

BOOST YOUR BUSINESS WITH AN APPRENTICE



Truro and Penwith College's broad range of Apprenticeships continues to develop in response to the feedback of local employers and new standards that have been introduced.

I WANT TO RECRUIT A NEW APPRENTICE

Contact the College to arrange a meeting with a Business Partnerships Consultant (BPC's) to prepare for your new apprentice or apprentices. For more information, visit the How to register and use the apprenticeship service as an employer guide on the GOV.UK website.

COMPLETE A VACANCY FORM

- Employers must register through The Apprenticeship Service and set up an account before recruitment begins. If you need support to set up your Apprenticeship Service Account, contact us on the details provided below to find out more information.
- Work with the College to confirm the job role and Apprenticeship programme.
- Set the pay scale for your Apprentice, and the contract of employment in line with the length of the Apprenticeship programme.

ADVERTISE YOUR APPRENTICESHIP JOB

- In addition to receiving support from your advisor the College's Apprenticeship Recruitment Team can help support your own recruitment activity, promoting opportunities and potentially suggesting candidates from our existing talent bank.

SHORTLIST APPLICANTS

- The College is happy to support you with this stage of the process. We can initially screen applicants, check eligibility, and arrange interviews on your behalf.

INTERVIEW

- Interview your shortlisted candidates. It is recommended that a member of the College's experienced team is present on the interview panel. Alternatively, someone from the College will need to interview the candidate before they are confirmed as an Apprentice employee to ensure they are suitable for the training programme.

PREPARE FOR YOUR APPRENTICE TO START

- Appoint a line manager or mentor for the Apprentice.
- Consider content of the Apprentice's induction programme, covering the same regulatory responsibilities as any other employee.
- Create a training timetable in partnership with the College.

APPRENTICESHIP TRAINING BEGINS

- If your Apprentice is a new employee, start the induction programme and clearly explain their role.
- Arrange when the College's training advisor will come in to meet the Apprentice and line manager or mentor.
- Support the Apprentice with regular meetings to monitor their progress / identify a need for further training.

I WANT TO TRAIN AN EXISTING EMPLOYEE

Contact the College to arrange a meeting with a Business Partnerships Consultant (BPC's) to prepare for your employee to start their Apprenticeship. For more information, visit the How to register and use the apprenticeship service as an employer guide on the GOV.UK website.

Get in touch and find out how an Apprentice can Boost your Business

For more information on how to employ an Apprentice, you can find the Employer Handbook by visiting: truro-penwith.ac.uk/boostyourbusiness

Alternatively please get in touch to arrange an appointment with one of our advisors. Contact us on 01872 305500 or email apprenticeships@truro-penwith.ac.uk



APPRENTICESHIPS

TRURO & PENWITH
COLLEGE

APPRENTICESHIP PROGRAMMES

Programmes available at: Truro College ● | Penwith College ● | STEM & Health Skills Centre, Bodmin ●

AUTOMOTIVE

- > Autocare Technician L2 ●●
- Motor Vehicle Service and Maintenance Technician L3 ●●

BUSINESS & PROFESSIONAL

- > Assistant Accountant L3 ●
- Business Administrator L3 ●●
- Multi-Channel Marketer L3 ●●

CONSTRUCTION

- > Bricklayer L2 ●
- Carpentry and Joinery (Architectural Joiner) L2 ●●
- Carpentry and Joinery (Site Carpenter L2) ●●
- Craft Carpentry and Joinery (Architectural Joiner) L3 ●●
- Craft Carpentry and Joinery (Site Carpenter) L3 ●●
- Painter and Decorator L2 ●
- Plastering L2 ●

ENGINEERING

- > Engineering Operative L2 ●
- Composites Technician L3 ●
- Machining Technician L3 ●
- Metal Fabricator L3 ●
- Mechatronics Maintenance Technician L3 ●●

HAIR & BEAUTY

- > Hairdressing Professional L2 ●
- Advanced and Creative Hair Professional L3 ●
- Wellbeing and Holistic Therapist L3 ●

NURSING & ALLIED HEALTH

- > Nursing Associate L5 ●●
- Operating Department Practitioner L6 ●●
- Registered Nurse (Mental Health or Adult) L6 ●●

PROFESSIONAL COOKERY & HOSPITALITY

- > Commis Chef L2 ●●
- Food and Beverage Team Member L2 ●
- Pro Chef L2 ●
- Chef de Partie L3 ●
- Hospitality Supervisor L3 ●
- Pastry Chef Level 3 ●
- Senior Pro Chef L3 ●
- Hospitality Manager L4 ●

For more information visit truro-penwith.ac.uk/boostyourbusiness or contact the team on 01872 305500 or email us at apprenticeships@truro-penwith.ac.uk

Offering by campus dependent on geographical business and learner demand

