

# Information for potential apprentices

## Is an apprenticeship right for me?

If you're serious about getting involved in our apprenticeship programme you'll benefit greatly from firstly doing some research into the occupation that you're interested in and find out:

- If it's actually what you want to do
- What will be required of you by an employer
- Whether you've got what it takes to operate within your chosen industry
- What employment opportunities exist
- What your earning potential is likely to be, considering long term salary prospects

## Where can I find out more about Apprenticeships?

A visit to the Job Centre on Prospect Hill may be a good starting point as you will be able to meet with the JobCentre staff to discuss your options and aspirations. Our professional staff will be able to assist in choosing a career that is right for you. As employment is an integral part of your apprenticeship you'll also benefit as they can help you with producing a CV, applying for jobs and how to perform at your best in an interview. We will also keep you in the picture about any suitable vacancies which may arise.

## What is an apprenticeship really like?

Talk to friends who are already in apprenticeships and ask them questions about what they have done and how they have found their training. Check out the College's online forum and learn from other people's experiences.

## Is there a local Trades Fair?

Yes. Every year, usually in November, the government hosts the Island's largest employment, career & skills event. It is held at the Villa Marina and gives you the opportunity to speak directly to potential Training Providers from all over the Island. Participants are keen to showcase the depth of opportunity within the Island.

## What about Open Days?

There are frequent open days which are held at schools and local businesses. Do some research to gain a clearer idea of the course through which you can best gain the qualification which you will need to advance in your chosen career. Then, be pro-active and contact the companies within your trade for information.

## I didn't do too well at school, should I bother?

People learn in different ways and it is possible that your appreciation of the real value of learning will only emerge once you have left school. In an apprenticeship you will spend time working with people of all ages and abilities so your confidence, communication skills and ability to work independently and as a part of a team will be enhanced and this will help you to develop the wider skills you will need in life.

## **I have the option to attend University – are there any benefits to choosing an apprenticeship as an alternative method of study?**

If you've done well at school and have achieved really good grades, progressing on to a degree may seem to be the logical next step. However, choosing to pursue an apprenticeship may give you the option to fast track your career by getting straight into the world of work.

So, if your heart is set on a particular occupation, by embarking on an apprenticeship, you'll get to do the job straight away. You will learn to do the job by actually doing it as opposed to just learning about it and so for you this could be the perfect balance of learning work-related skills, studying and earning money. Immediate hands on experience will help you to decide if the trade you have chosen is really for you.

## **Which occupations are open to an apprenticeship?**

Apprenticeships cover a wide range of occupations including the traditional construction trades, engineering, catering and hairdressing. However, you can have an apprenticeship in just about any occupation and the Training Services Team will be happy to discuss any ideas you have and, if necessary, assist your employer in putting together a bespoke package to meet your training requirements.

## **Is there an upper age limit to the scheme?**

No, the Scheme is open to anyone aged 16 or older who has Isle of Man Worker status as defined in the Control of Employment Act 2017 or has been granted a work permit under that act and is open to all abilities and backgrounds.

## **What qualifications do I need to apply?**

Qualifications will vary from apprenticeship to apprenticeship but you can easily access information about these requirements by visiting the JobCentre, going online to the University College Isle of Man [website](#) or simply by calling one of The Training Services Team at Hamilton House.

## **How will I be selected for an apprenticeship?**

To be eligible for an apprenticeship, you'll firstly need to get a job in your chosen occupation with an employer who is willing to support you through your apprenticeship. You will then need to enrol on a suitable course – one which will give you the qualifications you need to complete your apprenticeship and this may depend on you having achieved a minimum GCSE/A Level requirement. However, there are many courses that do not require any prior qualifications.

## **What would give me an advantage in the selection process?**

Any previous experience of working within your chosen occupation could prove to be beneficial. Otherwise, it will help greatly if you've done some research into what the job entails and are able demonstrate this knowledge to your interviewer.

## **What tips can you give me for the selection interview?**

Essentially, the person doing the candidate selection will be looking for you to be confident and to demonstrate that you have potential and aptitude. Basically, you'll need to confidently demonstrate that you can do the job and are the right person for the role. Knowledge of the trade is a good start.

If you have any project work that you have undertaken at school, bring that along with you. Anything which can show your skills, enthusiasm and ambition will be of benefit at an interview.

### **I am a mature applicant, will this hamper me in gaining an apprenticeship?**

Not at all – in fact you will already have a lot of the essential transferable skills which are gained through your years of experience in the working environment. Don't let this put you off.

### **Are there a limited number of placements?**

At present, the placements in the trades within the Construction industry, and some other areas, are mostly limited to around 12 per class per year. Some courses are more highly subscribed than others and so an early application would be in your best interests.

### **What else do I need?**

You will need to have a job in your chosen trade in order to be accepted into the scheme. JobCentre staff can give you all the help you need to find a job, create a CV and give you guidance and tips to help you with your interviews.

### **If I get an apprenticeship, what support will there be for me?**

The Training Services Team will be available to support you and to help should any issues arise between you and your employer or training provider.

### **How long will my apprenticeship last?**

This will, of course, depend on the type of apprenticeship you decide to undertake. Generally, your course will last between 2 and 3 years but there are some which can be undertaken over 1 or 4 years. It may also depend on the pre-existing level of skills and experience you bring to the apprenticeship.

### **How will my training be structured?**

This, again, will depend entirely on the occupation you are in: Generally, the construction trades will require you to do 3 or 4 days a week in the workplace with 1 or 2 days (day release) at the University College Isle of Man. Other occupations may be largely college based or entirely assessed in the workplace.

### **How will I be assessed?**

There are core elements to your training in whichever area you choose. You'll acquire knowledge in a structured and relevant environment using industry standard tools of the trade and you will be asked to prove your competency by undertaking specific job related tasks. You will be assessed on these elements throughout your training to ensure you are succeeding to the standard required. You may also need to keep evidence of your own progress in a portfolio.

### **When do the courses start?**

Courses relating to most occupations will start in September each year but there are certain apprenticeships can start at any time during the year.

## **Where will I study?**

The majority of apprenticeships will require you to attend the University College Isle of Man, generally on a day release basis. However, some courses in areas such as scaffolding, welding, veterinary nursing and gardening will involve other training providers and may require you to travel off island where elements of training in these occupations is not supported by local providers.

## **How much do I get paid?**

As well as developing personal, vocational and educational skills you will be paid a salary and you'll be entitled to paid annual holiday leave. You will earn while you learn. Your salary will be agreed between you and your employer, but do bear in mind that you will be in a training role and this will be reflected in your pay.

An apprentice who is 25 years of age or over will be entitled to receive the minimum wage. Should you not have reached your 19th birthday or if you are between 19 and 24 but within the first 12 months of your apprenticeship you won't be entitled to the minimum wage.

## **Will I be treated any differently to an established employee?**

No. You will be entitled to the same employment rights as your established colleagues and you will also have a "Terms and Conditions of Employment" agreement in place.

## **What qualification will I gain when I complete my training?**

Generally, the accreditation you will receive upon completion will be based on National Vocational Qualifications (NVQ's), Vocationally Recognised Qualifications (VRQ's), City & Guilds or equivalent achievements. Usually, an apprentice will train to NVQ level 2 or VRQ level 3 but this will be dependent on the occupation.

## **What can I expect when I complete my apprenticeship?**

When you finish your apprenticeship you will hopefully have full time employment and a foundation onto which to build your Higher education and future development. You will after completing 3 years of relevant employment be entitled to apply for Manx Craft Status where this is applicable to your occupation.

## **How do my chances of finding employment improve having completed my training?**

By already being employed you will have your 'foot in the door' so you may not actually need to find employment! However, should you decide to move on to a new employer, because you have trained toward a nationally recognised qualification, any prospective employer will see that you can apply yourself and are committed.

## **What happens when my training is complete?**

It is likely that you will be retained by your original employer as studies indicate that more than 80% of apprentices who complete their training are offered permanent roles, commensurate with their new status as a qualified member of the team.

## **What can I do to improve my opportunities of finding work?**

Why not send your CV to employers within your chosen occupation even when there doesn't seem to be a job available? Often, smaller employers will not advertise their jobs but rely on 'word of

mouth' from friends and colleagues. During your training you will also have the chance to network and make contacts and this can be invaluable.

### **How do I apply?**

Please contact the University College Isle of Man on 01624 648200 or email [mail@ucm.ac.im](mailto:mail@ucm.ac.im) to discuss all your needs and answer any queries you may have.

### **You can send all apprenticeship registration correspondence or visit us at:**

The Training Services Team  
Department of Education, Sport & Culture  
Hamilton House  
Peel Road  
Douglas  
Isle of Man  
IM1 5EZ  
Email: [training@gov.im](mailto:training@gov.im)

*Alternately, you can simply drop into Hamilton House where The Training Services Team will be happy to answer any questions you may have regarding any apprenticeship matter.*