



## Skills Launchpad Plymouth

- A one-stop-shop service to help equip yourself with the skills and confidence you'll need to play a part in our city's future
- Support for those who are facing redundancy through the **Adult Hub**
- Supporting our young people's next steps through the **Youth Hub**

The city's new local response to help the people in and around Plymouth through the economic impact of the global pandemic

Launch your skills journey now!  
[www.skillslaunchpadplym.co.uk](http://www.skillslaunchpadplym.co.uk)

In partnership with



Department for Work and Pensions



@SkillsLaunchpadPlymouth



@LaunchpadPlym



# APPRENTICESHIP OPPORTUNITIES BULLETIN – Located in and around Plymouth

11 November 2020

### Build your future in Plymouth

Have you recently left education, wondering what your next move should be? Being young and getting into the world of work can be daunting at the best of times, let alone during a global pandemic. Perhaps you were just starting to carve out your career path and you're now facing uncertainty about future prospects and whether you have a job to step into.

Or you may be facing the risk of redundancy or thinking about re-training into something totally different. Apprenticeships are open to people of all age's 16years+, are real jobs with real training, meaning you can earn while you learn and gain a nationally recognised qualification from Level 2 up to degree level, depending on the role you are working towards. Apprenticeship opportunities are available across a diverse range of sectors which means there will be something to suit everyone. The great thing about being an apprentice is you can get your career started/ restarted by gaining new skills through combining hands on experience with qualifications (usually involves one study day a week),and get paid whilst you learn.

Whatever your age and circumstances, we can help you though these challenging times through our Skills Launchpad Plymouth service – in this second issue Apprenticeship Opportunities Bulletin you will find the current apprenticeship vacancies in and around the city. Good luck applying if something catches your eye – apprenticeships are jobs with training, and you get paid too, what's not to like?! We have also included details of the new Kickstart Scheme and Traineeships which Plymouth employers are being encouraged to support. There is also some advice for those being furloughed and made redundant.

To keep up to date on all the latest news and events please visit our webpage and follow us on social media:

- Website: [www.skillslaunchpadplym.co.uk/news-and-events](http://www.skillslaunchpadplym.co.uk/news-and-events)
- Twitter: @LaunchpadPlym
- Facebook: @SkillsLaunchpadPlymouth

Skills Launchpad Plymouth

### Introducing Skills Launchpad Plymouth

Working in city wide partnership, Skills Launchpad Plymouth is the new virtual FREE one-stop-shop skills service which aims to help our people equip themselves with the skills and confidence that they will need to play a part in our city's future, supporting those who are facing redundancy through the new Adult Hub, and targeted support for our young people through the new Youth Hub.

#### Whatever your age or circumstance, we will:

- Take you on a skills journey to share the latest employment picture of Plymouth with you to inform your choices.
- Provide information, advice and guidance including support for creating your own careers and skills action plan.
- Help you to become work ready and equipped with the right skills.
- By working closely with our local employers, we will help match you to real opportunities for pathways into apprenticeships, employment, work experience, training, further and higher education, volunteering and self-employment.

Skills Launchpad Plymouth

YOUTH HUB

Skills Launchpad Plymouth

ADULT HUB

LAUNCH YOUR SKILLS JOURNEY NOW: VISIT [www.skillslaunchpadplym.co.uk](http://www.skillslaunchpadplym.co.uk)

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# OUR GUIDE TO FINDING AN APPRENTICESHIP

**Step 1:** Register yourself online and search for Plymouth-based vacancies:

**Direct Gov:** The Government's 'Find an Apprenticeship' site is where a lot of employers place their vacancies so this is a great place to start. Individuals can use this service to set alerts and reminders and apply for vacancies.



**Step 2:** Register your interest and check out the latest apprenticeship vacancies at all levels, with local colleges, universities and training providers including:

**Acacia Training and Development**

**Achievement Training**

**Career Finder: UCAS**

**City College Plymouth**

**Cornwall College**

**Duchy College**

**Exeter College**

**Greenlight Safety**

**Next Steps South West**

**Norpro Training**

**PGL Training**

**Prospects**

**Skills Group**

**South Devon College**

**The Focus Training Group**

**University of Plymouth**

**Step 3:** Keep up to date with local apprenticeship updates:

- Follow **@SkillsLaunchpadPlymouth** on **Facebook** and **LinkedIn**, and **@LaunchpadPlym** on **Twitter**
- Follow **@JCPinPlymouth** on Twitter for jobs and apprenticeships, events, job search and careers advice for Plymouth.
- **Apprenticeships** - Blaze your own trail and become an apprentice
- **Devon and Cornwall Training Provider Network** - Representing apprenticeship training providers, this local network shares the most up to date information and advice about apprenticeships and traineeships including the latest local vacancies.
- **Amazing Apprenticeships** - helps potential apprentices navigate the fast-changing world of apprenticeships and vocational education.
- **"Rate My Apprenticeship"** - Apprenticeships, Jobs, Reviews & Careers Advice for School & College Leavers

**FOR MORE HELP AND INFORMATION: VISIT [www.skillslaunchpadplym.co.uk](http://www.skillslaunchpadplym.co.uk)**

## OUR GUIDE TO CHOOSING A CAREER

There are literally thousands of different types of jobs out there, but which one is for you?

Maybe you already had your heart set on a particular career path but now need to rethink it fast or perhaps there's too many options for you to choose from. Don't panic! There are many ways to start to narrow down the field from discovering where your passions lie by thinking about what you like doing, to hearing from other people about their careers and why they would recommend them.

Take a look at some of these links to feel inspired about your career options:



**allabout**<sup>™</sup>  
careers

**All About Careers:**

Explore different sectors and take the careers test



**Career Pilot:**

Explore careers by sector or subject



**CONSTRUCT**

**Go Construct:**

Explore construction careers and take the career explorer quiz

**National  
Careers  
Service**  
Helping you take  
the next step

**National Careers Service:**

Explore careers by sector

**PROSPECTS**

**Prospects:**

Explore careers by sector and employer

**TARGET  
careers**

**Target Careers:**

Employers, salaries and routes into each sector

**UCAS**

**UCAS:**

Explore careers by sector, subject or skills

# CHOOSE YOUR PATH

FOLLOW THE POSSIBLE ROUTES TO YOUR DREAM CAREER

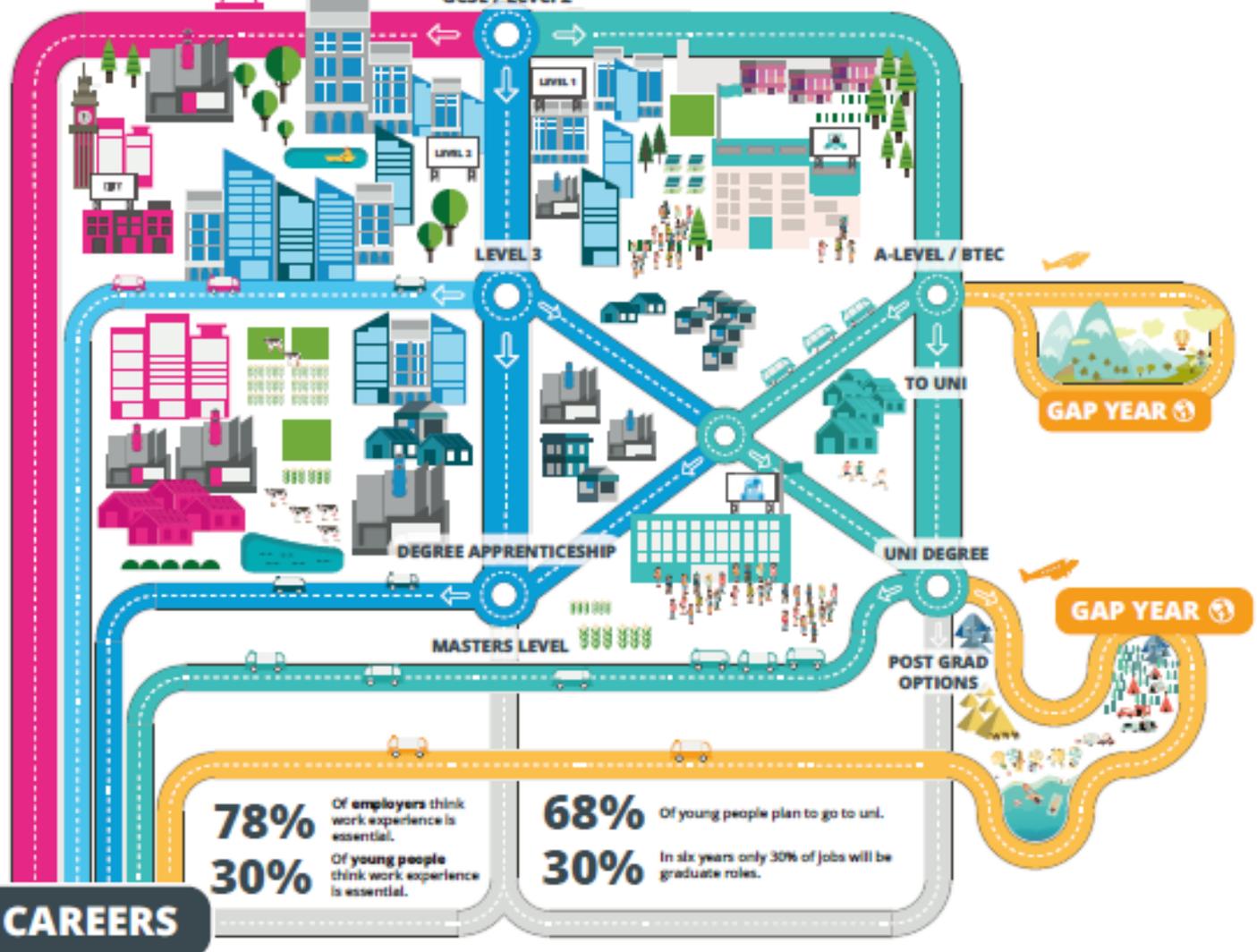


**APPRENTICESHIP**

**ACADEMIC**

**WORK**

GCSE / Level 2



**78%** Of employers think work experience is essential.  
**30%** Of young people think work experience is essential.

**68%** Of young people plan to go to uni.  
**30%** In six years only 30% of jobs will be graduate roles.



GetMyFirstJob gives you the latest opportunities, information, advice and resources for everything after school or college. From work experience, entry-level roles and apprenticeships to gap years and university.

Register on [www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk) to find opportunities near you.

## AGRICULTURE

With ProvQ Limited

### SMALLRIDGE BROTHERS LTD

[Apprentice Agricultural Technician](#) - Callington- £166 per week

With the emphasis firmly on farm machinery, you will develop skills and proficiency in a wide range of technical areas, utilising the very latest John Deere diagnostic equipment.

## BANKING/FINANCE

With Babcock



[Higher Level Business Apprenticeship \(Finance\)](#) - Plymouth

A Higher Level Business Apprenticeship in Finance is a three year programme where you will work gaining essential skills, knowledge and experience for your future career. As well as work place experience the Apprenticeship will also give you qualifications relevant to the area of the business you are working within.

With South Devon College

### BLLENHEIMS ESTATE AND ASSET MANAGEMENT GROUP LIMITED

[Accounts Apprentice](#) – Paignton - £836.87 per month

We are looking for someone who would like to obtain an accountancy qualification whilst learning about the property management industry as part of the client accounts team. Applicants need to have a keen eye for detail and be willing to work as part of a team.

### CEN TEK LTD

[Accounts Assistant Apprentice](#) – Newton Abbott £16,000 per year

This is a great opportunity for a person to begin their career in accountancy, working in an international business as a key member of a small team. You'll undertake bookkeeping and associated financial duties to maintain Centek's accounting systems and assist in the smooth running of the finance department in line with our policies and procedures.

### PEPLOWS

[Accounts Assistant Apprentice](#) – Newton Abbott £190 per week

We are looking for an enthusiastic person to join our busy office. You will learn a variety of skills associated with these functions. We are happy to take on school and college leavers.

### [Barclays Apprenticeships](#)

We'll be opening applications for our programmes later this year - please click below to register your interest and to be alerted to new opportunities.

### [Santander Apprenticeships](#)

You want real experience with a world-leading bank? You got it. A good wage and an industry-recognised qualification? It's yours. What's more, there's a whole range of schemes for you to choose from.

### [Lloyds Apprenticeships](#)

If you're interested in building the next generation of banking, developing your skills at the UK's largest digital bank and helping to develop cutting-edge technologies, we want to hear from you.

# BUSINESS/ADMINISTRATION/CUSTOMER SERVICE



**With Achievement Training:**

## SELECT VENDING LTD

**Customer Service Apprentice** – South West - £180 per week

Exciting opportunity for an enthusiastic person to support this business in delivering the best coffee and vending solutions to the South West. You will learn to meet customer needs. Your core responsibility will be to provide a high-quality service to customers which will be delivered from the workplace, digitally, by phone or face to face.



## HOME SUPPLY RETAIL LIMITED

**Customer Service Practitioner Apprentice Level 2** – Plymouth - £155.63 per week

An exciting opportunity for a confident, people person to train as a Customer Service Practitioner. You will provide customer service products and services for businesses and other organisations including face-to-face, telephone, digital and written contact and communications. Your daily work activities will also incorporate Administrative tasks, customer service and finance elements.



## COLEBROOK SOUTHWEST

**Customer Service Level 2 / HR Assistant Apprentice** – Plymouth - £157.25 per week

This vacancy is ideal for a person who wants to learn the fundamentals of working within the HR department while supporting the administrative need of the organisation: from dealing with daily enquiries and filing to assisting the HR manager with the recruitment process. From arranging meetings or functions to monitoring staff records.



## WESTCARE SUPPLY ZONE

**Customer Services Apprenticeship** - £155.63 per week

Exciting opportunity for an enthusiastic person to support this business supplies and educational resource organisation. Your core responsibility will be to provide a high quality service to customers which will be delivered from the workplace, digitally.



## SW BLINDS

**Customer Services Apprenticeship** - £155.63 per week

Exciting opportunity for a confident and professional individual to provide customer service and some administrative support with SW Blinds and Interiors Ltd, helping with their administration and customer facing in their showroom assisting customers with their requirements. Accuracy with measure and calculations are a must with this vacancy.



## SDH

**Customer Services Apprenticeship** - £200 per week

An exciting opportunity for a confident, people person to train as a Supply Chain Warehouse Operative. You will carry out a range of moving, packaging and stock-taking roles and duties in a warehouse environment.



**With Focus Training and DCET Training:**

## BEACON SOUTH WEST LIMITED

**Business Services and Support Apprentice** – Plymouth - £166 per week

A new and exciting opportunity for an enthusiastic and reliable individual to join an established and busy customer support team and to provide full administration support in the processing of client information.

## PEVERELL PARK SURGERY

**Surgery Administration Apprentice** – Plymouth - £150 per week

A new and exciting opportunity for a confident and reliable candidate to join a busy GP Practice. The position will be working in our administration office as part of our workflow team helping process e-consults and deductions and scanning hospital letters. This role is based at our main surgery address.



With Focus Training and DCET Training:

## KING STREET NEWS

**Customer Services Apprenticeship** – Plymouth - £124.50 per week

This is a new opportunity for a customer focused individual who is an active team player and has the ambition to progress within a busy retail environment whilst supporting administration and sales tasks.

## M & B RESIDENTIAL LETTINGS

**Customer Service/Business Support Apprentice** – Plymouth - £161.85 per week

This is an excellent opportunity to kick start your career in the property sector as a lettings and business support apprentice. Working in the lettings office you will be assisting with all aspects of the property lettings sector and working directly with customer enquiries.

## PSP INSURANCE & FINANCIAL SOLUTIONS LTD

**Customer Advisor/Assistant Apprentice** – Plymouth - £200 per week

An exciting new role for an enthusiastic and reliable individual to assist a very busy customer service team. You will be responsible for liaising with existing and potential new clients to promoting company products both face to face and over the phone.



With City College Plymouth:

## COBBLERS & KEYS SW LTD

**Customer Service Apprentice** - Plymouth - £187.50 per week

Cobblers and Keys have a unique opportunity for someone to learn a range of new skills in an apprenticeship in Customer Service. The apprentice will be learning every aspect of the business. This vacancy is being managed by City College Plymouth.

## GREENERGY FUEL TERMINAL

**Customer Service Apprentice** - Plymouth - £12,500 per year

In this role you will provide support to the Technical Administrator in a customer service environment – by phone, in-person & electronic communications. You will also help with a range of administration tasks including inputting data, reporting, documentation and data preparation. This vacancy is being managed by City College Plymouth.

## HOOE PRIMARY ACADEMY TRUST

**Apprentice Business Administrator** - Plymouth - £12,500 per year

Hooe Primary Academy are seeking to hire an apprentice to assist with routine administrative, clerical and financial support. This vacancy is being managed by City College Plymouth.

## MILLBROOK HEALTHCARE LIMITED

**Customer Service Apprentice** - Plymouth - £244.16 per week

Learning and understanding the key concepts of customer service and how to apply customer service knowledge and skills. These skills could involve communicating with customers, building relationships, resolving problems, promoting products and/or services, using appropriate communication, keeping records, gathering feedback and working in a team.

## FINELINE CARPENTRY AND BUILDING

**Customer Service Apprentice** - Plymouth - £124.50 per week

FineLine Carpentry and Building Ltd are looking to recruit an apprentice to join their team and to support the Office Manager with administrative tasks. This vacancy is being managed by City College Plymouth.

## CLEAN GROUP SW LTD

**Business Administration Apprentice** - Plymouth - £134.88 per week

This is a great opportunity to start a business admin apprenticeship within Clean Group's friendly & professional team at their busy office in Plympton, Plymouth. This will be a varied and busy role, assisting with all aspects of general administration to ensure the business runs smoothly.



**We are looking for a Commercial/Admin apprentice to be based full-time in the Plymouth office.**

## **Commercial Admin**

- Track and maintain document registers for key Commercial Documentation (Contracts / Sub-Contract Approval Forms / Legal Documents)
- Undertake material management reconciliation within the Oracle computing system, including clearing of invoice holds, queries and logging goods received
- Isolated administrative tasks to support commercial department function.

## **Office Admin**

- Answer incoming telephone calls and monitor reception e-mails
- Booking hot desks and meeting rooms in Plymouth and Exeter Office and organise any catering requirements
- Social Distancing Co-ordination. Ensure Kier and landlord Inductions are completed for all staff and visitors attending the office and that processes are being adhered to
- Meet and greet visitors and make refreshments
- Scan incoming post and email to appropriate recipients. Frank any outgoing post.
- Record all documents requiring Director Signature in Document Schedule.
- Provide support to site administrator for live projects in Cornwall

**Send your CV to the following to apply:**

[Fallon.Wiese@kier.co.uk](mailto:Fallon.Wiese@kier.co.uk)

[Kate.Ellis@kier.co.uk](mailto:Kate.Ellis@kier.co.uk)

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### **With Lifetime Training Group Limited:**

#### **Customer Service Apprenticeship – Plymouth - £8114 per year**

We are a people business – where every member of staff matters and can make a difference. Patients are at the heart of everything we do. Joining University Hospitals Plymouth NHS Trust means becoming part of a team of dedicated staff, who are committed to leading the way through innovation, clinical excellence and great customer care.

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### **NHS**

#### **Customer Service Apprentice – Plymouth £156 per week**

As a Customer Services Apprentice you will be working in a busy and demanding administrative environment focusing on providing efficient operation of the Help Desk function including all aspects of customer relations, processing work requests from user Departments, information gathering, data processing and reception duties.

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### **TAVYSIDE HEALTH CENTRE**

#### **Medical Administrator Apprentice – Plymouth - £170.63 - £327.00 per week**

We are looking for an enthusiastic apprentice administrator with excellent communication and IT skills to help and support our administration/IT team. We can offer you a real insight into the overall running of a busy GP Practice whilst working in a fantastic, dynamic and friendly team.

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### **PLYMCLEAN LTD**

#### **Apprentices Administrator - Plymouth - £124.50 per week**

We are seeking an Apprentice to provide administrative support to the team as a whole. The role involves many general administrative tasks to ensure the smooth running of the office.

# CHILDCARE

## With Aspire Training:

### TOPS DAY NURSERIES

#### **Childcare Apprenticeships - £6,474 - £6,475 a year**

We are currently looking to recruit a Childcare Apprentice to join us at Tops Day Nurseries to complete their Level 2 Diploma in Early Years Education. We are looking for apprentices for three locations:

#### **Prince Rock**

Tops Prince Rock is a lovely, welcoming nursery situated just outside of Plymouth town centre. Employees benefit from being no more than 15 minutes away from a variety of attractions including the National Marine Aquarium, Armada Shopping Centre and much more!

#### **Efford**

Tops Efford is part of DELL Children's Centre – a Sure Start Children's Centre for children and their families covering Deer Park, Efford, Lipson and Laira. Employees benefit from being in a friendly, caring nursery with convenient transport links.

#### **Stonehouse**

Tops Stonehouse a warm, friendly nursery located in a fantastic central location meaning it is easy to find and situated perfectly for parents and carers living locally. Employees benefit from being near Wyndham Square as well as having convenient transport links, being not far from Plymouth train station and the A374.



## With City College Plymouth:

### Margaret McMillan – City College Plymouth

#### **Apprentice Nursery Practitioner Advanced Level 3** - Plymouth

We are looking for a motivated, enthusiastic and passionate practitioner to work alongside our Nursery Nurses. You will support the day to day running of the nursery caring for children aged between 3 months and 5 years. This vacancy is being managed by City College Plymouth.

## With Babcock Training:

### THE OLD SCHOOL CHILDREN'S CENTRE

#### **Nursery Apprentice** - Tavistock - £124.50 per week

The Old School are offering a fantastic opportunity to begin a career in Childcare. The role involves looking after children aged 0- 5years old. You will be required to help supervise the children's play, learning activities and meal times. A nursery practitioner plays an important role in assisting in the care and education of young children.

## With GP Strategies:

### LARK CHILDREN'S CENTRE DAYCARE

#### **Apprentice Nursery Assistant** - Plymouth - £4.15 per hour

We are looking to take on an apprentice early years worker whose role will involve the care, education and supervision of the children mainly from age of 30 months rising to 5 years old.

### PARENTA TRAINING

#### **Apprenticeship Nursery Practitioner** - Callington - £4.15 per hour

This is an exciting opportunity to begin your career with Parenta Training, working in an early years setting. Become an apprentice in one of our fun and friendly settings working with children aged from birth to five years gaining experience while you learn.

## WITH SHARED APPRENTICESHIPS SOUTH WEST



## We are recruiting

Shared Apprenticeships SW supports apprenticeships in **Construction trades** including, but not limited to; **Carpentry, Painting & Decorating, Ground Working, Drylining, Bricklaying & Scaffolding.**

We also support **technical apprenticeships** within Construction for those wishing to become; **Site Managers, Quantity Surveyors, Planners or Estimators.**

**To apply** you must be at least **16 years old**, be passionate and enthusiastic about the Construction Industry and have a desire to grow and learn.

SASW will support you to take the first step towards your lifelong career in the Construction Industry. You will be employed by SASW and will work with our host contractors to ensure that you have the relevant placements to complete your apprenticeship. Our host contractors include Willmott Dixon, Midas, BAM, ISG and Galliford Try. You will be earning and learning – at college you will be working towards your qualification and developing your skills which you can then put in to practice on site.

SASW pay apprentices National Minimum Wage for their age and in addition offer support towards travel to work and cost of tools.

For more information please visit our website [www.swsharedapprenticeships.com](http://www.swsharedapprenticeships.com)

## CONSTRUCTION AND THE BUILT ENVIRONMENT: BRICKLAYING



### **Bricklaying Apprentice** – Daniel Ball - Liskeard – £166 per week

This is a fantastic opportunity for someone looking to gain a career within the construction industry. You will gain a multitude of experiences and the relevant qualifications required to gain employment within the industry.

### [ ] South Devon College

#### **LD Brickwork - Brickwork Apprenticeship** - Torquay

Working on large sites, but must have a CSCS card, Brickwork Apprenticeship on offer.

#### **Ellis Building Services - Brickwork Apprenticeship** - Paignton

Working on large sites, but must have a CSCS card, Brickwork Apprenticeship on offer.

Contact: [VTAPP@southdevon.ac.uk](mailto:VTAPP@southdevon.ac.uk) for more information

## CONSTRUCTION AND THE BUILT ENVIRONMENT: DRYLINING/PLASTERING

### [ ] South Devon College

#### **HERMITAGE PLASTERING**

##### **Plastering Apprentice** - Dartmouth

Plastering firm based in Dartmouth, looking for potential Apprentice, learning all aspects of Plastering Apprenticeship on offer

#### **GET PLASTERED**

##### **Plastering Apprenticeship** - Torquay

Plastering firm based in Torquay, working on domestic work in and out of Torbay, Plastering Apprenticeship on offer.

# CONSTRUCTION AND THE BUILT ENVIRONMENT: GENERAL

## APPRENTICESHIP AVAILABILITY WITH GREENLIGHT TRAINING

Greenlight Training are a Plymouth based apprenticeship provider that gives apprentices the opportunity to work with local industry leading organisations. Furthermore, the vast provision of training delivered ensures that all learners achieve additional industry skills and qualifications, not simply meeting the requirements of the apprenticeship. In turn, this future proofs the employability value of every Greenlight Apprentice as well as assisting the industry in upskilling local labour.

**Bricklaying Level 2** – 10 spaces available

**Carpentry Level 2** – 15 spaces available

**Plastering Level 2** – 6 spaces available

**Roofing** – 22 spaces available

**Groundworks Level 2** – 15 spaces available

**Plant Operative Level 2** – 7 spaces

**Painting & Decorating Level 2** – 6 spaces available

**Floor layer Level 2** – 5 spaces available

**greenlight**  
safety & training

Greenlight Training & Consultancy – Bergstrand House, Parkwood House, Roborough, Plymouth, PL6 7SG

Greenlight Apprenticeships – Unit 8, Darklake View, Estover, PL6 7TL

## CONSTRUCTION AND THE BUILT ENVIRONMENT: MANAGEMENT/HIGHER LEVEL



### [Technical Apprenticeship \(Civil Engineering, Quantity Surveying or Construction Management\)](#) - Plymouth

If you are looking for an exciting and challenging career, our award winning Technical Apprenticeship programme could be for you!

Join us as a Civil Engineering, Construction Management or Quantity Surveying Apprentice and from day one you will be working with an experienced team and will be able to make an instant contribution to a multi-million pound project.



### SHARED APPRENTICESHIPS SOUTH WEST

#### [Apprentice Planner \(Construction\)](#) - Plymouth

Working with the main and the sub-contractors on site and supporting the management team you will learn all aspects of running a safe and productive construction site. In the first year you will gain a solid base in health, safety and welfare, preparing programmes and schedules of work and developing and maintaining working relationships alongside basics skills in estimating, planning, buying, surveying and site technical support. For more information on the Apprenticeship Standard please follow the links above.

## CONSTRUCTION AND THE BUILT ENVIRONMENT: PAINTING AND DECORATING

With City College Plymouth

### MARLON LYNDON

**Apprentice Painter and Decorator**- Plymouth - £124.50 per week

Brunel Decorating are looking to recruit a Painting and Decorating Apprentice. This vacancy is being managed by City College Plymouth.

With PGL Training (Plumbing) Limited

### BUCKFAST ABBEY TRUST

[Apprentice – Painter and Decorator](#) - Plymouth - £166 per week

Reporting to the Buildings and Maintenance Manager, carrying out a wide variety of responsive and planned repairs and maintenance, across the Buckfast Abbey site, including domestic and commercial properties/buildings.

## CONSTRUCTION AND THE BUILT ENVIRONMENT: PLUMBING/GAS

With Moor Training Limited

### **BARKWELL PLUMBING & HEATING LIMITED**

**Gas Engineering Apprenticeship** - Plymouth - £8632 per year

Required to work for one of the largest plumbing companies in the South West, who specialise on large-scale projects for major house builders, property developers, housing associations and local authorities on developments that typically involve the construction of new houses. This is a fantastic opportunity to join a well-established business.

## CONSTRUCTION AND THE BUILT ENVIRONMENT: ROOFING



### **SHARED APPRENTICESHIPS SOUTH WEST**

**Roofing Traineeship** – Bridgwater, Somerset – National minimum wage

Shared Apprenticeships SW are recruiting for a candidate willing to participate in an exciting new opportunity – a Roofing Traineeship. Where upon successful completion, an Apprenticeship or full time employment may be available.





**With City College Plymouth:**

## **LAIRA GREEN PRIMARY SCHOOL**

### **Apprentice Teaching Assistants** - Plymouth - £124.50 per week

Laira Green Primary School are seeking to appoint two enthusiastic Apprentice Teaching Assistants to join them. Working as part of a team, supporting the needs of individuals and groups and following the directions and planning or example of class teachers to deliver targeted interventions.

### **Special Educational Needs Teaching Assistant Apprentice** - Plymouth - £124.50 per week

Seeking to appoint an enthusiastic T.A. Apprentice to work with SEN. Main duties will include: Working as part of a team, supporting the needs of individuals and groups Follow the directions and planning or example of class teachers to deliver targeted interventions- be prepared to work with individual children, small groups or whole classes

### **Early Years Teaching Assistant Apprentice** - Plymouth - £124.50 per week

Seeking to appoint an enthusiastic T.A. Apprentice to work in EYFS. Main duties will include: Working as part of a team, supporting the needs of individuals and groups Follow the directions and planning or example of class teachers to deliver targeted interventions- be prepared to work with individual children, small groups or whole classes.

## **LEIGHAM PRIMARY SCHOOL**

### **Teaching Assistant Apprentice** - Plymouth - £134.88 per week

Leigham Primary School are seeking to appoint a positive and enthusiastic Teaching Assistant Apprentice to support the learning of a Key Stage 2 class. This vacancy is being managed by City College Plymouth.

## **ST STEPHENS COMMUNITY PRIMARY SCHOOL**

### **Teaching Assistant Apprentice** - Plymouth - £272 per week

If you love the idea of working with children and helping them to reach their potential, then this is a great opportunity to join our friendly and supportive team to train with us at St Stephens (Saltash) C P School. This vacancy is being managed by City College Plymouth.

## **BURRATON COMMUNITY PRIMARY SCHOOL**

### **Teaching Assistant Apprentice in SEN** - Plymouth - £129.69 per week

Working within a highly talented and experienced team to support the care and learning of our most vulnerable children who are placed in our Area Resource Base. Our 20 children range from 4 – 11 are mostly autistic or have other complex needs. This vacancy is being managed by City College Plymouth.

## ENGINEERING

### With Babcock:



With us you will gain all the knowledge and skills you need. The vast knowledge you will build with these experiences will equip you with some of the most in-demand skills right now. And with our support and structured training – not to mention many rewarding tasks – you will gain all the knowledge, skills and experience you need to be one of the best. So think about it. You can build a real future here.

#### Engineering Apprenticeship - Plymouth - Competitive apprentice wage

Our engineering apprenticeship schemes take 4 years to complete. During this time you will earn a competitive apprentice wage and gain hands-on technical experience in the work place. As part of the structured training programme you will complete knowledge and understanding logs whilst being provided with continual support.

#### Higher Level Engineering Apprenticeship - Plymouth - Competitive apprentice wage

Our Higher Level engineering apprenticeship schemes take 4 years to complete. During this time you will earn a competitive apprentice wage and gain hands-on technical experience in the work place. As part of the structured training programme you will complete knowledge and understanding logs whilst being provided with continual support.

## MECHANICAL/AUTOMOTIVE



### With City College Plymouth:

#### **MANOR GARAGE PLYMOUTH LTD**

#### Automotive Apprentice - Plymouth - £155.63 per week

Manor Garage are looking to hire an apprentice. This is a great opportunity for anyone looking to build a career in the automotive trade and learn a range of skills. This vacancy is being managed by City College Plymouth.

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### With ProvQ Limited:

#### **BATHWICK TYRES**

#### **Apprentice Autocare Technician** - Plymouth - £166 per week

The Autocare Technician carries out a range of services and repairs to cars and light goods vehicles. Requiring a combination of technical and customer service skills, demonstrating expertise not only in the technical elements of their role, but also telephone communication, customer handling, sales skills, problem solving and self-organisation.

## MEDICAL/HEALTHCARE

**With Plymouth City Council:**

### **PLYMOUTH CITY COUNCIL**

**Support Worker Apprentice x 6** – Plymouth

Ever worked in care? Are you someone looking for a new direction in your career? Or have you left the care sector and looking to return? Opportunities available:

- The Vine Day Service x 2
- The Community Outreach Team x 1
- Independence@Home x 3

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**With Smart Training and Recruitment Limited:**

### **PILGRIMS' FRIEND SOCIETY**

**PFS Young Care Worker Apprenticeship** - Plymouth - £8,580 per year

PFS are creating opportunities for young Apprentices. Enter a career in Social Care supporting the elderly. Job opportunities in various locations in the UK. On completion of the Adult Care Worker Apprenticeship you will continue in full time employment with progression opportunities to Lead Adult Care Worker.

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Find roles within the **NHS** on their website

## IT/MARKETING



**With Achievement Training:**

### **ACHIEVEMENT TRAINING**

**I.T Apprentice** – Plymouth - £150 per week

An exciting opportunity for a confident, professional individual to train as a Data Technician and support the MIS Team at Achievement Training. You will learn to access and extract data from a range of identified sources. You will collate and format data in line with industry standards.

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**With Cornwall College:**

### **A & G GROUP LTD**

**I.T Apprentice** - Liskeard - £155.63 per week

A&G Computer Services is a small, customer focused IT service provider that mostly deals in the education sector. With a continuously growing work schedule, we are looking to appoint an apprentice IT technician in the Liskeard area.



**With City College Plymouth:**

### **TMA INTERNATIONAL LTD**

**Digital Marketing Apprentice** - Plymouth - £166 per week

In this role you will support the Marketing and Events Manager on a number of large projects. This vacancy is being managed by City College Plymouth.

## TECHNICIAN

**With National Apprenticeship Service:**

### **VIRGIN MEDIA**

**Field Technician Apprenticeship** - Plymouth - £18,000 per year

Looking for a job fixing and installing the latest technology? Want to continue studying and working towards further qualifications? Join us on our 15-month Field Technician Apprenticeship Scheme and you can do both.

**With Bridgwater & Taunton College:**

### **PREMIER GROCERY PRODUCTS LTD**

**Food Process Apprentice/Pilot Plant Technician** - Plymouth - £150 per week

Working closely with the R and D Team you will be involved in conducting pilot plant trials to safely manufacture septic ready to eat desserts, some under the Ambrosia brand name.

## WAREHOUSING

**With Intec Business Colleges Limited**

### **R. H. Claydon Limited**

**Warehouse Operative Apprentice** - Launceston - £258.00 per week

Apprentice Warehouse Operative in a family owned tyre wholesaler, to help assist with duties such as, warehouse stock control, picking goods for distribution by carrier and all relevant paperwork etc.



**babcock™**

APPRENTICESHIPS  
**Make it  
BIG with a  
Babcock  
apprenticeship**



# ‘Apprenticeships Talk’ virtual career fair

What a strange world we find ourselves in.... so much has changed, the way we work, interact and socialise.

No-one could have seen this coming and the way schools have adapted and managed these challenges and changes is inspiring.

We as a business have had to adapt too, but what has not changed is our desire to help support you with career based events.

Our apprentice recruitment campaign kicks off again in November 2020 and closes at the end of March 2021.

We have created a new virtual careers fair which will run twice a month on the following dates ▶

**10 November 2020 - 11am  
24 November 2020 - 2pm**

**8 December 2020 - 11am  
15 December 2020 - 2pm**

**12 January 2021 - 11am  
26 January 2021 - 2pm**

**9 February 2021 - 11am  
23 February 2021 - 2pm**

**9 March 2021 - 11am  
23 March 2021 - 2pm**

Please email: [EarlyCareers.Devonport@babcockinternational.com](mailto:EarlyCareers.Devonport@babcockinternational.com) to book your class in and we will send you the Zoom password.

You and your class can attend as many sessions as you wish, and ask questions on behalf of the students using the Zoom Chat function.

To keep it safe we ask that this password is not passed to anyone else.



## SKILLS GROUP

With almost 25 years' experience, Skills Group specialises in delivering apprenticeships, full-time courses and bespoke career development programmes across the South West.

Check out the Skills Group website for their most recent vacancies in roles such as:

- Automotive
- Business
- Childcare
- Construction
- Engineering
- Hairdressing & Barbering
- Health & Social Care
- Teaching & Sport Education

[www.skillsgroupuk.com/learner/vacancies](http://www.skillsgroupuk.com/learner/vacancies)

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## LIFETIME TRAINING

Lifetime was founded to support individuals and businesses improve and grow through outstanding training programmes. This principle remains core to our business, which puts the experience of the learner and employer at the heart of everything we do.

We work with every size of employer across a wide range of sectors, offering services including apprentice recruitment, apprenticeship programmes, and self-funded training courses. Our award-winning programmes are industry-leading and can be tailored to meet the specific needs of our corporate clients.

Due to the ongoing situation surrounding Covid-19, a number of employers have paused their recruitment process. However there are still some vacancies with companies such as **KFC**.

If you are interested in applying for an apprenticeship but can't find a suitable vacancy, we encourage you to register your interest with us. One of our recruitment advisors would be happy to get in touch to talk through potential future apprenticeship options for you.

[www.lifetimetraining.co.uk/apprenticeship-vacancies/](http://www.lifetimetraining.co.uk/apprenticeship-vacancies/)

# KICKSTARTS AND TRAINEESHIPS EXPLAINED

**Kickstarts and Traineeships are targeted solely at 16-24 year olds whereas apprenticeships are for any age over 16 years.**

## Traineeships

An opportunity to become work ready for **16-24 year olds**.

A traineeship is an education and training programme with quality work experience. Traineeships can unlock the great potential of young people and prepare them for their future careers by helping them to become 'work ready'. Designed to help young people aged 16 to 24 who don't yet have the appropriate skills or experience, traineeships provide the essential work preparation training, English, maths and work experience needed to secure employment or be more ready to start an apprenticeship. Traineeships normally run between 6 weeks – 12 months.

The offer locally in and around Plymouth will be expanding over coming months given the Government's recent announcement for further investment in Traineeships to support young people. There are currently local traineeship opportunities available which cover the following sectors: Construction, Business, Hairdressing, Child care, Beauty and Health, Catering, Hospitality, and Health and Social Care.

[Direct Gov - Traineeships](#)

[Skills Launchpad Plymouth - Traineeships](#)



## Kickstarts

Are you a young person aged between **16 and 24**?

Are you on **universal credit**?

The Kickstart Scheme is a 6-month paid job placement with a local employer, funded by the Government. It provides a fully funded opportunity for you to get experience of working in a local business and gain access to skills.

These high-quality placements will give you the best chance of getting on and getting a job. Placements should be available from November 2020. Talk to your work coach to find out more about local Kickstart placement opportunities and for help to apply.

[Job Centre Plus – Kickstarts](#)

[Skills Launchpad Plymouth – Kickstarts](#)

## GRADUATE AND INTERNS

All careers are built up in steps and this part of [targetjobs.co.uk](https://targetjobs.co.uk) covers the first stages in choosing a graduate career and seeking out your first job after graduation.

It's all about getting ideas about jobs by knowing your career options, exploring your skills and understanding your motivation, and then, of course, knowing where to look for graduate opportunities. Dip in, whatever stage you're at.

Even if you feel you're up against a wall having left graduate job hunting and career plans a little late or are struggling to find your next step due to the economic impact of Covid-19, covering the basics is the best way to boost your confidence and get back on track.

<https://targetjobs.co.uk/careers-advice/career-planning>

If you have recently graduated, you can find opportunities on these graduate specific job sites:

- **Grad South West**
- **Prospects**
- **Milk Round**
- **Civil Service Fast Stream**



## ADVICE FOR CURRENT APPRENTICES ON FURLOUGH LEAVE

### **Been furloughed or lost your job/apprenticeship? What to do next...**

Many people in our city are now facing employment challenges and uncertainty. Being furloughed is an unknown situation for most and worrying about job security can be confusing enough without the added complications of Covid-19.

The first step if you are put on furlough or at risk of losing your job is to find out what your rights are. Knowing your rights can help you to solve problems more quickly and smoothly, enabling you to concentrate on getting back into employment again.

This may be a good time to re-evaluate your work life and learn new skills to enable a career change.

Find advice and guidance for Furloughed apprentices in the Resource Bank at:

[www.skillslaunchpadplym.co.uk/youth-hub-furlough](http://www.skillslaunchpadplym.co.uk/youth-hub-furlough)

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### **Government Support for apprentices who have been or are at risk of being furloughed**

If you are an apprentice who is facing redundancy or lost your apprenticeship due to the impact of Covid-19, you can call the Redundancy Support Service for Apprentices on 0800 015 0400 for free advice and help in finding new opportunities.

If you are a construction apprentice you are encouraged to sign up for the Construction Talent Retention Scheme which will aim to match you with new opportunities <https://trs-system.co.uk/construction>

### **Support service**

There is a new support service to help apprentices who have lost their jobs due to the Covid-19 outbreak to find new opportunities. The new Redundancy Support Service for Apprentices (ReSSA) will ensure apprentices can access local and national services that can provide financial, legal, health and wellbeing support, and help them to find a new job should they need it. Apprentices can also search and apply for other available apprenticeship opportunities across the country.

[www.gov.uk/government/news/apprentices-to-get-jobs-boost](http://www.gov.uk/government/news/apprentices-to-get-jobs-boost)





The city's new local response to help the people in and around Plymouth through the economic impact of the global pandemic

In partnership with



Department for  
Work and Pensions

## Skills Launchpad **Plymouth**

- A one-stop-shop service to help equip yourself with the skills and confidence you'll need to play a part in our city's future
- Support for those who are facing redundancy through the **Adult Hub**
- Supporting our young people's next steps through the **Youth Hub**

**Launch your skills journey now!**

**[www.skillslaunchpadplym.co.uk](http://www.skillslaunchpadplym.co.uk)**



@SkillsLaunchpadPlymouth



@LaunchpadPlym



This city wide Apprenticeship Bulletin was produced in good faith by Plymouth City Council's Education, Participation and Skills Team and is subject to Copyright © 2020. All rights reserved. We cannot be held responsible for any withdrawal of opportunities, omitted local vacancies or inaccuracy of promoted vacancy details. All vacancy details were correct at time of publication | 1 November 2020.