

National Apprenticeship Week

Week commencing Monday 8th February
'Build the future'

CEMAST CETC BUSINESS PLUS

OUTSTANDING



National Apprenticeship week is a celebration across England which showcases the impact that Apprenticeships have on businesses and communities.

This presentation has been put together to give you more information about both Apprenticeships and Traineeships at Fareham College.

We have also included some information on CV writing and interview preparation.

Apprenticeships are a great option if you are 16 or over and leaving school or college, already have a career path in mind, and are looking for a way to earn money while you study.

Here at Fareham College, we excel in delivering apprenticeships across a variety of industries and job roles. Our facilities and the training we provide are multi-award winning and we work with a huge range of employers.



Click on the link below to find out more
[Apprenticeships | Fareham College](#)

What type of Apprenticeship do Fareham College offer?

Fareham College has Apprenticeships available in almost all areas of the College. Examples of these areas are Early Years, Business, Hairdressing, Engineering and Construction.

What would my timetable look like?

This can vary, as it depends on the Apprenticeship in which you are studying. Some students work four days a week and attend college one day a week, others spend their whole time in the workplace with regular visits from their assessor. Our Recruiters at Fareham College will be able to discuss this with you when you register your interest with us at www.fareham.ac.uk.

How do I apply for an Apprenticeship at Fareham College?

All of our live vacancies are listed on our website at www.fareham.ac.uk. All you need to do is click on the following link to view our live vacancies that are available to you- [Apprenticeships | Fareham College](#).

What do I do if I can't decide whether to apply for an Apprenticeship or a Full Time course?

We always advise that you keep your options open. You can apply for a Full Time course, but also inform the Careers Centre Advisor that you are also considering an Apprenticeship. This way we can support you over the summer if you do decide that you would like to apply for an Apprenticeship.



A Traineeship is a study programme designed to support young people to move into employment.

Students who enrol on a Traineeship complete employability training, learn sector specific skills and complete Maths and English if they have not previously achieved these qualifications.

Traineeships include a work experience placement, giving young people the chance to gain some experience before enrolling on an Apprenticeship.



What are the benefits of enrolling on a Traineeship?

You will gain work experience within the industry you are interested in working in. We work closely with a number of committed and supportive employers from many different industries in and around Fareham, Gosport, Portsmouth and Southampton who can provide you with valuable experience. You will also gain important skills in CV writing and job and interview preparation.

How does a Traineeship timetable look like?

A Traineeship usually lasts for 10 weeks. Most Trainees will spend six weeks at the College initially, and then spend the rest of their time out on placement.

How old do I have to be to study a Traineeship?

Traineeships are for students aged 16-24 years old.

What Traineeships do you offer at Fareham College?

At the moment we offer Traineeships in Digital Skills. These are offered at our Bishopsfield Road Campus in Fareham and our Enterprise House building in Portsmouth.

Find out more at [Traineeships | Fareham College](#)

Quotes from our Apprentices and Trainees

Amy Thompson- Level 3 HR Support Apprentice

“I love studying at Fareham College as I have made progress that I never thought was possible. I have learnt from a very supportive team, as well as a Professional Coach who has given me confidence in myself both personally and professionally. Fareham College is always looking to help people achieve and progress, and I can't wait to start working towards my Level 5 in HR Consultant/Partner qualification.”

Ibrahim B Abdul Jabbar- NCFE Level 1 Certificate in Digital Skills (Traineeship student)

“I chose to undertake this course to bolster my CV and make myself more employable. I really enjoyed the work placement, as it was close to my desired field of work and has led to job position at that company.”

Mia Woodford- Level 3 Business Administration Apprentice

“I undertook a Traineeship with Fareham College last year in Digital Skills. The training was really good and gave me the knowledge and skills I needed to secure an Apprenticeship, which means I earn while I learn and further develop my experience in the workplace. I would recommend doing a Traineeship as it really helped me to gain additional knowledge, including English and Maths Functional Skills qualifications, and is the perfect spring-board onto an Apprenticeship, employment or further study. The tutors work really hard to help you to achieve your goals.”



Curriculum Vitae (CVs) are extremely important when it comes to applying for jobs. They should outline your career so far, as well as telling potential employers about your skills and experience.

Most school leavers will find themselves stuck in the endless cycle of 'I can't get a job because I have no experience. I have no experience because I can't get a job'. We can help you with this, and help you with transferable skills which can be used instead.

We appreciate that the current pandemic has meant that most students have not managed to gain any work experience. Try to think outside the box, and think about the skills you have learnt whilst studying from home.

If you haven't done so already, why not have a go at writing your own CV. Here is an example for you.

NAME

Address
Telephone number
Mobile number
Email address

PERSONAL STATEMENT

A description about yourself (your skills and if you are currently studying) and why you are looking for a job/apprenticeship.

E.g. A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

KEY SKILLS

List your key skills

EMPLOYMENT HISTORY

Job Title
Company name
Location
Duration

Achievements and responsibilities:

E.g. Talking to customers face to face and over the phone, reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team, devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process, helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company.

EDUCATION

A levels:
Name of college/6th form
Name of course
Grade

GCSEs:
School name
Name of subject
Grade

HOBBIES & INTERESTS

List your hobbies and interests

E.g. I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I have joined a local football team. I also enjoy spending time with friends and family.

REFERENCES

References are available upon request.

When applying for an Apprenticeship it is important to remember that you are applying for a job. Below are nine interview tips which we hope you will find useful for the future.

1

Be Confident, there is a reason why the employer wants to meet you

2

Strong greeting; firm handshake, introduce yourself

3

Prepare; re-read your CV as you will be asked about what you have done education and/or employment wise

4

Look at the company website so you have an understanding of what they do and can show your interest in their organisation

5

Dress to impress

6

Ask questions

7

Arrive early; give yourself extra time to find the building/reception, an early arrival is far more impressive than a late excuse

8

Listen carefully

9

Try to finish the interview with a question about whether they think you are suitable for the role. i.e. after seeing me today could you find any reason why I wouldn't suit the position? This will give you a chance to overcome any reservations the employer might have

Thank you for taking the time to read through our presentation, we hope you found the information useful.

For more information on Apprenticeships and Traineeships at Fareham College, please click on the links below:

[Apprenticeships | Fareham College](#)

[Traineeships | Fareham College](#)