

Apprenticeships

At Dudley College we offer a wide choice of Apprenticeships providing a friendly, personal service to help you start or continue your career and build your qualifications.

Apprenticeships are an excellent choice if you know what sort of career path you want to follow, don't want to study in full-time education and would rather earn a salary whilst learning. Ideally, you will already be employed or have secured a work placement, but we may be able to help with this if you are having difficulty.

During your Apprenticeship, you will usually attend work four days a week and college for one day a week. You will develop skills and knowledge whilst in the work place and study for qualifications at the same time.

Higher Level Apprenticeships are also offered, giving you the opportunity to take your skills and knowledge to a university level and increase your earning potential.

You will be supported throughout the programme and you will be paid by your employer.

If you have your work placement already but are struggling to meet GCSE entry requirements, please call 01384 363 813 to discuss your options.

Our pre-apprenticeship is designed to help you gain the underpinning knowledge needed for employment, without having to be employed or have a work placement. On the course you will discover the skills you have to offer an employer and develop further skills to allow you to become an apprentice. Whilst on programme our recruitment team will support you in looking for employment opportunities.

Employment Hub

Located on the ground floor of H Block at The Broadway is a new facility which aims to help anyone looking for employment. In the Employment Hub, you can get help with writing your CV, interview techniques, letter writing, or brushing up your job search skills.

You can also find out about current job vacancies and/or Apprenticeship opportunities. To find out more, you can just drop into the Employment Hub or call 01384 363 274.

Achievement Rate*

Level	Leavers	Success Rate	National Benchmark
Intermediate	203	69%	73%
Advanced	131	76%	75%
Total	334	72%	74%

*Based on 09/10 achievement and destination data





Pre-Apprenticeship Programme

REF:TBC

CAMPUS

The Broadway

COURSE CONTENT

If you're interested in becoming an apprentice, but you're not currently employed, or if you would like to kick start a career with gaining the underpinning knowledge for employment, then a pre-apprenticeship course could be the ideal route for you.

Our pre-apprenticeship programme has been designed to understand your skills you have to offer an employer and develop further skills to allow you to become an apprentice. While on programme our recruitment team will support you while looking for employment opportunities.

This course is ideal if you have recently left school and/or looking for a new career as an apprentice.

You will study:

- Employability skills
- Interview skills
- Application and CV writing
- Working with others
- Team building
- Meeting employers expectations
- Presentation skills
- Community project
- Career information and advice
- Literacy and numeracy development
- ICT Skill development
- Personal social development.

COURSE ASSESSMENT

You will be assessed through a variety of methods such as computer based examinations, portfolio work, assignments and observations.

ENTRY REQUIREMENTS

You must be 16+ years of age and be currently unemployed and looking for an Apprenticeship.

MATERIALS

You will need basic items of stationery – pens, paper etc and a USB pen drive to save your work to.

DURATION

22 weeks.

PROGRESSION

Any Level 2 Apprenticeship.

Accounting

APPRENTICESHIP, ADVANCED
APPRENTICESHIP & HIGHER
APPRENTICESHIP – LEVEL 2, 3 & 4

REF: 1577

CAMPUS

The Broadway

COURSE CONTENT

This programme offers the benefits of experience at work supported by learning at college and is especially suited to you if you do not wish to stay in full-time education, have a good idea of what you want to do and want to gain an accounting qualification. The subjects you will study include:

At Level 2:

- Recording income and receipts
- Making and recording payments
- Preparing ledger balances and an initial trial balance
- Supplying information for management control
- Working with information technology
- Achieving personal effectiveness
- Functional skills.

At Level 3:

- Maintaining financial records and preparing accounts
- Recording and evaluating costs and revenues
- Preparing reports and returns
- Working with computers
- Maintaining a healthy, safe and productive working environment
- Functional skills.

At Level 4:

To be confirmed with your tutor.

COURSE ASSESSMENT

You will be assessed mainly by computer based examinations.

ENTRY REQUIREMENTS

Prior to enrolment on this course, you will need to have an initial assessment in Literacy and/or Numeracy. This will ensure that you are enrolled on the right level of course to succeed and help us to identify and provide any support that you might need.

Level 2:

You will need 5 GCSEs grades A to C including English and Maths, a successful interview and an initial assessment.

Level 3:

You will need to have completed Apprenticeship Level 2. An interview and an initial assessment will be needed. You must be in employment or have secured your own work placement.

MATERIALS

You will need basic items of stationery – pens, paper etc and a USB pen drive to save your work to.

DURATION

1 year (each level).

PROGRESSION

Completion of Level 2 leads to the Level 3 qualification. Successful completion of the Level 3, leads to appropriate management programmes and Level 4 accounts.

Administration

APPRENTICESHIP & ADVANCED
APPRENTICESHIP – LEVEL 2 & 3
REF: 634

CAMPUS

The Broadway



COURSE CONTENT

You will receive a wide range of work based learning including:

Office systems and procedures, communication systems and procedures, health and safety at work, laws affecting administration roles, receiving visitors, booking travel and accommodation; working as part of a team and personal and professional development.

You will also do Key Skills – Application of Number and Communication.

COURSE ASSESSMENT

Continual assessment and/or examinations depending on the course of study.

ENTRY REQUIREMENTS

You must be in employment or have secured or be looking for your own work placement before you can start this course.

Apprenticeship Level 2:

GCSE English at grade C or above and Maths at grade D or above, a successful interview and an initial assessment in Literacy and Numeracy. Also basic knowledge of Microsoft Office applications and good keyboard skills.

Advanced Apprenticeship Level 3:

A minimum of 4 GCSEs at grades A to C including English and maths, NVQ Level 2 or at least one year's experience working in an office environment with knowledge of office procedures.

You will also be given help to secure a work placement to join the programme.

MATERIALS

You will need basic items of stationery – pens, paper etc and a USB pen drive to save your work to.

DURATION

1 year (each level).

PROGRESSION

From Advanced Apprenticeship Level 3 you may progress to Higher Education, professional qualifications or seek promotion opportunities.

Beauty

APPRENTICESHIP – LEVEL 3
REF: 3664

CAMPUS

Dudley Evolve

COURSE CONTENT

The course consists of mandatory, optional and additional modules.

- Anatomy and physiology
- Body massage
- Electrical face and body treatments
- Epilation
- Contribute to the planning and implementation of promotional activities
- Provide stone therapy treatments
- Monitor procedures to safely control operations
- Work experience
- Key skills in Maths and English
- Employers rights and responsibilities.

COURSE ASSESSMENT

Assessment takes place within college and in the work placement.

Continuous on course assessment involving:

- Practical observations
- Externally set written/online modular tests
- Oral questioning.

ENTRY REQUIREMENTS

Grade C for Maths and English or functional/key skills Level 1 in English and Maths.

MATERIALS

Uniform – £55

Kit – £138

DURATION

1 year.

PROGRESSION

The student can progress on to higher education on completion of their Level 3 qualification. VTCT Level 4 Business Management.

Career options: Beauty Therapy, International work and management in salons, spa, clinics, hotels, fitness centres or freelance.

Butchery & Retail Skills

APPRENTICESHIP & ADVANCED
APPRENTICESHIP – LEVEL 2 & 3
REF: 3494

CAMPUS
TBC

COURSE CONTENT

This programme aims to equip you with the necessary skills to work in the meat and poultry processing industry. It is a practical hands on course if you are new to the industry or more experienced and do not have formal qualifications.

On this course you will study (depending on chosen route):

- Food Manufacture (Retail and Service Support Skills) at NVQ Level 2
- OR**
- Food Manufacture (Butchery Retail Skills) at NVQ Level 2.

A technical certificate:

- Level 2 Award in Principles of Working in Food Manufacture.

Plus 2 Functional Skills:

- Application of Number – Level 1
- Communications – Level 1.

COURSE ASSESSMENT

Assessment is carried out on a continuous basis involving practical observations in the work place, related knowledge tests and the collection of evidence which is incorporated into a portfolio.

Your assessor will visit you regularly to assess your practical skills, review your progress and set objectives with you and your employer.

ENTRY REQUIREMENTS

You must be in paid employment within the butchery industry, enabling you to further develop your knowledge, skills and understanding of your trade.

A nationally recognised qualification (NVQ) at Level 2 or 3 will be awarded upon the successful completion of the programme, to formally demonstrate achievement.

Although no specific qualifications are required, you must be in paid employment and hold a genuine interest of the industry. You should also be able to demonstrate enthusiasm and a strong determination to succeed in your chosen career.

MATERIALS

You will need basic items of stationery – pens, paper etc and a USB pen drive to save your work to.

DURATION

1 year.

PROGRESSION

Completion of Level 2 leads to the Level 3 qualification. Successful completion of the Level 3, leads to appropriate management programmes.

Child Care

APPRENTICESHIP & ADVANCED
APPRENTICESHIP – LEVEL 2 & 3
REF: 1352

CAMPUS

The Broadway



COURSE CONTENT

This course is for you if you want to work with children in a wide variety of situations e.g. working in a playgroup, crèche, day nursery or as a nanny. You will learn about caring for children as they develop from birth to sixteen years of age, covering topics such as:

- Certificate in children's care, learning and development level 2
- NVQ childcare learning development
- Functional skills level 1 – Application of number
- Functional skills level 1 – Communication
- Pediatric first aid
- Employer's rights and responsibilities
- An introduction to working with children
- The developing child
- Safe, healthy and nurturing environments for children
- Children and play
- Communication and professional skills
- The child care practitioner in the workplace
- Working with children from birth to aged 5 years
- Tutorials.

2 days per week in placement.

COURSE ASSESSMENT

You will be assessed by assignments, NVQ assessments and work place reports.

ENTRY REQUIREMENTS

You will need to attend an interview, provide 2 satisfactory references and are required to have:

- An interest in working with children and a commitment to hard work
- Work experience in child care
- 3 GCSEs at grade D or above including English **OR** Functional Skills Communications Level 1 **OR** CACHE Foundation Award in Caring for Children Certificate at merit **OR** above with satisfactory placement reports and tutor reference.

Note: This qualification leads to employment with vulnerable groups of people, therefore applicants are required to have a clear police record and have police clearance before embarking on the programme. CRB forms are available from college. There may be exceptions to this where minor non-relevant offences are on record. However, any offence may create difficulties in gaining employment in this field of work.

MATERIALS

You will need basic items of stationery – pens, paper etc and a USB pen drive to save your work to.

DURATION

1 year.

PROGRESSION

Childcare and Education – CACHE Diploma Level 3.

Construction

CARPENTRY, BRICKWORK & PLASTERING
APPRENTICESHIP & ADVANCED
APPRENTICESHIP – LEVEL 2 & 3
REF: 2797

CAMPUS

Mons Hill



COURSE CONTENT

Craft areas will include practical and technology and can be chosen from the following:

- Brickwork
- Site carpentry
- Bench joinery.

You will also have to study the relative technical certificate, Key Skills, Health and Safety and Employment Rights and Responsibilities.

All practical training is provided in modern college workshops.

COURSE ASSESSMENT

Continuous on-course assessment of assignments and practicals in college.

ENTRY REQUIREMENTS

You must be in employment or have secured your own work placement.

Apprenticeship Level 2:

You will need to attend an interview and an initial assessment at the College in Literacy and Numeracy, in which you are required to achieve Level 1.

Acceptance on to the programme will depend on a placement offer from an employer. You will be given help to secure your own employment or work placement.

MATERIALS

You will need to provide your own paper, pens and pencils. PPE is essential for working in the workshops. Protective footwear must be provided by you and any protective clothing that you may wish to wear. All other PPE is provided by the college.

DURATION

2 – 4 years.

PROGRESSION

Employment within the construction industry.

Customer Service

APPRENTICESHIP & ADVANCED

APPRENTICESHIP – LEVEL 2 & 3

REF: 1834

CAMPUS

The Broadway

COURSE CONTENT

On the Apprenticeship Level 2, the topics covered will include:

- Giving customers a positive impression
- Delivering reliable customer service
- Developing customer relationships
- Resolving customer service problems
- Laws relating to customers.

On the Advanced Apprenticeship Level 3, you will learn:

- About the organisation
- Delivery and maintenance of reliable customer service
- Improving the customer relationship
- Working with others to improve customer service
- Monitoring and solving customer problems
- Promoting continuous improvement.

You will also study for a technical certificate that will give you the knowledge you need to do your job and work on your communication and number skills (key skills required by employers).

COURSE ASSESSMENT

You will be assessed in the workplace for your competence in providing customer service. You will have to take timed exams for the technical certificate (multiple choice exam) and you may have to produce a portfolio and take a test in communication and/or number skills.

ENTRY REQUIREMENTS

You must be in employment or have secured your own work placement.

To start the Apprenticeship Level 2:

You must have a minimum of GCSE maths at grade A* – D and English at grades A* – C, complete a successful interview and complete an initial assessment in literacy and numeracy. You will need to be able to show that you have basic IT skills.

To start the Advanced Apprenticeship Level 3:

You will need a minimum of 4 GCSEs at grades A* – C including English and Maths, NVQ Level 2 and at least one year's experience in a customer service environment. You will also need to attend an interview and achieve suitable results on your initial assessment in literacy and numeracy. You will also need a work placement that allows you to collect the evidence for a Level 3 NVQ.

You will be given help to secure a work placement if you are unable to find your own.

MATERIALS

You will need general items of stationery and a USB pen drive to save your work to.

DURATION

1 year (each level).

PROGRESSION

From Level 2 you can progress to Level 3, providing your work placement will give you the evidence required for a Level 3 NVQ. From Level 3 you can progress to advance part-time courses in business studies or administration. Your qualifications should give you access to higher level jobs and pay.

Electro Technical

ELECTRICAL INSTALLATION

ADVANCED APPRENTICESHIP – LEVEL 3

REF: 636

CAMPUS

The Broadway



COURSE CONTENT

This programme offers the benefit of experience at work, supported by learning at college and is especially suited if you do not wish to remain in full-time education and have a good idea of what you want to do. You will study:

- Electrical workshop
- Regulations
- Electrical principles
- Craft theory and practices
- Functional skills.

During the course you will have the opportunity to achieve a C&G 2330 Electro Technical Certificate Level 3 and the AM2 Test.

COURSE ASSESSMENT

The NVQ is continually assessed at college and in the workplace and is based on a portfolio of evidence. The C&G 2330 award is assessed by examinations and coursework assessments. Key skills consist of assignments and examinations.

ENTRY REQUIREMENTS

You must be in employment in the electrical industry with a company capable of supporting an NVQ Level 3 Electrical Installation (Building Structures).

You will need to have 3 GCSEs including English and Maths at grade C or above and an IT Level 1 qualification. An interview and an initial assessment will be needed.

MATERIALS

Stationery and portfolio materials.

DURATION

2 – 3 years.

PROGRESSION

From Advanced Apprenticeship Level 3 you may progress to Higher Education, professional qualifications or seek promotion opportunities.

Careers include: Electrician or management within the electrical industry.

Engineering

APPRENTICESHIP, ADVANCED

APPRENTICESHIP & HIGHER

APPRENTICESHIP – LEVEL 2, 3 & 4

REF: 641

CAMPUS

The Broadway



COURSE CONTENT

There are a number of options available examples are:

Manufacturing/mechanical engineering, including maintenance and multiskills: To develop practical skills in measuring, marking out, IT skills, turning, milling and basic engineering drawing. Also class work relating the theory to the practical training in order to meet the requirements of the NVQ qualification.

OR

Electro Mechanical Engineering: To develop practical skills in assembly, test and fault finding of electrical/electronic components, equipment, and systems.

Both routes also cover Health and Safety and Safe Working Practices in the workplace.

During your “on-the-job” experience in a company you will develop your skills further under actual working conditions.

You will be assessed prior to starting the course and will be designated an Apprenticeship or Advanced Apprenticeship to reflect your assessment performance and the wishes of your sponsoring employer.

COURSE ASSESSMENT

Continual assessment for NVQs coupled with assignments and/or examinations depending on course of study.

ENTRY REQUIREMENTS

You must be employed to be an Apprentice. If you do not have a work placement or an offer of a placement Dudley College may be able to help you find an employer.

Apprenticeship Level 2:

You will be required to attend an interview and complete an initial assessment to determine your current level of abilities.

Advanced Apprenticeship Level 3:

You will need 4 GCSEs at grade C or above, including Maths and Science and a good command of English.

MATERIALS

Stationery and portfolio materials.

DURATION

1 – 2 years (each level).

PROGRESSION

Higher National Diploma/Certificate in Engineering.

Hairdressing

APPRENTICESHIP & ADVANCED
APPRENTICESHIP – LEVEL 2 & 3

REF: 643

CAMPUS

Dudley Evolve

COURSE CONTENT

This mode of learning offers the benefit of learning at work supported by learning at college and is especially suitable if you do not wish to remain in full-time education and have a good idea of what you want to do. You will study:

- Advising and consulting with clients
- Shampooing and conditioning
- Style and finish hair
- Cut hair using basic techniques
- Set and dress hair
- Change hair colour
- Perm and neutralise
- Reception duties
- Health and Safety
- Presentation of yourself and your organisation
- Functional skills.

COURSE ASSESSMENT

The hairdressing programme incorporates both College and work based assessment, and external tests in key skills.

ENTRY REQUIREMENTS

Apprenticeship Level 2:

You will need GCSEs at grades A – D with English at grade D or above, excellent communication skills, a successful interview and an initial assessment.

Advanced Apprenticeship Level 3:

You will need a minimum of 3 GCSEs at grade C or above including English and Maths.

There is also a pre-requisite requirement of Units VR02 and VR74 (Health, Safety, Security and Employment Standards) to this qualification, which can be completed simultaneously.

You must be in employment or have secured your own work placement. Please remember that salons are open Saturdays and sometimes evenings too.

MATERIALS

Hairdressing kit and uniform – please enquire for details on costs.

DURATION

1 – 2 years.

PROGRESSION

From Advanced Level 3 you may progress to Higher Education, professional qualifications or seek promotion opportunities.

Health & Social Care

APPRENTICESHIP & ADVANCED
APPRENTICESHIP – LEVEL 2 & 3

REF: 3492

CAMPUS

The Broadway



COURSE CONTENT

This programme offers the benefits of experience at work supported by learning at college and is especially suitable if you do not wish to remain in full-time education and have a good idea of what you wish to do. Depending on your job role there are a range of units that you can choose to complete. These can include:

- Health and Safety
- Communication
- Understanding physical disabilities
- Infection control
- Awareness of sensory loss
- Nutrition
- Dementia awareness.

COURSE ASSESSMENT

You will be assessed by a portfolio of work. Practical will be observed performance in the workplace, questioning and reflective evidence. Key skills consist of assignments and examinations.

ENTRY REQUIREMENTS

You will need to attend an interview and an initial assessment and you must be in employment in the care industry.

Note: This qualification leads to employment with vulnerable groups of people, therefore applicants are required to have a clear police record and have police clearance before embarking on the programme. CRB forms are available from college. There may be exceptions to this where minor non-relevant offences are on record. However, any offence may create difficulties in gaining employment in this field of work.

MATERIALS

You will need general items of stationery and a USB pen drive to save your work to.

DURATION

1 – 3 years.

PROGRESSION

From Advanced Apprenticeship you can seek promotion opportunities.

Improving Operational Performance

APPRENTICESHIP – LEVEL 2

REF: 3386

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APPRENTICESHIPS

CAMPUS

The Broadway

COURSE CONTENT

There are three pathways available as follows:

Pathway 1: Performing Engineering Operations Apprenticeship Level 2.

You will study:

- Working safely in an engineering environment, Working efficiently and effectively in engineering, Using and communicating technical information, plus 3 other units from a range of options
- Key Skills – Application of number – Level 1, Communication – Level 1
- (ERR) Employment Responsibilities and Rights.

This course is designed to develop practical skills in turning, milling and hand fitting, along with basic skills in measuring and reading engineering drawings, in order to meet the requirements of the NVQ qualification.

Pathway 2: Performing Manufacturing Operations Level 2.

You will study:

- Complying with statutory regulations and organisational level. Safety, Promoting effective working relationships or Contributing to effective team working. Plus 3 other units from a range of options
- Key Skills – Application of number – Level 1, Communication – Level 1
- (ERR) Employment Responsibilities and Rights.

This course is designed to develop practical skills in methodical assembly/sequencing and performance training techniques in order to meet the requirements of the NVQ qualification during your “on-the-job” experience in a company you will develop your skills further under actual working conditions.

Pathway 3: Business Improvement Techniques Level 2.

You will study:

- Complying with statutory regulations and organisational safety requirements, contributing to effective team working, contributing to the application of workplace organisation techniques, contributing to the application of continuous improvement techniques (kaizen), contributing to the development of visual management systems. Plus one optional unit
- Key Skills – Application of number – Level 1, Communication – Level 1
- (ERR) Employment Responsibilities and Rights.

COURSE ASSESSMENT

Continual assessment and/or examinations depending on the course of study.

ENTRY REQUIREMENTS

You must have employed status to take part in an Apprenticeship.

Our Employability Hub recruitment service can support to find employment opportunities if unemployed.

The Employment Hub can be located on the ground floor of H block at The Broadway and is a new facility which aims to help anyone looking for employment.

Entry to an Apprenticeship is by interview and an initial assessment in Literacy and Numeracy at the college. Acceptance on to the program will depend on a placement offer from an employer.

Industrial Application Apprenticeships require a minimum entry standard of at least 2 GCSEs at Grade E's or above in Mathematics and English.

You will be given help to secure your own employment or work placement.

MATERIALS

Study pack, stationery and portfolio materials.

DURATION

1 – 2 years (each pathway).

PROGRESSION

Advanced Apprenticeship.

Information Technology

APPRENTICESHIP, ADVANCED APPRENTICESHIP & HIGHER APPRENTICESHIP – LEVEL 2, 3 & 4

REF: 645

CAMPUS

The Broadway

COURSE CONTENT

This programme offers the benefits of experience at work supported by learning at college and is especially suitable if you do not wish to remain in full-time education and have a good idea of what you wish to do. Depending on the IT NVQ chosen, various modules can be chosen. These can include:

IT Users Technology Level 2 & 3:

- Using IT effectively
- Operating a computer
- Word processing software
- Spreadsheets software
- Evaluating the impact of IT.

IT Practitioner Level 2 or IT Professional Level 3:

- Technical fault diagnosis
- Testing ICT systems
- Technical advice and guidance
- Working with ICT hardware and equipment
- Personal and organisational effectiveness
- Functional skills.

COURSE ASSESSMENT

By a variety of methods – on course portfolio of evidence (electronic), externally set examinations and work based assessment.

ENTRY REQUIREMENTS

Apprenticeship Level 2: You will need 3 GCSEs to include Maths and English at grade C or above and 2 other subjects at GCSE grade D, together with a successful interview including an initial assessment and references.

Advanced Apprenticeship Level 3: You must have completed an Apprenticeship Level 2 or, in exceptional circumstances, hold other relevant qualifications.

You must be in employment or have secured your own work placement.

MATERIALS

You will need general items of stationery and a USB pen drive to save your work to.

DURATION

1 – 2 years.

PROGRESSION

From Advanced Apprenticeship Level 3 you may progress to Higher Education, professional qualifications or seek promotion opportunities.

Mechanical Services

(GAS, PLUMBING, REFRIGERATION, HEATING & VENTILATING)

APPRENTICESHIP & ADVANCED APPRENTICESHIP – LEVEL 2 & 3

REF: 1560

CAMPUS

Mons Hill



COURSE CONTENT

This programme offers the benefits of experience at work supported by learning at college, and is especially suited to you if you do not wish to stay in full-time education and have a good idea of what you want to do. You will study:

- Heating and ventilating (industrial, domestic and service and maintenance)
- Plumbing or gas fitting, including practical experience
- Background theory and technical aspects
- Health and Safety
- Functional skills.

COURSE ASSESSMENT

You will be assessed by a variety of methods including continual assessment, externally set examinations, and work based assessment.

ENTRY REQUIREMENTS

Apprenticeship Level 2:

You will need GCSEs in English and Maths at grade C or above, together with an initial assessment and an interview.

Apprenticeship Level 3:

You will need 4 GCSEs at grade C or above or a Level 2 Apprenticeship qualification.

You must be in employment or have secured your own work placement.

MATERIALS

You will need general items of stationery and a USB pen drive to save your work to. PPE is essential for working in the workshops. Protective footwear must be provided by you and any protective clothing that you may wish to wear. All other PPE is provided by the college.

DURATION

2 years (each level).

PROGRESSION

From Advanced Apprenticeship Level 3 you may progress to NVQs in domestic heating, heating and ventilation, service and maintenance, gas fitting and plumbing or higher education, professional qualifications or seek promotion opportunities.

Retail

APPRENTICESHIP & ADVANCED
APPRENTICESHIP – LEVEL 2 & 3
REF: 2796

CAMPUS

The Broadway

COURSE CONTENT

This programme offers the benefits of experience at work supported by learning at college and is especially suited to you if you do not wish to stay in full-time education and have a good idea of what you want to do. You will study:

At Level 2:

- Working to organisational standards
- Team working
- 5 optional units, to be agreed
- Functional skills.

At Level 3:

- Developing and maintaining productive working relationships
- 6 optional units, to be agreed
- Functional skills.

COURSE ASSESSMENT

You will be required to produce a portfolio of evidence and take exams for the key skills elements.

ENTRY REQUIREMENTS

Apprenticeship Level 2:

You will need GCSE English at grade C – D, completion of an initial assessment and have an interview.

Advanced Apprenticeship Level 3:

You will need a minimum of 3 GCSEs at grade C or above to include English and Maths.

You must be in employment or have secured a retail work placement.

MATERIALS

You will need general items of stationery and a USB pen drive to save your work to.

DURATION

1 – 2 years.

PROGRESSION

HNC in Retail or Foundation Degree in Retail Management, promotion opportunities.

Vehicle Maintenance

APPRENTICESHIP & ADVANCED
APPRENTICESHIP – LEVEL 2 & 3
REF: 688

CAMPUS

Wolverhampton Street

COURSE CONTENT

This programme offers the benefit of experience at work supported by learning at college and is especially suited to you if you do not wish to stay in full-time education and have a good idea of what you want to do. You will study:

- Service and maintenance of road vehicles
- Health and Safety
- Systems vehicle technology
- Functional skills.

COURSE ASSESSMENT

You will be assessed by portfolio of work, externally set examinations and work based assessment.

ENTRY REQUIREMENTS

Apprenticeship Level 2:

You will need a minimum of 4 GCSEs at grade D or above, including English at grade D together with an interview and an initial assessment.

Advanced Apprenticeship Level 3:

You will need a minimum of 4 GCSEs at grade C or above to include English and Maths, together with an interview.

You must be in employment or have secured a work placement.

MATERIALS

You will need general items of stationery and a USB pen drive to save your work to.

DURATION

1 – 2 years (each level).

PROGRESSION

Professional qualifications in supervisory management, MOT Tester or Higher Education.

Warehouse & Distribution

APPRENTICESHIP & ADVANCED
APPRENTICESHIP – LEVEL 2 & 3

REF: 2813

CAMPUS

Various

COURSE CONTENT

This course offers the benefit of experience at work supported by learning at college and is especially suited to you if you do not wish to stay in full-time education and have a good idea of what you want to do. You will study:

At Level 2:

- Health and Safety in the workplace
- Security in the workplace
- Effective working relationships
- Functional skills
- 4 optional units, to be agreed

At Level 3:

- Functional skills
- 6 optional units, to be agreed

COURSE ASSESSMENT

You will be assessed mainly through a portfolio of work.

ENTRY REQUIREMENTS

Apprenticeship Level 2:

You will need 3 GCSEs at grades A to D including English and Maths, an interview and an initial assessment.

Advanced Apprenticeship Level 3:

You will need to have completed an Apprenticeship at Level 2. If joining at Level 3, you will need to attend an interview and complete an aptitude test.

You must be in employment or have secured your own work placement.

MATERIALS

You will need general items of stationery and a USB pen drive to save your work to.

DURATION

1 – 2 years.

PROGRESSION

From Advanced Apprenticeship Level 3 you may progress to Higher Education or employment.



Name: Rachel Bennett

Business and Administration Advanced Apprenticeship

Rachel came to college from school and soon found employment as a Business Administration apprentice with power industry leaders, Babcock Doosan. Here she quickly developed within her role and after completing her Apprenticeship is now aspiring to achieve her HNC, which she never thought would be possible.

“I feel I have achieved so much during my Apprenticeship and have become a valued member of staff. An Apprenticeship was definitely the right choice for me.”

**Dudley College
Success Stories**