Jade Francis - Level 2 Painting & Decorating - Novus

# Painting & Decorating

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN PAINTING AND DECORATING

### QUALIFICATION

Level 2 City & Guilds NVQ Painting & Decorating Diploma

**DURATION:** Two years

### ENTRY REQUIREMENTS

GCSE Maths and English, grade C or above.

### COURSE DETAILS

The course requires you to demonstrate skills and knowledge through the completion of modular units which require underpinning theory and workshop assessments.

You will gain experience in technical units including:

- Building methods and construction technology
- Information, quantities and communication
- Preparing surfaces
- Applying paint systems by brush and roller
- Applying standard papers to walls and ceilings
- Specialist decorative finishes
- Applying waterborne paint using high volume low pressure (HVLP) spray equipment
- Erecting and dismantling access equipment and working platforms
- Preparing and decorating a room including doors and balustrades (practical test)

Fareham College is working in partnership with CITB.

**NEXT STEPS: Progression onto a Level 3 Painting & Decorating Diploma.**

## LEVEL 3 ADVANCED APPRENTICESHIP IN PAINTING AND DECORATING

### QUALIFICATION

Level 3 City & Guilds NVQ Painting & Decorating Diploma

**DURATION:** One year

### ENTRY REQUIREMENTS

Completion of Level 2 Painting & Decorating Diploma and GCSE C grade or above in Maths and English.

### COURSE DETAILS

You will develop your skills by undertaking a range of practical workshop activities and gain an understanding of supporting theoretical knowledge.

You will gain experience in technical units including:

- Health, safety and welfare in construction and associated industries
- Understanding information, quantities and communication with others
- Understanding construction technology
- Erecting and dismantling access equipment and working platforms
- Preparing surfaces for protection and decoration
- Applying coatings by brush and roller
- Applying wall coverings to ceilings and walls
- Producing advanced decorative finishes
- Carrying out specialist architectural feature work
- Applying waterborne paint systems using airless equipment

Fareham College is working in partnership with CITB.

**NEXT STEPS: You can progress to Level 4 Construction courses or further training for managerial roles within the Construction industry.**





# Plumbing

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN PLUMBING

### QUALIFICATION

Level 2 NVQ Diploma in Plumbing and Heating

**DURATION:** One year

### ENTRY REQUIREMENTS

Level 1 Plumbing or five GCSEs at grade D or above.

### COURSE DETAILS

You will develop your skills by undertaking a range of practical workshop activities, and gain an understanding of supporting theoretical knowledge.

Technical units you will complete include:

- Health and safety in building services engineering
- Electrical principles and processes for building services engineering
- Scientific principles for domestic, industrial and commercial plumbing
- Common plumbing processes
- Cold water systems
- Domestic hot water systems
- Sanitation
- Central heating systems
- Drainage systems
- Communication

This course is City & Guilds accredited.

**NEXT STEPS:** This qualification could lead to a Level 3 Apprenticeship.





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The Apprenticeship has helped me learn new mechanical skills; being in a working environment is very different to college life. I would highly recommend an Apprenticeship and I would advise that you make yourself stand out when applying by bringing examples of your work to the employers as well as researching your company.

Jake Parkin - Level 3 Engineering - QinetiQ

# Engineering

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## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN ENGINEERING

### QUALIFICATIONS

Level 2 NVQ in Performing Engineering Operations  
Level 2 Technical Diploma in Engineering  
Technology

**DURATION:** Two years

### ENTRY REQUIREMENTS

4 GCSEs at grade D or above.

### COURSE DETAILS

Do you get a buzz out of creating or fixing things? Are you a practical person who is always trying to find out how things work? Whether you see yourself as a budding electrician, aero or marine engineer, or are interested in new product design, our courses will set you up for an exciting career within the engineering sector.

Although covering similar topics as those on the NVQ Level 1, this course will teach more advanced engineering techniques and challenge you to a much higher level.

The course includes the following topics:

- Health and safety in the workplace
- Working efficiently and effectively in engineering
- Using and communicating technical information
- Producing components using hand fitting techniques
- Preparing and using lathes for turning operations
- Preparing and using milling machines
- Mathematics and science principles
- Engineering materials processes

**NEXT STEPS:** Most of our students choose to progress to a Level 3 Engineering course at CEMAST.





# Aerospace Engineering



## LEVEL 3 ADVANCED APPRENTICESHIP IN ENGINEERING (AEROSPACE)

### QUALIFICATION

Level 3 BTEC Extended Diploma in Aerospace Engineering

Level 3 NVQ Diploma in Aeronautical Engineering

**DURATION:** Two years

### ENTRY REQUIREMENTS

5 GCSEs at grade C or above including Maths, English and Science, or a Level 2 qualification in Engineering.

### COURSE DETAILS

This course will provide you with an understanding of the complex design, manufacture, maintenance and flight characteristics of both rotary wing and fixed wing aircraft. Our aerospace engineering workshop is well-equipped and features a full-size helicopter.

The specialist topics allow you to study particular areas in depth, including:

- Airframe systems
- Gas turbines
- Construction methods
- Aircraft materials and their properties
- Theory of flight

Assessment is all by coursework.

**NEXT STEPS:** The course introduces you to the skills and knowledge required to progress to further study such as a Higher National Certificate/Diploma or an Engineering Degree.

# Electrical Engineering



## LEVEL 3 ADVANCED APPRENTICESHIP IN ENGINEERING (ELECTRICAL/ELECTRONIC)

### QUALIFICATION

Level 3 BTEC Extended Diploma in Electrical Engineering  
Level 3 NVQ Diploma in Electrical & Electronic Engineering

**DURATION:** Two years

### ENTRY REQUIREMENTS

5 GCSEs at grade C or above including Maths, English and Science, or a Level 2 qualification in Engineering.

### COURSE DETAILS

The specialist topics allow you to study particular areas in depth, including:

- Electrical technology
- Electronic circuit manufacture
- Electronic measurement and test
- Radio and RADAR principles
- Analogue and digital electronics

Assessment is all by coursework.

**NEXT STEPS:** The course introduces you to the skills and knowledge required to progress to further study such as a Higher National Certificate/Diploma or an Engineering Degree.

# Mechanical Engineering



## LEVEL 3 ADVANCED APPRENTICESHIP IN ENGINEERING (MECHANICAL)

### QUALIFICATION

Level 3 BTEC Extended Diploma in Mechanical Engineering  
Level 3 NVQ Diploma in Mechanical Engineering

**DURATION:** Two years

### ENTRY REQUIREMENTS

5 GCSEs at grade C or above including Maths, English and Science, or a Level 2 qualification in Engineering.

### COURSE DETAILS

On this course, you will develop a creative approach to analysis and problem solving with regard to the design, manufacture and maintenance of mechanical systems.

Our workshops are well-equipped with a wide range of testing equipment, machine tools, new CNC lathe and milling machines, a 3D printer and access to CAD software.

Specialist topics allow you to study particular areas in depth, including:

- Engineering science
- Testing techniques
- Material properties
- Analysis and evaluation
- Communication

**NEXT STEPS:** The course introduces you to the skills and knowledge required to progress to further study such as a Higher National Certificate/Diploma or an Engineering Degree.





# Marine Engineering



## LEVEL 3 ADVANCED APPRENTICESHIP IN ENGINEERING (MARINE)

### QUALIFICATION

Level 3 City & Guilds Diploma in Engineering  
Level 3 Diploma in Marine Construction, System Engineering and Maintenance (Marine Engineering)

**DURATION:** Two years

### ENTRY REQUIREMENTS

Intermediate Diploma in Marine Engineering or equivalent Level 2 qualification

### COURSE DETAILS

Built on the knowledge gained from the Level 2 qualification, this course provides further practical skills and experience required to progress to employment or further study (e.g. Higher National Certificate/Diploma or an Engineering Degree).

This course covers a variety of topics and allows you to study particular areas in depth, including:

- Fault finding
- Maintenance
- Diagnostics
- Engine repair

Assessment is largely by coursework.

**NEXT STEPS:** Students can progress into employment or on to a Higher Apprenticeship within the leisure or deep sea marine sector. Those looking to continue their marine education can progress on through a partnership to Warsash Marine Academy where they can study up to HND or Degree level.

## LEVEL 3 ADVANCED APPRENTICESHIP IN ENGINEERING (MARINE)

### QUALIFICATION

Level 3 NCFE Diploma in Marine Engineering

**DURATION:** Two years

### ENTRY REQUIREMENTS

Intermediate Diploma in Marine Engineering

### COURSE DETAILS

The Level 3 Diploma in Marine Engineering has been developed in conjunction with the Warsash Maritime Academy and the Merchant Navy Training Board. The qualification establishes practical and professional skills essential for undertaking the initial phase of sea service as a foundation for future careers in the Merchant Navy. This course is suitable for those who are already employed and wish to develop their skills.

Candidates will complete multiple units including:

- Maths for marine engineering
- Electrical principles
- Ship construction and stability
- Marine engineering systems
- Marine legislation
- Applied mechanics
- Thermodynamics for marine engineering
- IT and communication skills



“



The support provided is brilliant – I am taught by experts who help me to keep pace with developments in the industry; I'm well on my way to achieving my career goal of becoming a diagnostician.

Emma Cole - Level 2 Automotive Engineering -  
Dave Coles Garage

## LEVEL 2 APPRENTICESHIP IN AUTOMOTIVE ENGINEERING

### QUALIFICATION

Level 2 City & Guilds Diploma in Light Vehicle Maintenance & Repair Principles

Level 2 City & Guilds Level 2 Diploma in Light Vehicle Maintenance & Repair Competence

**DURATION:** Two years

### ENTRY REQUIREMENTS

4 GCSEs at grade D or above. Level 1 Motor Vehicle qualification or equivalent experience and knowledge.

### COURSE DETAILS

Following this course, you will be prepared for a career in the Motor Vehicle Industry.

The course covers a range of skills and knowledge including:

- Maintaining positive working relationships
- Routine vehicle maintenance
- Removing and replacing the following:
  - i. Engine units and components
  - ii. Auxiliary electrical units and components
  - iii. Chassis units and components
- Pre and post-work vehicle inspections
- You will be encouraged to find a work placement to gain garage experience one day a week

**NEXT STEPS: Level 3 Advanced Apprenticeship.**

## LEVEL 3 APPRENTICESHIP IN AUTOMOTIVE ENGINEERING

### QUALIFICATION

Level 3 City & Guilds Diploma in Light Vehicle Maintenance & Repair Principles

Level 3 City & Guilds Level 2 Diploma in Light Vehicle Maintenance & Repair Competence

**DURATION:** Two years

### ENTRY REQUIREMENTS

5 GCSEs at grade C or above including Maths and English. Students must have a Level 2 qualification in Motor Vehicle Maintenance and pass an entrance examination.

### COURSE DETAILS

This qualification is the final step towards becoming a qualified mechanic with the Level 3 technical certification, opening doors to a range of employment opportunities in the industry.

The course units cover all the skills and knowledge required to:

- Diagnose and rectify vehicle engine system and component faults
- Inspect vehicles
- Diagnose and rectify vehicle chassis systems and component faults
- Diagnose and rectify auxiliary equipment electrical faults
- Diagnose and rectify transmission faults

The course also involves topics such as materials fabrication and job roles in the automotive work environment. You will study both the theory and practical aspects of light vehicle maintenance including health and safety and other skills associated.







# Beauty Therapy

## LEVEL 2 APPRENTICESHIP IN BEAUTY THERAPY - GENERAL

### QUALIFICATION

Level 2 Diploma in Beauty Therapy

**DURATION:** One year

### ENTRY REQUIREMENTS

GCSE Maths and English grade C or above.

### COURSE DETAILS

This course provides an extensive collection of specialist skills which are in great demand within the beauty industry. These units maximise progression and employability skills within this growing and ever-changing industry. This course also offers the opportunity to learn a wide range of additional skills and qualifications depending on your individual progress on the course.

Units studied:

- Health and safety
- Client care
- Promotion of products & services, retailing
- Facial skin care
- Eyelash and eyebrow treatments
- Waxing - hot and warm
- Manicure and pedicure
- Make-up

**NEXT STEPS:** Progression to Level 3 Beauty Therapy General or Holistic/Massage courses at Fareham College.

## LEVEL 3 APPRENTICESHIP IN BEAUTY THERAPY

### QUALIFICATION

Level 3 Diploma in Beauty Therapy

**DURATION:** One year to 18 months

### ENTRY REQUIREMENTS

You must have GCSE Maths and English grade C or above, Level 2 Beauty Therapy.

### COURSE DETAILS

This advanced training programme will provide a high level of expertise and enhanced career opportunities within this fast-paced, dynamic industry. There are two different routes that are available for your choice of career path.

#### Holistic/Massage:

Duration - one year

- Body massage treatments
- Hot Stone therapy
- Indian Head massage
- Level 3 self-tanning
- Massage using pre-blended Aromatherapy oils

#### General:

Duration - 18 months

- Body electrical
- Facial electrical
- Body massage
- Epilation/Electrolysis
- Microdermabrasion

#### Mandatory units:

- Health and safety
- Planning promotional events and retail
- Financial effectiveness
- Employment rights & responsibilities

**NEXT STEPS:** Progression to the Level 4 in Salon Management qualification.



# Hairdressing

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN HAIRDRESSING

### QUALIFICATION

Level 2 City & Guilds Diploma in Hairdressing

**DURATION:** Two years

### ENTRY REQUIREMENTS

You must have GCSE Maths and English at grade C.

### COURSE DETAILS

This is a demanding course and home study will be necessary. You will learn the basic skills to become a capable hairdresser, through practise in our salons and working with real clients. During the course you will achieve a Level 2 qualification in men's and ladies' hairdressing. Completion of this qualification will equip you with the skills to gain employment as a hairdresser or barber.

Course content includes:

- Advising clients and consultation of their needs and requirements
- Shampooing and conditioning the scalp and hair, as well as recognition of certain disorders
- Hairstyling
- Cutting hair to create a variety of different styles and effects
- Perming
- Colouring
- Barbering
- Customer service and retail

**NEXT STEPS:** You can progress to study Level 3 Hairdressing or Barbering or undertake specialist training and part time courses.

## LEVEL 3 ADVANCED APPRENTICESHIP IN WOMEN'S HAIRDRESSING

### QUALIFICATION

Level 3 City & Guilds NVQ Diploma in Hairdressing

**DURATION:** One year

### ENTRY REQUIREMENTS

Level 2 Hairdressing and a salon placement. You must have GCSE Maths and English grade C or above, or Level 2 Functional Skills.

### COURSE DETAILS

This demanding course gives you specialist techniques designed to enhance your development from a qualified hairdresser, to senior stylist and technician level. Independent research and study is an important part of this course. You will need to either have salon employment or gain a work placement in a salon to gain essential employability skills. A portfolio of work is mandatory, including photos of your work.

Course content includes:

- Creative cutting
- Creative colouring
- Colour correction
- Long hair design
- Dressing and styling hair
- Creating and organising the annual showcase

**NEXT STEPS:** After completing this course you will be ready to take on more responsibility and may achieve senior stylist status, or develop into a managerial or training role. You could also consider becoming a consultant for a hair product manufacturer. For future development you could progress onto Level 4 Salon Management.





# Barbering

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN BARBERING

### QUALIFICATION

Level 2 City & Guilds NVQ Diploma in Barbering

**DURATION:** One year

### ENTRY REQUIREMENTS

Five GCSEs at grade A\*-D.

### COURSE DETAILS

On this demanding but exciting course you will learn the basic skills to become a capable barber and use your skills in our salons, working with real clients. A salon placement is recommended.

A portfolio of work is mandatory, including photos of your work, and home study will be necessary.

Course content includes:

- Advising male clients and consulting on their needs and requirements
- Shampooing and conditioning
- Introduction to working in the hair sector
- Cutting men's hair
- Cutting facial hair
- Styling men's hair
- Scalp massage
- Health and safety in the salon
- Salon reception duties
- Promoting products and services

On this course you will learn practical skills supported by the completion of online assessments. All practical skills will be observed and assessed regularly throughout the academic year. Your progress is carefully monitored and your tutor and lecturers will help you to stay on track for success.

**NEXT STEPS:** You could progress to study Level 3 Barbering. Specialist training and/or part time courses will also enhance your career prospects further.

## LEVEL 3 ADVANCED APPRENTICESHIP IN BARBERING

### QUALIFICATION

Level 3 City & Guilds NVQ Diploma in Barbering

**DURATION:** One year

### ENTRY REQUIREMENTS

Five GCSEs at grade A\*-D.

### COURSE DETAILS

This demanding course will teach you specialist techniques designed to enhance the development of the qualified barber. Students are expected to be disciplined in working on projects independently of other course study. As part of the course, students are required to either have salon employment or find a work placement in a salon.

Course content includes:

- Advising male clients and consultation of more complex requirements
- Cutting men's hair to create a variety of looks
- Cutting facial hair to create a variety of looks
- Colouring and lightening hair
- Creative hairdressing design
- Maintaining and monitoring health and safety in the salon
- Promoting products and services
- Scalp massage

On this full time vocational course you will learn practical skills supported by the completion of online assessments. All practical skills will be observed and assessed regularly throughout the academic year. Your progress is carefully monitored and your tutor and lecturers will help you to stay on track for success. A portfolio, including photos of your work, is mandatory.

**NEXT STEPS:** You can undertake further specialist training. You will be ready to take on more responsibility and may achieve senior stylist status, or develop into a managerial or training role.



“

I had worked for a year and a half as a care assistant, before starting an Apprenticeship; it is a great opportunity to practice as a care assistant whilst gaining additional information and working towards recognised qualifications at the same time.

Ernesta Fridrichsonaite - Level 2 Health & Social Care - NHS

# Health & Social Care

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN HEALTH & SOCIAL CARE

### QUALIFICATIONS

Level 2 Certificate in Preparing to Work in Adult Social Care

Level 2 Diploma in Health & Social Care

**DURATION:** One year

### COURSE DETAILS

This Apprenticeship covers a wide range of job roles in Health and Social Care. This could mean working in the NHS, the community, care homes, or in the voluntary sectors. The areas of study would depend on the apprentice's job role and daily duties. Fareham College works in a variety of ways in the sector; some apprentices would attend College on a day release basis and have assessing take place in the workplace whilst others can have training sessions on site as well as assessing visits.

Some of the units you could cover on this Apprenticeship are as follows:

- Introduction to communication
- Introduction to personal development
- Introduction to equality & inclusion
- Introduction to duty of care
- Principles of safeguarding & protection
- Role of the health & social care worker
- Implement person-centred approaches
- Contribute to health & safety
- Handling information

**NEXT STEPS:** The Level 2 qualification enables candidates to apply for positions holding higher responsibility. Alternatively you could progress to Level 3.

## LEVEL 3 ADVANCED APPRENTICESHIP IN HEALTH & SOCIAL CARE

### QUALIFICATIONS

Level 3 Certificate in Preparing to Work in Adult Social Care

Level 3 Diploma in Health & Social Care

**DURATION:** 18 months

### COURSE DETAILS

The Advanced Apprenticeship would be ideal for staff members who are currently working in a health or social care setting and would like to develop their skills and validate their competency levels.

The units depend on the job role however, some of the units you could cover on this Apprenticeship are as follows:

- Development through the life stages
- Perspectives on health and social care
- Values & planning

**NEXT STEPS:** The Level 3 qualification in Health and Social Care/Healthcare Support will enable candidates to apply for positions holding higher responsibility. The Apprenticeship will also enable candidates to go onto higher levels of study, e.g. Open University/Foundation Degrees.



# Healthcare Support

## LEVEL 2 INTERMEDIATE APPRENTICESHIP CLINICAL HEALTHCARE SUPPORT

### QUALIFICATIONS

Level 2 Diploma in Clinical Healthcare Support

**DURATION:** 15 months

### COURSE DETAILS

- Introduction to personal development in health, social care or children's and young people's settings
- Introduction to communication in health, social care or children's and young people's settings
- The role of the health and social care worker
- The principles of infection prevention and control
- Implementing person-centred approaches in health and social care

**NEXT STEPS:** Level 3 Advanced Apprenticeship in Clinical Healthcare Support

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN HEALTHCARE SUPPORT SERVICES

### QUALIFICATIONS

Level 2 Certificate in Healthcare Support Services

**DURATION:** 15 months

### COURSE DETAILS

- Introduction to equality and inclusion in health, social care or children's and young people's settings
- Contributing to health and safety in health and social care
- Introduction to personal development in health, social care or children's and young people's settings

**NEXT STEPS:** You can progress to the Level 3 Advanced Apprenticeship in Healthcare Support Services.



## LEVEL 3 ADVANCED APPRENTICESHIP IN CLINICAL HEALTHCARE SUPPORT

### QUALIFICATIONS

Level 3 Certificate in Healthcare Support

**DURATION:** 18 months

### COURSE DETAILS

- Communication in health, social care or children's and young people's settings
- Equality and inclusion in health, social care or children's and young people's settings
- Implementing health and safety in health and social care
- Principles of safeguarding and protection in health and social care
- Good practice in handling information in health and social care settings

**NEXT STEPS:** You can progress onto a Level 4 qualification or management training.

## LEVEL 3 ADVANCED APPRENTICESHIP IN HEALTHCARE SUPPORT SERVICES

### QUALIFICATIONS

Level 3 Certificate in Healthcare Services

**DURATION:** 18 months

### COURSE DETAILS

- Engaging in personal development in health, social care or children's and young people's settings
- Communication in health, social care or children's and young people's settings
- Equality and inclusion in health, social care or children's and young people's settings
- Implementing health and safety in health and social care

**NEXT STEPS:** You can progress onto a Level 4 qualification or management training.



# Healthcare Support

## LEVEL 3 DIPLOMA IN ALLIED HEALTH PROFESSION SUPPORT

### QUALIFICATIONS

Level 3 Diploma in Allied Health Profession Support

**DURATION:** 18 months

### COURSE DETAILS

- Engaging in personal development in health, social care or children's and young people's settings
- Communication in health, social care or children's and young people's settings
- Equality and inclusion in health, social care or children's and young people's settings
- Principles of safeguarding and protection in health and social care
- The role of the health and social care worker

**NEXT STEPS:** You can progress onto a Level 4 qualification or management training.

## LEVEL 3 DIPLOMA IN MATERNITY AND PAEDIATRIC SUPPORT

### QUALIFICATIONS

Level 3 Diploma in Maternity and Paediatric Support

**DURATION:** 18 months

### COURSE DETAILS

- Communication in health, social care or children's and young people's settings
- Implementing health and safety in health and social care
- Good practice in handling information in health and social care settings
- Cleaning, decontamination and waste management
- Principles for implementing duty of care in health, social care or children's and young people's settings

**NEXT STEPS:** You can progress onto a Level 4 qualification or management training.

## LEVEL 3 DIPLOMA IN PERIOPERATIVE SUPPORT

### QUALIFICATIONS

Level 3 Diploma in Perioperative Support

**DURATION:** 18 months

### COURSE DETAILS

- Equality and inclusion in health, social care or children's and young people's settings
- Principles of safeguarding and protection in health and social care
- Person-centred approaches in health and social care
- Principles for implementing duty of care in health, social care or children's and young people's settings
- Contributing to the safe use of medical devices in the perioperative environment
- Measuring and recording individuals' body fluid balance in a perioperative environment

**NEXT STEPS:** You can progress onto a Level 4 qualification or management training.





# Horticulture

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN HORTICULTURE

### QUALIFICATIONS

Level 2 Diploma in work-based Horticulture

### DURATION: 18 Months

This may be extended to 20 months depending on the employer and the learner's entry requirements.

### ENTRY REQUIREMENTS

In order to apply for this course it is advised that you have an interest in Horticulture and a sound understanding of the industry, type of work and work environment. In addition, you must have GCSE Maths and English at grades A-E, or Functional Skills Level 1.

### COURSE DETAILS

Horticulture is a broad and varied industry that can be split into four main areas: landscaping, production, sports turf and green keeping and parks, gardens and green spaces.

The pathway and units will be dependant on the organisation and employer; they will be mapped to the type of the work the organisation undertakes and your previous skills and aspirations.

Some of the modules studied on this course may include:

- Monitoring and maintaining health and safety
- Plant nomenclature, terminology and identification
- Preparing seeding and plants
- Establishing decorative amenity areas
- Renovating and repairing sports turf
- Installing block surfaces
- Preparing harvested crops
- Propagating plants from seeds
- Excavating and forming foundations for fencing

**NEXT STEPS: The completion of this Apprenticeship can lead to employment opportunities within your field, or you may choose to progress to an Advanced Apprenticeship in Horticulture.**



# Hospitality & Catering

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN CATERING - PROFESSIONAL CHEF

### QUALIFICATION

Level 2 NVQ in Professional Cookery  
Level 2 Technical Certificate

**DURATION:** One year

### ENTRY REQUIREMENTS

GCSEs at grade D or above and/or completion of Diploma Level 1 Professional Chef as well as a successful interview.

### COURSE DETAILS

This course is for chefs working in restaurants or hotels.

Some of the modules studied on this course may include:

- Health and safety
- Maintaining, handling and cleaning knives
- Working as a team
- Food safety
- Preparing and cooking fish, meat, poultry and vegetables
- Preparing, cooking and finishing sauces, stocks and soups
- Setting up and closing down

**NEXT STEPS:** Level 3 Diploma in Professional Cookery or Level 3 Diploma in Food and Beverage Service. After this course, you could find employment as a Chef de Partie in charge of a particular area of production, or join food and beverage establishments as a section team leader.

## LEVEL 3 ADVANCED APPRENTICESHIP IN CATERING - PROFESSIONAL COOKERY

### QUALIFICATION

Level 3 NVQ Diploma in Cookery  
Level 3 Technical Certificate

**DURATION:** One year

### ENTRY REQUIREMENTS

Diploma Level 2 Professional Cookery or current industry experience.

### COURSE DETAILS

This course is for those who wish to advance their culinary skills following completion of a Level 2 Professional Chef course.

Some of the modules studied on this course may include:

- Developing productive working relationships with colleagues
- Health and safety
- Food hygiene
- Prepare fish, meat, poultry for a complex dish
- Produce healthier dishes
- Develop recipes and menus

**NEXT STEPS: Careers could include Chef de Cuisine (Head of the Kitchen), Sous Chef and more.**

## LEVEL 3 ADVANCED APPRENTICESHIP IN CATERING - FOOD AND BEVERAGE SERVICE

### QUALIFICATION

Level 3 NVQ Diploma in Food and Beverage Service  
Level 3 Certificate in Hospitality and Catering Principles

**DURATION:** One year

### ENTRY REQUIREMENTS

Maths and English GCSE grade C or above. Level 2 Diploma in Food & Beverage Service, or relevant industry experience.

### COURSE DETAILS

You will be actively involved in the day-to-day running of a restaurant, with significant emphasis on leadership and supervision of staff under the guidance of your lecturers.

The course covers appropriate communication skills, leading a team, supervision of customer service, stock control and the effective use of resources.

You will gain hands-on experience in our commercial restaurant Avenue 141. You will need to demonstrate the highest professional standards in appearance, behaviour and attitude, and ensure that your staff can deliver the same high standards.

You will be assessed via observations, assignments, projects, and professional discussions.

**NEXT STEPS: Study hospitality management at university, or other management qualifications. Career options include restaurant management, hotel management, conference and banqueting management, front of house, cruise liner restaurant services and more.**



“



Apprenticeships are great for any person, whether they want to develop existing skills or fancy a change in career, they are ideal if you don't want to go back to full time education. As an apprentice I gained the skills I needed to succeed and I now have a full time job at Fareham College.

Ollie Blewden - Level 3 IT Support - Fareham College



# IT Support

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN IT

### QUALIFICATIONS

Level 2 ICT Systems & Principles Certificate  
Level 2 Professional Competence for ICT and Telecoms Diploma

**DURATION:** One year

### ENTRY REQUIREMENTS

Successful interview. You must be committed and prepared to work hard.

### COURSE DETAILS

This Apprenticeship covers a wide range of job roles in IT. Units studied may include:

#### Mandatory units:

- Health and safety in ICT
- Developing effectiveness and professionalism
- Employer rights and responsibilities

#### Optional units (choice of two):

- Managing a server environment
- Implementing systems management software
- Customer care for IT and Telecoms
- Testing IT and Telecoms system
- IT and Telecoms system management spreadsheet software
- Website software
- Designing and developing a website
- Database software
- Testing ICT systems
- Remote support for ICT products and services

A Level 2 Apprenticeship in IT will provide students with a BTEC Level 2 Diploma in Professional Competence for IT & Telecoms Professionals, and an additional NVQ Level 2 Certificate in IT systems and principles.

**NEXT STEPS: Progression to a Level 3 Apprenticeship in IT.**

## LEVEL 3 ADVANCED APPRENTICESHIP IN IT

### QUALIFICATIONS

Level 3 ICT Systems & Principles Certificate  
Level 3 Professional Competence for ICT and Telecoms Diploma

**DURATION:** One year

### ENTRY REQUIREMENTS

Successful interview. You must be committed and prepared to work hard.

### COURSE DETAILS

An advanced IT qualification for IT professionals in either a supporting or creative IT role. Units studied at this level may include:

- Communication and employability skills for ICT
- Presenting information using ICT
- Project planning using ICT
- Principles of ICT systems and data security
- Networking principles
- Software testing
- Web fundamentals
- Computing systems
- Impact of the use of IT on business systems
- Managing networks
- IT maintenance

When studying this qualification at Level 3, the apprentice can also gain a further qualification, CompTia A+.

Fareham College has recently gained CompTia Training Academy status. The qualification covers maintenance of PCs, mobile devices, laptops, operating systems and printers.

A Level 3 Apprenticeship in IT will provide students with a BTEC Level 3 Certificate in ICT Systems and Principles, and an additional NVQ Level 3 Certificate in ICT Systems and Principles.

**NEXT STEPS: Potential job opportunities on completion of a Level 3 Apprenticeship in IT include IT support, network roles, creative and web design roles.**



# Marketing

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN MARKETING

### QUALIFICATIONS

Level 2 NVQ Marketing Certificate  
Level 2 Principles of Marketing Certificate

**DURATION:** One year

### ENTRY REQUIREMENTS

Successful interview. You must be committed and prepared to work hard.

### COURSE DETAILS

Marketing is the foundation of business activity and essential to commercial success. It is concerned with understanding the needs and wants of people, developing a product or service that meets those needs and helping promote a desire for what has been created. Marketing involves several specialisms including: direct marketing (communicating directly with the consumer via mailings, emails or telephone calls), market research (gathering and analysing information on customers, competitors and the market) and public relations (promoting and protecting the public image of your product or organisation).

The Marketing Level 2 Apprenticeship will provide apprentices with both a BTEC and an NVQ qualification.

Units that may be studied on this course include:

- Principles of marketing theory
- Understanding legal, regulatory and ethical requirements in sales or marketing
- Principles of personal responsibilities and working in a business environment
- Principles of digital marketing
- Principles of market research
- Principles of customer relationships
- Understanding the relationship between sales and marketing

**NEXT STEPS:** Progression to the Level 3 Apprenticeship in Marketing.

## LEVEL 3 ADVANCED APPRENTICESHIP IN MARKETING

### QUALIFICATIONS

Level 3 NVQ Marketing Certificate  
Level 3 Principles of Marketing Certificate

**DURATION:** One year

### ENTRY REQUIREMENTS

Successful interview. You must be committed and prepared to work hard.

### COURSE DETAILS

Completing an Apprenticeship is a great way to gain practical work experience, develop your skills and knowledge, achieve nationally recognised qualifications and earn a real wage. Achieving the Marketing Apprenticeship will give you an excellent start to a career in an exciting and rewarding industry. The Marketing Apprenticeship has been designed to address the challenges faced by employers of all sizes across the public, private and not-for-profit sectors.

The Marketing Level 3 Apprenticeship will provide apprentices with both a BTEC and an NVQ qualification.

Units covered may include:

- Principles of marketing and evaluation
- Understanding legal, regulatory and ethical requirements in sales or marketing
- Principles of personal responsibilities and how to develop and evaluate own performance at work
- Principles of digital marketing and research
- Principles of market research
- Principles of marketing stakeholder relationships
- Understanding the relationship between sales and marketing

**NEXT STEPS:** The completion of this Apprenticeship can lead to job opportunities such as junior marketing executive, advertising account executive or market researcher.



“

Every day was completely different; I led after-school fitness classes, motivation sessions, circuit training, life guard duty and much more. I did what I loved and gained a qualification at the same time!

Harrison Fokinther - Level 3 Exercise & Fitness - Brune Park Community School



# Exercise & Fitness

## LEVEL 2 INTERMEDIATE APPRENTICESHIP IN EXERCISE AND FITNESS

### QUALIFICATIONS

Level 2 NVQ Diploma in Instructing Exercise and Fitness

Level 2 Certificate in Fitness Instructing

**DURATION:** One year

### COURSE DETAILS

On the Intermediate Level Apprenticeship you could work as a fitness instructor or gym instructor, responsible for the maintenance of the gym, developing fitness plans and delivering sessions for members. It may also include reception duties and increasing membership sales. You could also work as an exercise instructor, working with children and adults, preparing, delivering and evaluating exercise sessions, such as aerobics, step aerobics, circuit training, and aqua aerobics.

You will have the opportunity to cover some of the following units:

- How to plan and teach safe exercise sessions
- The principles of training
- Adapting exercises to suit all fitness levels
- How to use a range of teaching skills
- The body's system and its response to exercise
- Health and safety factors
- How to motivate and support clients

You will also cover a qualification about employment rights and responsibilities. During the Apprenticeship, you will train on-the-job four days a week and attend College one day a week.

**NEXT STEPS:** Progress to Level 3. Potential job roles include; fitness instructor, recreation assistant and leisure centre assistant.

## LEVEL 3 ADVANCED APPRENTICESHIP IN EXERCISE AND FITNESS

### QUALIFICATIONS

Level 3 NVQ Diploma in Personal Training

Level 3 Certificate in Fitness Instructing (Personal Training)

**DURATION:** One year

### COURSE DETAILS

This course is for apprentices who need to develop skills in advanced gym and personal training.

The course includes nine mandatory units covering a range of topics such as:

- Anatomy and physiology
- Motivating clients to maintain long term adherence
- Completing case studies on clients
- Applied principles of nutrition

As a Level 3 Instructing and Exercise Fitness Apprentice you could work as a personal trainer, preparing and delivering training programmes for adults on an individual basis, being able to cater for a variety of needs ranging from older adults to athletes and people wishing to train for a specific sporting activity.

This Apprenticeship is ideal for someone who wants to be involved in the management of a fitness facility or operation. You would not have to be a manager, but someone who has some supervisory responsibilities. During the Apprenticeship, you will train on-the-job four days a week and attend College one day a week.

**NEXT STEPS:** Apprenticeship job roles may include studio coordinator, personal trainer and referral specialist.



“



I wanted to start working as soon as possible; an Apprenticeship allowed me to earn money and gain a massive amount of experience. The best advice I can give to anyone thinking of doing an Apprenticeship is to be committed and focused on achieving your career goals.

Steven Wapshare - Level 2 Live Events & Promotion - Fareham College



# Live Events & Promotion

## LEVEL 3 ADVANCED APPRENTICESHIP IN LIVE EVENTS AND PROMOTION

### QUALIFICATIONS

Level 3 Diploma in Live Events and Promotion  
Level 3 Certificate in Principles of the Creative and Cultural Sector

**DURATION:** One year

### ENTRY REQUIREMENTS

This course requires GCSE Maths and English grades A-E, or Functional Skills Level 1.

### COURSE DETAILS

- Assist in the identification of funding streams for live events
- Undertake activities to secure funding for a live event
- Prepare and maintain a budget for a live event
- Work effectively with other people in a creative and cultural context
- Ensure responsibilities for actions to reduce risks to health and safety

Some of the optional units available include:

- Assist with the implementation of safety and security at a live event
- Support the licensing and permissions application process for a live event
- Identify and gain alternative forms of publicity for a live event
- Research and assess the appropriateness of different types of venues for different types of live events
- Understanding the creative and cultural industry
- Principles of personal responsibilities and how to develop and evaluate own performance at work
- Understanding the role of marketing and advertising for live events and promotion.





# How to become an apprentice

To start an Apprenticeship, the first step is to find an employer who is willing to employ you as an apprentice. Fareham College can help you to find a potential Apprenticeship employer through our Employment Hub, and you can also find available vacancies on the official Apprenticeship website: **[www.apprenticeship.org.uk](http://www.apprenticeship.org.uk)**.

If you already have a job, and would like to formalise your experience into a recognised qualification through beginning an Apprenticeship,

please complete the application form on page 53 and return to Fareham College, and one of our knowledgeable advisors will be in touch to discuss your options.

**If you would like any further information, or have any questions about Apprenticeships, please contact us:**

**E: [business@fareham.ac.uk](mailto:business@fareham.ac.uk)**

**T: 01329 815 153**

**[www.fareham.ac.uk/apprenticeships](http://www.fareham.ac.uk/apprenticeships)**



# Apprenticeship Application Form

Please complete all sections of this form. If a section is not relevant please mark as N/A. Please read our Admissions Policy, which can be viewed on our website at [www.fareham.ac.uk](http://www.fareham.ac.uk).

If you need help completing this application form, please contact our Business Development Team on 01329 815 153.

## Part A – Learner Information - Please complete in BLOCK CAPITALS using Black Ink

### Personal details

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Surname:

First Name(s):

Home Address:

Postcode:

Telephone Home:

Mobile:

Email:

Date of Birth:

Age on 1st September:

Nationality:

Male ☐

Female ☐

Next of kin (Parent/Guardian):

Mr ☐

Mrs ☐

Miss ☐

Ms ☐

Name:

Relationship:

Telephone:

Mobile:

Email:

Employer Name:

National Insurance Number:

### Prior Attainment/Highest Previous Qualifications

Please tick to indicate your current qualification level:

☐ 09 Entry Level (Basic Entry Level, ESOL, CSWL)

☐ 07 Qualifications below Level 1 (Pre-entry)

☐ 01 Level 1 (5 GCSEs D-G, NVQ1, GNVQ Foundation, BTEC First Certificate, Basic Skills, CLAIT)

☐ 02 Full Level 2 (5 GCSEs A-C, NVQ2, GNVQ Intermediate, BTEC First Diploma)

☐ 03 Full Level 3 (4 AS-level, 2 A2-level, NVQ 3, BTEC Certificate / Diploma)

☐ 04 Level 4 (HNC/D, Degree, Professional Qualification)

☐ 05 Level 5 or above (Higher Degree, Higher Professional Qualification)

☐ 97 Other qualification, level not know

☐ 99 No qualifications

## Part B – Programme Aim & Main Aim Information – Please include all courses including functional skills

Course Title	Course Code	Qualification Aim	Start Date	End Date	A10

I have read, understood and agree to the College Regulations and Declaration. I agree that I have been offered advice and guidance about my programme of study.

Applicant Signature:

Date:

Staff Signature:

Date:

All data is stored and processed in accordance with the Data Protection Act.

Please complete the entire form (see over)...

## Part C – Equal Opportunities

Have you been a student here before? Yes ☐ No ☐

Do you have a disability, sensory impairment, medical problem? Yes ☐ No ☐

Do you have a specific learning difficulty, (Including Dyslexia)? Yes ☐ No ☐

Please give details of any support needs in a covering letter. If you would like additional support whilst at College, please let us know in confidence. Your needs will be discussed at your interview or call us on 01329 815 179.

Do you have a criminal record, or any pending criminal cases? Yes ☐ No ☐

If yes, it need not affect your application, but we would like to take the opportunity to discuss this with you.

Have you lived inside the UK/EU/EAA for the past 3 years? Yes ☐ No ☐

If not, where did you live?

Please bring your passport/visa with you to your interview.

### What is your ethnic origin? (tick one box only)

We fully support students from a wide variety of ethnic backgrounds and prepare learners for their future in a multi-cultural society. We are required to collect this information for Government statistics in order to promote equal opportunities in education and training. Please let us know which ethnic category you identify with.

### White

- ☐ 31 English/Welsh/Scottish/Northern Irish/British
- ☐ 32 Irish
- ☐ 33 Gypsy Irish Traveller
- ☐ 34 Any other White background

### Mixed multiple ethnic groups

- ☐ 35 White and Black Caribbean
- ☐ 36 White and Black African
- ☐ 37 White Asian
- ☐ 38 Any other mixed race/multiple ethnic background

### Asian/Asian British

- ☐ 39 Indian
- ☐ 40 Pakistani
- ☐ 41 Bangladeshi
- ☐ 42 Chinese
- ☐ 43 Any other Asian background

### Black/African/Caribbean/Black British

- ☐ 44 African
- ☐ 45 Caribbean
- ☐ 46 Any other Black/African/Caribbean/Black British

### Other ethnic group

- ☐ 47 Arab
- ☐ 98 Any other ethnic group

Nationality (as on Passport)

## DECLARATION AND PRIVACY STATEMENT – HOW WE USE YOUR PERSONAL INFORMATION

**Please note that fees may be payable if you are 19 years or over, or have not lived inside the EU for the last three years.**

The information you provide on this form will be passed to the Skills Funding Agency (SFA) and, where required, the Education Funding Agency (EFA) to enable them to fulfil their statutory obligations. The SFA and EFA are registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data. The information you provide may be shared with other organisations for the purpose of administration, careers and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Adviza, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA, the EFA or partners of those organisations. The SFA also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

At no time will your personal information be passed to organisations for marketing or sales purposes. The EFA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

### Part Funded by the European Social Fund



The SFA is a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.

### Data Protection

The Data Protection Act 1998 is concerned with the electronic use and storage of personal data and information and the College and its staff are bound by the requirements of this act. The Act requires that data provided by students of the College must only be used for the purposes of which it was originally collected and that data no longer required must be destroyed.

Staff will ensure that all information is held securely and treated in confidence, with access rights for relevant individuals only. Students must ensure that all information that the College holds about them is accurate and up to date.

Students have the right to request access to all information held about them using the "Access to Information" form, available at Reception, for which there is a discretionary charge. Further information can be obtained from Reception, or from Faculty Offices.

### Photographs and Websites

"I give my express consent to Fareham College to use my photograph for ID and security purposes, and any additional photography for it to be used in some instances for marketing and publicity material where it is directly related to promoting the College (for example, our Marketing Team take photographs of events and class activities). I understand that this material may appear in both printed and electronic form."

### WELFARE

If you are in receipt of any means-tested benefit, or are on a low income, you may be entitled to additional support with your course costs including equipment and kits. Please make an appointment to discuss your requirements with the Welfare Officer. Call 01329 815 292.

☐ Tick this box if you do not wish to be contacted in respect of surveys and research

☐ Tick this box if you do not wish to be contacted about courses or learning opportunities.

I prefer to be contacted by: ☐ Post ☐ Email ☐ Telephone

I have read, understood and agree to the College Regulations and Declaration and that all information is true and correct at time of application. Please tick to confirm.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Business Development, Fareham College, Bishopsfield Road, Fareham, Hampshire PO14 1NH

T: 01329 815 200 or 01329 822 153 E: [info@fareham.ac.uk](mailto:info@fareham.ac.uk) or [business@fareham.ac.uk](mailto:business@fareham.ac.uk)



## Lee McQueen inspires apprentices at Fareham College

**Lee McQueen kindly gave his time to run a master class for Fareham College Business Administration and Marketing Apprentices.**

Lee was the winner of the 2008 TV show *The Apprentice*. After working for two years for Lord Alan Sugar he established his own recruitment company and Raw Talent Academy. Lee was kind enough to pass on his inspiring and insightful experiences to the students of Fareham College, Brookfield School and Crofton School.

*"It was good to hear information and advice from such a successful person that I could relate to. I have put into practice the tips I was given, making my application unique and submitting a portfolio of evidence to my employer and have secured a permanent role. I know Lee's tips work!"*  
**Martin Cruickshank (Apprentice)**

Lee made a stop at the College Employment Hub, and was impressed by the technology being used to support students into local employment opportunities.

*"I have had a fantastic day at Fareham College today and have been really impressed by the calibre of the students and the ethos of the College. They are really focused on giving their students the tools to set them up for the world of work in terms of employability. I worked with a group of school children and some apprentices and they were engaging and motivated. I also saw the modern facilities in the College's Employment Hub, which is equipped with iPads to enable students to use the latest technologies in their job searches, which is great. As the founder of a recruitment business I know how important it is for people to stand out to employers and for employers to see the raw talent that is not always obvious from a CV."*  
**Lee McQueen**



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