



Lancaster &  
Morecambe  
College



# A Guide to Apprenticeships

at Lancaster & Morecambe College



**European Union**  
European  
Social Fund

**LEAP**  
LANCASHIRE ENGAGING  
APPRENTICES PROGRAMME



## What is an Apprenticeship?

An Apprenticeship is a real job where you learn, gain experience and get paid. You're an employee with a contract of employment and holiday leave. By the end of an apprenticeship, you'll have the right skills and knowledge needed for your chosen career.

It can take between one and six years to complete an Apprenticeship depending on which one you choose, what level it is and your previous experience. It's funded from contributions made by the government and your employer.

## Levels of an Apprenticeship

Apprenticeships are currently available in four levels with many offering the opportunity for progression at LMC

	Level	Equivalent education level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4 & 5	Foundation degree and above

## What are the entry requirements?

Anyone living in England, **aged over 16** and not in full-time education can apply to become an apprentice, whether you are just leaving school, have been working for years or simply looking to start a new career. If you are already employed, you can also apply to become an apprentice as part of your Continuous Professional Development.

Entry requirements do vary between courses and the level of study. If you do not currently hold **GCSE A\*-C/9-4** or equivalent, you will have to study **Functional Skills in Maths & English** alongside your apprenticeship. Some apprenticeships require you to hold a Math & English qualification before you commence on programme. Applicants will only be able to undertake an apprenticeship if they are in a suitable job role which includes the necessary competencies for them to demonstrate all aspects of the assessment criteria.



As part of the application process, you will also need to provide us with a completed **CV** and be willing to attend an **interview** which will often be requested by employers. All applicants will undertake an **initial assessment for Maths and English**. If you do not hold a formal qualification in Maths & English a diagnostic assessment will be carried out under exam conditions to determine your suitability. You may also be required to follow a set dress code or uniform whilst in the workplace and show a willingness to work either as an individual or as part of a team. Most importantly of all however, you must show a commitment to your Apprenticeship throughout.

## What are the benefits of doing an Apprenticeship?

### Skills, knowledge & behaviours

An Apprenticeship is all about developing new skills, knowledge and behaviours within your chosen sector. Whether you chose to stay with your employer on completion, study at a higher level or train in a new area, many of these new skills will be transferable and set you up for life!

- **Real job benefits**

As an apprentice, you will have a contract of employment with the employer which could typically include all regular employee benefits such as **holiday allowance, bank holidays, pensions and continuous professional development (CPD)**.

- **Earn as you learn**

As an apprentice, you will '**earn as you learn**'. Although salaries will vary by employer, if you are under the age of 19 or in the first 12 months of your apprenticeship, you are entitled to at least the **National Apprenticeship Minimum Wage**. You will also be paid during any '**off-the-job-training**'. Some employers may pay more than National Apprenticeship Minimum Wage. For information on National Minimum wages please visit: **[gov.uk/national-minimum-wage-rates](https://gov.uk/national-minimum-wage-rates)**.

- **Fee free qualifications**

Apprenticeships are becoming a popular alternative to university for students wishing to begin a career whilst continuing their education. Unlike a university course, you will not have to pay for your qualifications during your training as the costs are covered by either the Government or your employer.

- **Employability & career prospects**

Your Apprenticeship will give you **nationally recognised qualifications** and key skills which will be hugely beneficial to career progression and future employability prospects.

# How do I apply for an Apprenticeship?

An Apprenticeship is the perfect choice if you want to continue your studies by developing your skills, knowledge and behaviours, whilst also earning a salary.

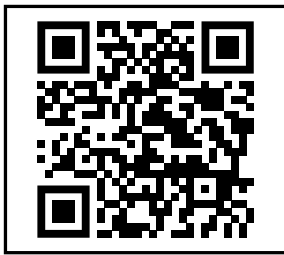
It can be your first step in helping to decide on a long-term career, OR it can be a way to upskill in your current role.

## You can either: -

- Source your own Employer and contact our Employer Engagement team with the details
- Apply for an Apprenticeship course and our Engagement Team will try and match you with a local employer
- Apply to a specific Apprenticeship Vacancy already listed and wait to hear back from our Apprenticeships Team.

Please scan here to find information on our current vacancies or visit our website Apprenticeship

**[lmc.ac.uk/appvacancies](https://lmc.ac.uk/appvacancies)**

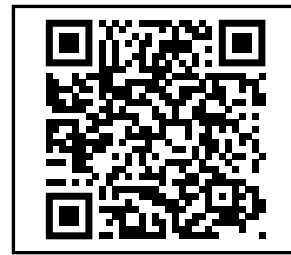


## Find out more about our range of Apprenticeships

LMC offer a range of **Apprenticeships** from **Level 2 to Level 5**. The level you study will depend on previous experience, current qualifications and the job role you are employed to do. We offer Apprenticeships in over 40 subject areas including: - **Construction & Engineering, Health Care & Childcare, Digital Marketing, Hospitality & Catering, Business** and many more.

Please scan here for a full list of our courses or visit our website Apprenticeship Courses

**[lmc.ac.uk/apprenticeship-courses](https://lmc.ac.uk/apprenticeship-courses)**



## For further information:

Please contact our Employer Engagement Team

**[Employerengagement@lmc.ac.uk](mailto:Employerengagement@lmc.ac.uk) • 01524 521483**

### Lancashire Engaging Apprentice Programme (LEAP)

The Lancashire Engaging Apprentices Programme Project is part funded by the European Social Fund and supports Lancashire based Small and Medium sized Enterprises (SMEs) in a career focused way by offering mentoring and guidance to apprentices and employers alike.

With a strong career focus, apprentices will engage in masterclasses with industry professionals designed to inspire and motivate them, ensuring they bring fresh ideas into the workplace, making them a valuable asset within your company.

### How can the LEAP project help an Apprentice?

- Supporting you to achieve and progress
- Organising educational visits relating to your subject of study
- Guest speakers to enhance your knowledge
- Course specific events
- Tailored wraparound or 1:1 support to increase your ability to secure an Apprenticeship

### Eligibility:

- Aged 16 or over
- Eligible to live and work in the UK
- Employed by a Lancashire based SME, charity or sole trader
- Be an apprentice or aspire to be an apprentice  
OR working within a role which supports apprentices

