

# Supporting My Next Steps... Apprenticeships in Lancashire

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**The Lancashire Forum** supports apprenticeships across the whole of Lancashire and its members include training providers, colleges and universities (apprenticeship providers), we have produced this guide to help you with your next steps. As we move slowly out of Covid restrictions It is almost 'business as usual' and all providers have adapted to be able to support you remotely and face to face in some cases. Whatever your own circumstance on your next steps, whether you have expressed interest, applied for or secured an apprenticeship this document is here to support you.

If you haven't decided or applied for an apprenticeship or you have applied directly to an employer please get in touch with us at the Lancashire WBL Forum and we will be more than happy to help at [admin@lancsforum.co.uk](mailto:admin@lancsforum.co.uk) or go directly to your preferred provider(s). Keep your options open by applying to more than one provider if you have not yet secured an apprenticeship placement as this will increase your chances, different providers work with different employers who are looking to take on an apprentice.

***Please note that these are only Apprenticeship Providers that are a member of the Lancashire Forum and there will be others where you/your pupil may have applied to, In these circumstances they can also contact the Lancashire Forum directly and we will support them in making progress.***

Click [here](#) to view our 'SORTED' guide for who delivers what apprenticeships in Lancashire and register your interest directly with them or via the information on their page in this document.

**Take care and good luck from The Lancashire Forum Team**



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| <p><b>Key contact details and where to get information</b></p>   | <p><b>How do I apply for an apprenticeship?</b></p>  | <p><b>I have applied for an apprenticeship with a College/ Training provider, what happens now?</b></p>  | <p><b>I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?</b></p>   | <p><b>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</b></p>   |
| <p><b>Contact our friendly apprenticeships team for information and guidance</b></p> <p>Telephone: 01282 440 319<br/>Email: <a href="mailto:apprenticeships@nelsongroup.ac.uk">apprenticeships@nelsongroup.ac.uk</a></p> <p><b>Access our website</b><br/><a href="http://www.accross/ac.uk/apprenticeships">www.accross/ac.uk/apprenticeships</a></p> | <p><b>How do I apply for an apprenticeship?</b></p> <ul style="list-style-type: none"> <li>• Apply online</li> <li>• Access the following link</li> <li>• <a href="http://www.accross.ac.uk/apprenticeships/our-apprenticeships/">www.accross.ac.uk/apprenticeships/our-apprenticeships/</a></li> </ul> <p>Select the subject area of the apprenticeship you wish to apply for then click 'apply now' (the orange button on the top right of the screen)</p> | <p><b>We will process your application and contact you to arrange an interview with our apprenticeships team. This may be online or face to face pending government restrictions</b></p> | <p><b>If you would like some advice and guidance on different options – then please contact our school's liaison team on <a href="mailto:schools@nelsongroup.ac.uk">schools@nelsongroup.ac.uk</a></b></p> <p><b>If you would like some Careers information, advice and guidance please contact our Careers Zone on <a href="mailto:careers@nelsongroup.ac.uk">careers@nelsongroup.ac.uk</a></b></p> | <p><b>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</b></p> <p><b>Don't worry! You can start on our brand new 2021 Apprenticeship Start Up programme that will help you develop the essential skills that employers are looking for in this competitive market. You will receive individualised advice, guidance, and support from our team who will work with you secure a placement as part of the programme.</b></p> |

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| <p>If I have changed my mind since I applied what do I do?</p>   | <p>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</p>  | <p>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</p>   | <p>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</p>  |  |
| <p>That's fine – just let us know!<br/>Please contact email <a href="mailto:admissions@nelsongroup.ac.uk">admissions@nelsongroup.ac.uk</a><br/>Please do not make a separate application – we can amend your existing one and add or remove courses as per your preference</p> | <p>Please don't worry, we will offer you an alternative that is right for you and can offer you a course whatever your grades.<br/>We have courses from Level 0 to Level 3 for school leavers in a wide range of subject areas. The link below gives more information</p> <p><a href="https://www.accross.ac.uk/16-18/">https://www.accross.ac.uk/16-18/</a></p> | <p>At the moment many employers are conducting interviews online via Microsoft Teams/Zoom/Google Meet or via a telephone call. We can offer you assistance and help get you ready for any interviews beforehand so you feel well-prepared.</p> | <p>We can help you with this!<br/>Once you have applied we will work with you to produce a professional CV as well as a cover letter, sample email and even a telephone script that you may need when contacting employers. Our apprenticeship team will give you tips and guidance on how to ensure your CV stands out amongst the competition.</p> |  |

Note: Accrington & Rossendale College are part of the Nelson & Colne College Group and some contacts/ information may be the same



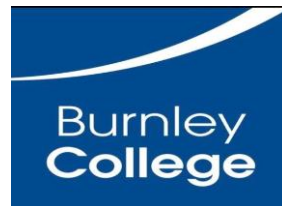
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| <p>Apprenticeship Team 01254 292500<br/><a href="mailto:apprenticeships@blackburn.ac.uk">apprenticeships@blackburn.ac.uk</a></p>    | <p>Via Blackburn College Website – online application form</p>  | <p>We will contact you to arrange an interview and assessments (currently by phone and online)</p>  | <p>Complete an application form online. You can apply for full time and Apprenticeship Programmes. Request an appointment with our Schools team via 01254 292929</p> | <p>We will work with you to job search for your preferred apprenticeship route. We will also offer you a suitable full time course option, and if appropriate, a plan to switch to an Apprenticeship when this becomes available</p> |
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| <p>Call us on 01254 292929 and we will be able to update your application and make a referral to our Hub team to provide advice</p> | <p>Please don't worry, we will support you to decide on an alternative course to help you work towards your goals. Please still come to college for your enrolment and we will have staff available to help you</p> | <p>Many employers are interviewing by phone call. It's really important to do your research before interview and, of course, we will send your details to the employer in advance</p> | <p>Call us on 01254 292500 and we will arrange for you to attend our free CV building workshops / interview skills workshops</p>                                     |  |



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| <p>Contact: The Apprenticeship Advisor Team. Email: <a href="mailto:apprenticeships@blackpool.ac.uk">apprenticeships@blackpool.ac.uk</a></p> <p>Further details are available on B&amp;FC website: <a href="http://www.blackpool.ac.uk/apprenticeships">www.blackpool.ac.uk/apprenticeships</a></p> | <p>Apply directly on B&amp;FC website: <a href="http://www.blackpool.ac.uk">www.blackpool.ac.uk</a></p> <p>Can also apply for apprenticeship vacancies via our apprenticeship recruitment portal 'get My First Job' <a href="https://www.getmyfirstjob.co.uk/">https://www.getmyfirstjob.co.uk/</a></p> | <p>You will be contacted by B&amp;FC either by letter, telephone or email to confirm your chosen apprenticeship and attend an 'Apprenticeship Selection Event' (ASE) at B&amp;FC (Bispham Campus). You will receive apprenticeship advice and guidance, complete online initial assessments in English, Maths and IT and also have a 1-1 short interview with a Skills Coach. You will be assigned an Apprenticeship Advisor who will support you with your vacancy search and applications.</p> <p>During Covid 19, all communications with apprenticeship advisors are via email and telephone, there is also the option of video call. Also during Covid 19, we are not holding ASE events, however we can still complete telephone interviews and initial assessments remotely. This will not affect your application.</p> | <p>There are many options at Blackpool &amp; The Fylde College including full-time &amp; part-time FE courses, HE courses, apprenticeships and even degree apprenticeships. Take a look at the B&amp;FC website: <a href="http://www.blackpool.ac.uk">www.blackpool.ac.uk</a> to view all courses currently on offer.</p> | <p>There are other options such as full-time &amp; part-time courses at B&amp;FC. Even if you enrol onto a course, you can still keep your apprenticeship application open as we recruit apprentices for many courses all year round.</p> <p>B&amp;FC also offer a Traineeship Course. This is a 12 week employability course that is part of our 'Apprenticeship Academy' designed to upskill English, maths and employability skills. You will also have a work-placement with plenty of support from your tutors, employer and apprenticeship advisors along the way. Ideally you will progress onto an apprenticeship on completion of the traineeship course. See our website for further information about Traineeships.</p> |

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| <p>Just let the apprenticeship team aware if you wish to withdraw your application. It may help if you also let us know of your preferred career option as we may be able to support and guide you to the relevant pathway.</p> | <p>All apprenticeships have Functional Skills in English, Maths and IT attached to the qualification. Therefore if you do not achieve your expected grades, then you would have the option to re-take these qualifications as part of your apprenticeship.</p> | <p>You may complete a telephone interview with an employer, this may even be a face-to-face video call. You will receive interview guidance and support from your apprenticeship advisor throughout the process.</p> | <p>Once you have completed the college apprenticeship application process, the Apprenticeship Advisor Team will provide CV development and interview support to guide you and ensure that you are interview ready when applying for apprenticeship vacancies. There is also the option of practising your interview technique with your advisor by practising with mock interviews prior to a real interview.</p> |  |





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| <p><a href="http://www.burnley.ac.uk/themis-home">www.burnley.ac.uk/themis-home</a><br/><a href="mailto:c.admissions@burnley.ac.uk">c.admissions@burnley.ac.uk</a><br/>(School Liaison Team)<br/><a href="mailto:employer@burnley.ac.uk">employer@burnley.ac.uk</a><br/>(Themis Team)</p> <p>01282 733322 (School Liaison Team)<br/>01282 733005 (Themis Team)</p> | <p><b>Step 1.</b> <a href="http://www.burnley.ac.uk/themis-home">www.burnley.ac.uk/themis-home</a><br/><b>Step 2.</b> Press apply now button<br/><b>Step 3.</b> Click on the Apprenticeship subject shown on the left hand side<br/><b>Step 4.</b> Click on the specific Apprenticeship you want to do<br/><b>Step 5.</b> Press apply now (again)<br/><b>Step 6.</b> Complete application form and submit</p> | <p>Once you have applied you will receive an e-mail for a scheduled date and time for interview. This will be done via phone call. Once you and the tutor are happy with regards to the interview, you will then be passed on to our Themis recruitment team. They will go through live vacancies, look at your CV, ensure you are interview ready and will then look to match you with an employer for an interview. However, the Themis team do ask for you to be pro-active in finding your own employer as well. You will also have to sit BKSB assessments to highlight the level that you are currently working at.</p> | <p>It's important that you look into the different options that are available and do some research for yourself. If you are a school leaver you can contact the School Liaison Team on 01282 733322 or via e-mail on <a href="mailto:c.admissions@burnley.ac.uk">c.admissions@burnley.ac.uk</a> to ask for further advice and info, or the Themis Team on 01282 730005 or <a href="mailto:employer@burnley.ac.uk">employer@burnley.ac.uk</a> to speak specifically to them regarding Apprenticeships.<br/>If you have just finished you're A-levels you can also speak to the Themis team about Apprenticeships, or ring student services on 01282 733373 or e-mail them at <a href="mailto:s.services@burnley.ac.uk">s.services@burnley.ac.uk</a> to gain information about your next steps.</p> | <p>You will be able to enrol on the full-time vocational equivalent to your apprenticeship or A-levels (If you have the grades). We always recommend that you apply for a full-time course as well as a back-up in case you don't get an Apprenticeship.</p> |

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| <p>You re-apply for your new choice via the usual application process. Or you can e-mail c.admissions@burnley.ac.uk and inform the college that way. Dependant on what your change is you may have to sit another interview.</p> | <p>If you don't get the GCSE's you are expecting there is a chance you may not be able to access the course/Apprenticeship that you want. If this is the case then the college will look at the best possible alternative and work with you to find the best outcome for you. If you over-achieve then you may be able to look at a different course, the college is here to help you look at these options once again.</p> | <p>This will be done via phone call or video call.</p>  | <p>The Themis Team and the School Liaison Team can offer support with CV help and becoming interview ready.</p>    |  |



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| <p>Apprenticeship Team<br/><a href="mailto:apprenticeshipsuk@gpstrategies.com">apprenticeshipsuk@gpstrategies.com</a><br/>Tel: 0330 1000 610</p> <p>For more information please see our website: <a href="https://www.gpstl-apprenticeships.co.uk/">https://www.gpstl-apprenticeships.co.uk/</a></p> | <p>Talk to one of our dedicated recruitment consultants,<br/>Tel:0330 1000 610<br/><a href="mailto:apprenticeshipsuk@gpstrategies.com">apprenticeshipsuk@gpstrategies.com</a></p> <p>You can also apply for one of our apprenticeship vacancies - please see our website: <a href="https://www.gpstl-apprenticeships.co.uk/">https://www.gpstl-apprenticeships.co.uk/</a></p> | <p>A member of our team will contact you to talk through your choice of apprenticeship programme. We will offer you information, advice and guidance, to ensure the suitability and eligibility for the programme, ensuring you are working to at a level suitable for you. We will link with our local partner employers to identify suitable positions available.</p> | <p>Work will be a major part of your time, and your decisions for the future are vitally important. It is vital that you investigate different options for your future, and conduct research into your interests.</p> | <p>Our apprenticeships are delivered to apprentices at their workplace. Our apprenticeship requirement team will work hard with you to match you with the employer to enable you to gain the most from your apprenticeship.</p> |

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| <p>Talk to one of our dedicated recruitment team, and we will work with you to identify an employer in your area of interest.<br/>Tel:0330 1000 610<br/><a href="mailto:apprenticeshipsuk@gpstrategies.com">apprenticeshipsuk@gpstrategies.com</a><br/>You can also review our apprenticeship vacancies - please see our website: <a href="https://www.gpstl-apprenticeships.co.uk/">https://www.gpstl-apprenticeships.co.uk/</a></p> | <p>Our recruitment team will look at the best possible programme with you to find the best outcome for you.</p> | <p>The majority of all interactions are through virtual interviews. Future employers will take into account the current situation, and GPSTL will work with the employer to ensure any site visit is as safe as possible, and within the government guidelines</p> | <p>Our recruitment team can guide you in this, along with helpful hints and tips for your interview</p>            |  |



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| <p>All information on JTL's Apprenticeships is available on our website accessed via <a href="http://www.jtltraining.com">www.jtltraining.com</a></p> | <p>Go to the JTL website and click on the "Train with us" tab and go to "Apprenticeships" and "Apply Now"</p> | <p>Follow the guidance in your application to create your account. You will be prompted to take assessments and provide information about yourself.</p> | <p>JTL has advice on its website for careers in the buildings services engineering sector (<i>Electrical, Plumbing, H&amp;V</i>). If you aren't sure this is the right choice for you please explore options with other providers and colleges who offer training and courses in other areas.</p> | <p>Keep looking on the Apprenticeship Vacancies website, and we will alert you to any vacancies in your area.</p> |

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| <p>Simply go into and update your account to show that you are no longer interested and we will stop sending you notifications about vacancies in your area.</p> | <p>We do not specify what GCSE's or level you have to achieve to start an Apprenticeship, we ask you to complete an online Initial Assessment that will enable us to see whether the course is right for you and what support you may need to achieve.</p> | <p>Employers will have their own processes, but as we move society opening up employers will try to do face to face interviews. Where this isn't possible they may use online packages such as Microsoft Teams or Zoom etc.</p> | <p>JTL offers guidance in creating an online CV and preparing for interview through your online application alongside creating your online account.</p> |  |





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| <p>Website</p> <p><a href="https://www.lmc.ac.uk/">https://www.lmc.ac.uk/</a></p> <p><a href="https://www.lmc.ac.uk/apprenticeships/apprenticeship-courses">https://www.lmc.ac.uk/apprenticeships/apprenticeship-courses</a></p> <p>Attending an Open Day. We are also having a Virtual Open Day coming up.</p> <p><a href="https://www.lmc.ac.uk/about-lmc/events">https://www.lmc.ac.uk/about-lmc/events</a></p> | <p>Online</p> <p><a href="http://apply.lmc.ac.uk/">http://apply.lmc.ac.uk/</a></p> | <p>A member of the LMC Admissions team will be in contact with you.</p>                   | <p>If you complete a General Enquiry Form online, a member of Student Services will be in touch to offer career guidance.</p> <p><a href="https://www.lmc.ac.uk/contact/contact-form">https://www.lmc.ac.uk/contact/contact-form</a></p> | <p>In the interview alternative apprenticeships will be discussed and the team will support you in finding an alternative course.</p> |



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| <p>Make contact with us to change or withdraw your application.</p> <p>General enquiries:<br/>T: <a href="tel:0152466215">01524 66215</a><br/>E: <a href="mailto:hello@lmc.ac.uk">hello@lmc.ac.uk</a></p> | <p>Get back in touch with us and we can discuss other options.</p> <p>General enquiries:<br/>T: <a href="tel:0152466215">01524 66215</a><br/>E: <a href="mailto:hello@lmc.ac.uk">hello@lmc.ac.uk</a></p> | <p>Currently this will be done remotely.</p>  | <p>As part of the application process we support you in creating a new CV. We also will be working one to one to enhance your interview skills. We have traineeships and pre apprenticeships would could support you in being apprenticeship ready.</p> |  |

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| <b>Key contact details and where to get information</b>   | <b>How do I apply for an apprenticeship?</b>  | <b>I have applied for an apprenticeship with a College/ Training provider, what happens now?</b>               | <b>I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?</b>                                  | <b>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</b> |
| Website- <a href="https://lantrain.co.uk/">https://lantrain.co.uk/</a><br>Contact- <a href="mailto:kboak@lantrain.co.uk">kboak@lantrain.co.uk</a> | Application forms available through the website <a href="https://lantrain.co.uk/">https://lantrain.co.uk/</a> | We will contact you to arrange interview and assessment  | If you're considering learning a trade, as a mechanic, working on cars, truck or buses contact us for more details. | LTS offer a full time Level 2 motor vehicle course also   |
| <b>If I have changed my mind since I applied what do I do?</b>  | <b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b>                 | <b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b> | <b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b>         |   |
| Contact us and let us know  | Contact us to look at your options  | We will be able to conduct your interview over the phone and conduct the initial assessment at a later date    | <a href="mailto:kboak@lantrain.co.uk">kboak@lantrain.co.uk</a> If you wish to email us to look at your options      |   |



| Key contact details and where to get information  | How do I apply for an apprenticeship?   | I have applied for an apprenticeship with a College/ Training provider, what happens now?   | I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?   | What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?   |
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| <p>Contact our employer Services team on 01995 642255 or email us on <a href="mailto:employerservices@myerscough.ac.uk">employerservices@myerscough.ac.uk</a>. Further details can also be found on our website here: <a href="https://www.myerscough.ac.uk/courses/apprenticeships/">https://www.myerscough.ac.uk/courses/apprenticeships/</a></p> | <p>If you have an employer in place who is willing to take you on in the relevant sector, you will need to complete an application form. Please contact us to request one of these. All our current vacancies are here: <a href="https://www.myerscough.ac.uk/courses/apprenticeships/apprenticeship-vacancies/">https://www.myerscough.ac.uk/courses/apprenticeships/apprenticeship-vacancies/</a></p> | <p>Once you have completed an application form, our Recruitment and Admissions team will be in touch with next steps.</p>   | <p>Contact our general enquiries team for information a subject area you are interested in, whether a college based courses or apprenticeship and we will offer you information. There is a live chat on our website <a href="http://www.myerscough.ac.uk">www.myerscough.ac.uk</a> or email <a href="mailto:enquiries@myerscough.ac.uk">enquiries@myerscough.ac.uk</a></p> | <p>Depending on the circumstances, you could go down a different route, such as traineeships. Alternatively contact us and we can discuss if there are other apprenticeships that may be suitable.</p> |
| <p><b>If I have changed my mind since I applied what do I do?</b></p>   | <p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>  | <p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p>   | <p><b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b></p>  |  |
| <p>Contact us to let us know and we will be able to discuss options with you in further detail.</p>   | <p>Please contact us as we may be able to offer you a traineeship or other opportunity at the college.</p>  | <p>Employers will work differently but once you are ready to be signed up to the apprenticeship with your employer, we may be able to conduct the assessment visit virtually.</p> | <p>Please contact us and we can discuss options surrounding employability and provide you with information, advice and guidance.</p>  |  |



| Key contact details and where to get information   | How do I apply for an apprenticeship?   | I have applied for an apprenticeship with a College/ Training provider, what happens now?   | I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?   | What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?   |
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| <ul style="list-style-type: none"> <li>• Contact our friendly apprenticeships team for information and guidance</li> <li>• Telephone: 01282 440 319</li> <li>• Email: <a href="mailto:apprenticeships@nelsongroup.ac.uk">apprenticeships@nelsongroup.ac.uk</a></li> </ul> <p>Access our website <a href="http://www.accross/ac.uk/apprenticeships">www.accross/ac.uk/apprenticeships</a></p> | <p>How do I apply for an apprenticeship?</p> <ul style="list-style-type: none"> <li>• Apply online</li> <li>• Access the following link</li> <li>• <a href="http://www.accross.ac.uk/apprenticeships/our-apprenticeships/">www.accross.ac.uk/apprenticeships/our-apprenticeships/</a></li> <li>• Select the subject area of the apprenticeship you wish to apply for</li> </ul> <p>Click apply now (the orange button on the top right of the screen)</p> | <p>We will process your application and contact you to arrange an interview with our apprenticeships team. This may be online or face to face pending government restrictions</p> | <p>If you would like some advice and guidance on different options – then please contact our school's liaison team on <a href="mailto:schools@nelsongroup.ac.uk">schools@nelsongroup.ac.uk</a></p> <p>If you would like some Careers information, advice and guidance please contact our Careers Zone on <a href="mailto:careers@nelsongroup.ac.uk">careers@nelsongroup.ac.uk</a></p> | <p>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</p> <p>Don't worry! You can start on our brand new 2021 Apprenticeship Start Up programme that will help you develop the essential skills that employers are looking for in this competitive market. You will receive individualised advice, guidance, and support from our team who will work with you secure a placement as part of the programme.</p> |

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| <p>If I have changed my mind since I applied what do I do?</p>   | <p>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</p>  | <p>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</p>   | <p>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</p>  |  |
| <p>That's fine – just let us know!<br/>Please contact email <a href="mailto:admissions@nelsongroup.ac.uk">admissions@nelsongroup.ac.uk</a><br/>Please do not make a separate application – we can amend your existing one and add or remove courses as per your preference</p> | <p>Please don't worry, we will offer you an alternative that is right for you and can offer you a course whatever your grades.<br/>We have courses from Level 0 to Level 3 for school leavers in a wide range of subject areas. The link below gives more information</p> <p><a href="https://www.accross.ac.uk/16-18/">https://www.accross.ac.uk/16-18/</a></p> | <p>At the moment many employers are conducting interviews online via Microsoft Teams/Zoom/Google Meet or via a telephone call. We can offer you assistance and help get you ready for any interviews beforehand so you feel well-prepared.</p> | <p>We can help you with this!<br/>Once you have applied we will work with you to produce a professional CV as well as a cover letter, sample email and even a telephone script that you may need when contacting employers. Our apprenticeship team will give you tips and guidance on how to ensure your CV stands out amongst the competition.</p> |  |
| <p>Note: Accrington &amp; Rossendale College are part of the Nelson &amp; Colne College Group and some contacts/ information may be the same</p>   |  |  |  |  |



| Key contact details and where to get information  | How do I apply for an apprenticeship?  | I have applied for an apprenticeship with a College/ Training provider, what happens now?  | I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?  | What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?   |
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| <p>Visit <b>NLTG's website</b> at <a href="http://www.nltg.co.uk">www.nltg.co.uk</a> for full details of NLTG Apprenticeships and vacancies, useful information including careers advice, interview tips and answers to frequently asked questions. Our expert <b>Schools Liaison Team</b> is available to provide 1:1 support, information, advice and guidance (IAG). For queries relating to applying and NLTG vacancies, our <b>Apprentice Recruitment Team</b> is available on<br/>                     ☎ T: 01254 395355, or<br/>                     ✉ E: <a href="mailto:recruitment@nltg.co.uk">recruitment@nltg.co.uk</a></p> | <p>Applying is easy. Simply visit the NLTG website at <a href="http://www.nltg.co.uk">www.nltg.co.uk</a>, and click on the 'Apply' button at the top of the web page. You will be asked to complete an online registration form and we will then receive your application remotely. Paper copies of our application form are also available on request should you need one. Simply contact our Apprentice Recruitment Team. Once we have received your application our <b>Apprentice Recruitment Team</b> will contact you to arrange an interview. You are also able to view all NLTG vacancies via our website and to apply for those you are interested in. Don't forget to check our vacancies regularly so you don't miss out on your dream career.</p> | <p>If you haven't yet applied to NLTG, you can do so, even if you have applied to a College or other Training Provider. Once we have received your application, our <b>Apprentice Recruitment Team</b> will contact you to arrange an interview. The team will discuss the type of Apprenticeship and career you are interested in and match you to suitable vacancies. They will then send your details to employers and arrange job interview dates for you. The team is also able to help you with interview tips and techniques. After you have found a job, we will then sign you up to your NLTG Apprenticeship.</p> | <p>NLTG's expert <b>Schools Liaison Team</b> is available to talk you through your options and answer your questions about Apprenticeships.</p> <p>Simply contact one of our team by email or phone as detailed below.</p> <p>Ali Shah<br/>                     ☎ 07548 562632, ✉ email <a href="mailto:ali.shah@nltg.co.uk">ali.shah@nltg.co.uk</a></p> <p>Michelle Chambers<br/>                     ☎ 07525 850622, ✉ email: <a href="mailto:michelle.chambers@nltg.co.uk">michelle.chambers@nltg.co.uk</a></p> | <p>We regularly receive vacancies for a range of different Apprenticeships, with a variety of employers. If you are unsuccessful at interview with a particular employer, we will continue to work with you and match you to other suitable vacancies in the same occupation/ Apprenticeship, or in other occupations which you may be interested in. Our expert <b>Schools Liaison Team</b> can also provide you with IAG regarding all your options and the different Apprenticeships available. Simply contact one of the team by phone or email.</p> <p>Ali Shah<br/>                     ☎ 07548 562632, ✉ email <a href="mailto:ali.shah@nltg.co.uk">ali.shah@nltg.co.uk</a></p> <p>Michelle Chambers<br/>                     ☎ 07525 850622, ✉ email: <a href="mailto:michelle.chambers@nltg.co.uk">michelle.chambers@nltg.co.uk</a></p> |

| If I have changed my mind since I applied what do I do?   | What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?  | How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?   | I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?   |  |
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| <p>If you change your mind after applying, this is not a problem; simply contact our <b>Apprentice Recruitment Team</b> to let them know.</p> <p>☎ T: 01254 395355</p> <p>✉ E: <a href="mailto:recruitment@nltg.co.uk">recruitment@nltg.co.uk</a></p> | <p>Whether you receive the grades you are hoping for, or your results are not quite what you expect, we will be able to support you. As part of our induction process you will undertake a Skills Scan to ensure your current level of maths and English is at the required level. (For a Level 2 Apprenticeship, you need to be working at a level equivalent to GCSE Grade 2/E or above in maths/English). If you are not working at the required level, we can talk to you about your options including our Traineeships and exciting <b>Study Programmes</b> designed to help you build confidence, develop skills and gain a maths and/or English qualification. For more information contact our Study Programme Team on</p> <p>☎ T: 01254 392835</p> <p>✉ E: <a href="mailto:hyndburn.sp@nltg.co.uk">hyndburn.sp@nltg.co.uk</a></p> <p>Information is also available at <a href="http://www.nltg.co.uk/age-16-18/study-programme/">www.nltg.co.uk/age-16-18/study-programme/</a></p> | <p>Some employers may be conducting remote interviews by phone or video calls (e.g. by Skype or Teams). If you are in 'lockdown' or self-isolating, please contact our <b>Apprentice Recruitment Team</b> to let them know.</p> <p>☎ T: 01254 395355</p> <p>✉ E: <a href="mailto:recruitment@nltg.co.uk">recruitment@nltg.co.uk</a></p> | <p>Don't worry, NLTG's <b>Apprentice Recruitment Team</b> can provide you with advice on creating an up-to-date CV and support you with interview tips and techniques. If you are not quite ready for an Apprenticeship, our Study Programme offers two exciting full-time options to help you build your confidence and develop skills for the workplace, further learning or an Apprenticeship. Both will also help you gain a maths and/or English qualification if you don't have GCSEs at Grade A*-C/9-4. For more information and an informal chat about our Study Programmes, contact one of our centres.</p> |  |



**PRESTON'S**  
COLLEGE

| Key contact details and where to get information  | How do I apply for an apprenticeship?   | I have applied for an apprenticeship with a College/ Training provider, what happens now?   | I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?   | What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?   |
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| <p>Dan Crumblehulme<br/><a href="mailto:dcrumblehulme@preston.ac.uk">dcrumblehulme@preston.ac.uk</a></p> <p>Info <a href="http://www.preston.ac.uk">www.preston.ac.uk</a></p> | <p>Visit <a href="http://www.preston.ac.uk">www.preston.ac.uk</a> Click on the Apply button and follow instructions to apply.</p> | <p>All applicants will be sent an email with confirmation of application and a link to remote assessments where applicable (This will be dependent on GCSE grades/predicted grades). A full time College place is also given as a backup to the apprenticeship if you do not manage to secure employment. You can transfer from a fulltime course to an apprenticeship at a later date, if an apprenticeship opportunity arises with an employer.</p> | <p>Drop us an email at <a href="mailto:guidance@preston.ac.uk">guidance@preston.ac.uk</a> and one of our Careers advisors can offer course advice and careers info. A full time College course is given as backup to all apprenticeships.</p> | <p>A full time College course is given as backup to all apprentice applicants. You can transfer onto an apprenticeship from a fulltime course at a later date if an opportunity arises with an employer.</p> |

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| <p><b>If I have changed my mind since I applied what do I do?</b></p>   | <p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>   | <p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p> | <p><b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b></p>   |  |
| <p>If you have changed your mind about the area you are interested in please contact us on <a href="mailto:appsinfo@preston.ac.uk">appsinfo@preston.ac.uk</a></p> | <p>With regards to a college place we will work with learners to get them onto the correct level of programme. For apprenticeships this will be based on your initial assessments.</p> | <p>This is dependent on the employer. Some would do skype interviews and some may do telephone interviews.</p>        | <p>Please visit our careers coach website<br/><a href="https://preston.emsicc.com/">https://preston.emsicc.com/</a><br/><br/>Here you will be able to create a CV and take a careers assessment.</p> |  |



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| <p>Email <a href="mailto:welcometorunshaw@runshaw.ac.uk">welcometorunshaw@runshaw.ac.uk</a> to speak to a Schools Liaison contact or check the Runshaw Website: <a href="https://www.runshaw.ac.uk/study-at-runshaw/apprenticeships/">https://www.runshaw.ac.uk/study-at-runshaw/apprenticeships/</a></p> | <p>Online by clicking 'apply' on the website, or follow <a href="https://www.runshaw.ac.uk/study-at-runshaw/apply/">https://www.runshaw.ac.uk/study-at-runshaw/apply/</a></p>                  | <p>Apprenticeship team will be in touch with you. Work hard towards any exams. Contact employers to secure a placement. Check the Runshaw website for any vacancies <a href="http://www.runshaw.ac.uk/apprenticeships-vacancies/">www.runshaw.ac.uk/apprenticeships-vacancies/</a></p> | <p>Attend open days/events of many different providers to see a wide range of opportunities, speak to a Schools Liaison contact for advice or people in industry about their experiences</p>   | <p>We always offer back-up courses, so you're not left with nothing to do in September. You can develop your skills over a year and try again the following year.</p> |
| <p><b>If I have changed my mind since I applied what do I do?</b></p>   | <p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>   | <p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p>  | <p><b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b></p>   |   |
| <p>Contact <a href="mailto:welcometorunshaw@runshaw.ac.uk">welcometorunshaw@runshaw.ac.uk</a> and we can update your application for you at any time.</p>   | <p>It's good to have some safety net options ready. Runshaw offers back up courses to give you extra time to build the skills or gain the qualifications you need to get to your end goal.</p> | <p>Many employers use online alternatives such as Skype or Zoom to conduct interviews, so it's a good idea to practice with a friend/family member beforehand! Some employers may ask you to wait until lock down is over- so lots more time to prepare!</p>                           | <p>The apprenticeship team will review your CV and offer advice on how to improve it. You can request interview advice and guidance to help build confidence. We can conduct mock interviews with an outside agency so you're prepared for interviews.</p> |   |

# TRAINING 2000

| Key contact details and where to get information   | How do I apply for an apprenticeship?   | I have applied for an apprenticeship with a College/ Training provider, what happens now?  | I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?   | What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?  |
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| <p>Email : <a href="mailto:info@t2000.co.uk">info@t2000.co.uk</a><br/>           Call : 01254 59659<br/>           Visit:<br/> <a href="https://www.training2000.co.uk">https://www.training2000.co.uk</a></p> | <p>You can view and apply for our Apprenticeship programmes using this link &gt;&gt;<br/> <a href="https://www.training2000.co.uk/our-courses/">https://www.training2000.co.uk/our-courses/</a></p> <p>You can view and apply for specific Apprenticeship vacancies using this link &gt;&gt;<br/> <a href="https://www.training2000.co.uk/apprenticeship-vacancies/">https://www.training2000.co.uk/apprenticeship-vacancies/</a></p> | <p>Your application will be pre-screened and a member of the recruitment team will contact you to discuss your application as well as the next steps for you. You will then be invited in for an interview and initial assessment. Once you have completed this stage we will work with you to find vacancies that match what you are looking for and work with you in preparing for company interviews.</p> | <p>Your school or college should have a liaison officer that you can talk to, to understand the options available once you finish your GCSEs or A Levels. Look at the website local providers and colleges to see what they offer and decide which type of learning is right for you.</p> | <p>If you don't succeed in getting the first vacancy you apply for, we will work with you to look at why and then support you in applying for further vacancies until we find the position for you.</p> <p>We also offer individual support programmes such as a Traineeship. These programmes aim at supporting learners with CV writing, interview techniques, employability skills, finding a work placement and general support after leaving school. Our Traineeships help to prepare you for an Apprenticeship or full time employment, whichever you decide is the right path for you.</p> |

| <p><b>If I have changed my mind since I applied what do I do?</b></p>   | <p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>  | <p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p>   | <p><b>I don't have an up to date CV and / or don't feel I am ready to be interviewed for my apprenticeship?</b></p>  |  |
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| <p>If you change your mind just let us know. We can either help you find an alternative route or wish you luck in whatever you decide to do next.</p> | <p>If your grades meet our minimum entry requirements we will continue with your application. If your grades are lower than expected, contact us as there are multiple options moving forward. This includes additional maths and English support alongside your Apprenticeship and also our Traineeship programmes to help in preparing you for an Apprenticeship.</p> | <p>All employers are carrying out their recruitment process in their own way but interviews for Apprenticeship vacancies are taking place either over the phone or via a video calling using platforms such as Microsoft Teams, Zoom and Skype.</p> | <p>Your school or college should have a liaison officer who will be able to help you with writing your CV. Following your application for an Apprenticeship with Training 2000, our recruitment team will look through your CV and give you pointers on how you can improve it to best appeal to employers. We will also work with you to give you tips on completing a confident interview.</p> |  |



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| <p><b>Key contact details and where to get information</b></p>   | <p><b>How do I apply for an apprenticeship?</b></p>   | <p><b>I have applied for an apprenticeship with a College/ Training provider, what happens now?</b></p>               | <p><b>I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?</b></p>   | <p><b>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</b></p> |
| <p>Email<br/><a href="mailto:uclanapprenticeships@uclan.ac.uk">uclanapprenticeships@uclan.ac.uk</a><br/>Or call Tel: 01771 89 5500</p> | <p>Applications for higher and degree apprenticeships are made directly to employers. In the first instance and then the employer will advise you to apply to UCLan. Vacancies are also advertised on the <a href="https://www.gov.uk/apply-apprenticeship">https://www.gov.uk/apply-apprenticeship</a></p> | <p>We will confirm receiving your application and will contact you</p>  | <p>See our website:<br/><a href="https://www.uclan.ac.uk/business_at_uclan/information-apprenticeship-students.php">https://www.uclan.ac.uk/business_at_uclan/information-apprenticeship-students.php</a></p> | <p>Find out from the employer or the training provider what you need to do and speak to us too</p>           |
| <p><b>If I have changed my mind since I applied what do I do?</b></p>  | <p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>  | <p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p> | <p><b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b></p>  |  |
| <p>Just email confirming you have changed your mind and speak to the employer too</p>  | <p>No problems if the grades meet the minimum standards for entry. If the grades are lower, then contact us.</p>  | <p>Different employers are using different methods but most are using video technologies</p>                          | <p>We strongly advise that you speak to your college or school tutor and careers adviser.</p>   |  |



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| <p><b>Key contact details and where to get information</b></p>   | <p><b>How do I apply for an apprenticeship?</b></p>  | <p><b>I have applied for an apprenticeship with a College/ Training provider, what happens now?</b></p>               | <p><b>I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?</b></p>  | <p><b>What happens if I don't get on the apprenticeship I have applied for/ that I am interested in?</b></p>   |
| <p><a href="mailto:trainingadmin@westinghouse.com">trainingadmin@westinghouse.com</a></p>  | <p><a href="https://www.westinghouseunclear.com/springfields/careers">https://www.westinghouseunclear.com/springfields/careers</a></p> | <p>The process is usually aptitude testing followed by interview.</p>   | <p>Keep working hard on subjects that you enjoy and you are good at.<br/>See if you can get any work experience doing something that you think that you may like to do.</p>  | <p>Don't give up, ask for feedback on why you weren't successful and work on any areas that they suggest. Also investigate alternative options, you may find something that you like better!</p> |
| <p><b>If I have changed my mind since I applied what do I do?</b></p>  | <p><b>What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)?</b></p>                                   | <p><b>How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating?</b></p> | <p><b>I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship?</b></p>   |  |
| <p>Let the training provider know, they may be able to provide you with info to help your decision. If you are certain then also let them know and they can offer the place to someone else.</p> | <p>Talk to your potential employer or training provider.</p>   | <p>Online interviews, problem solving tasks to submit.</p>  | <p>Have a go at writing a CV and ask someone you trust to review it. If you are worried about the written words then make it factual and succinct. Many schools, colleges and some local employers will provide mock interviews to help build your confidence.<br/>The most important thing is to be yourself!</p> |  |



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| Key contact details and where to get information  | How do I apply for an apprenticeship?  | I have applied for an apprenticeship with a College/ Training provider, what happens now?               | I haven't decided what I want to do after my GCSEs/ A Levels. What do I do?                          | What happens if I don't get on the apprenticeship I have applied for/ that I am interested in? |
| Contact the Lancashire WBL Forum at <a href="mailto:admin@lancsforum.co.uk">admin@lancsforum.co.uk</a> and we will get you in touch |  |   |  |  |
| If I have changed my mind since I applied what do I do?   | What happens if I don't get the GCSE/ A Level grades I am expecting (better or worse)? | How will I be interviewed by an employer for an apprenticeship if I am in 'lockdown' or self-isolating? | I don't have an up to date CV and/ or don't feel I am ready to be interviewed for my apprenticeship? |  |
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