



**Next Step
Apprenticeships**



Information Guide

All you need to know
about apprenticeships



APPRENTICESHIPS

INTRODUCTION

Next Step Apprenticeships is an independent training-provider based in Brighton. We work closely alongside employers across the Sussex area who are looking for the best apprentices to join their businesses. Our aim is to find you the perfect apprenticeship.

We offer access to highly-qualified Skills Coaches who are here to guide and support you along your learning journey.

Next Step Apprenticeships offer a wide range of apprenticeships from Levels 2 to 5, such as HR, Business Administration, Digital Marketing, Customer Service, Early Years, Hospitality, Recruitment, Accounting, Information Communications Technician and more.



THE NUMBERS DON'T LIE

67%

of our apprentices COMPLETED
our apprenticeship PROGRAMME
with a distinction*

94%

of our apprentices passed their Functional
Skills Level 1 and 2, Maths and English on
their first attempt*

*1st September 2021 – 1st September 2022

You will be employed full-time by the company and will be eligible to all usual employee benefits. Your company will give you time within your working week to complete your course work. You will also have regular monthly meetings with your Skills Coach and Functional Skills Tutor (if required) who will support you during your course.



APPRENTICESHIPS ON OFFER

Apprenticeships are an amazing way to learn.

COURSE DESCRIPTION	DURATION	LEVEL 2	LEVEL 3	LEVEL 5
Accounting	15–18 months	✱	✱	
Business Administration	18 months		✱	
Customer Service	15–18 months	✱	✱	
Digital Marketing	18 months		✱	
Early Years	18–24 months	✱	✱	
Hospitality	12–18 months	✱	✱	
Human Resources	18–24 months		✱	
Information Communications Technician	18 months		✱	
Learning and Development	18–24 months		✱	✱
Management	18–24 months			✱
Senior Production Chef	18 months		✱	
Recruitment	15–18 months	✱	✱	



HOW DO I APPLY?

STEP 1

To get started, contact our Apprenticeship Advisor to find out more and for a chat about the range of opportunities that are available for you. Call us on 01273 980260 or apply online <https://nextstepapprenticeships.co.uk> and we will get back to you. Get your CV ready to send to us.



STEP 2

Once you have spoken to your Apprenticeship Advisor, you will be matched to your apprenticeship role(s). Your application will then be sent to the employer.



STEP 3

You could potentially be offered an interview, which you will be encouraged to attend. Our Apprenticeship Advisor will prepare you for this interview.



STEP 4

If you pass the interview stage, and are happy with the company, then you will be offered a position. Result!

FAQs



HOW AN APPRENTICESHIP WORKS

The aim of an apprenticeship is to develop your skillset and provide you with valuable work experience. You will meet your Skills Coach once a month in the workplace, and they will give you the relevant work to do while supporting you through your apprenticeship. Throughout your apprenticeship, you are employed full-time by one employer and will be eligible for employee benefits.

WHAT ARE THE DIFFERENT LEVELS?

LEVEL 2 - INTERMEDIATE

This is equivalent to 5 GCSEs at A-C grade (or 9 to 4 on the new scale). It's a great foundation from which to take the first steps on your chosen career. And if you need help, our tutor can support you working towards a Functional Skills qualification.

LEVEL 3 - ADVANCED

This is equivalent to A Level passes. These apprenticeships offer a range of routes for you to follow as you move forward, from further employment to higher-level apprenticeships, or university or college.

LEVEL 4 & 5 - HIGHER

This is equivalent to a Foundation Degree and above. This is perfect for those who have completed a Level 3 qualification. This is designed to meet the needs of an employer who requires a higher skill level.

WHY SHOULD YOU CONSIDER AN APPRENTICESHIP?

You gain a nationally recognised qualification and invaluable on-the-job experience, all while earning a wage.

DO I NEED ANY QUALIFICATIONS TO DO AN APPRENTICESHIP?

It is desirable to have GCSE English and Maths grades A-C (or 4-9). However, if you do not hold these qualifications you will need to complete Functional Skills in English and Maths. We deliver Functional Skills in English and Maths alongside your apprenticeship.

CAN I DO AN APPRENTICESHIP WITH MY CURRENT EMPLOYER?

Yes, this is a possibility. Discuss this with your employer and if they want to proceed ask them to contact us to go through the process.

HOW MANY HOURS PER WEEK WILL I HAVE TO WORK?

You will be expected to work a minimum of 30 hours per week and a maximum of 40 hours per week.

WHAT DO APPRENTICESHIPS PAY?

The apprenticeship wage is dependent on each individual employer and will be discussed with you. Please note that after one year of your apprenticeship you will be paid National Minimum Wage for your age group.

WHAT HAPPENS WHEN YOU START YOUR APPRENTICESHIP?

All apprentices will be contacted by their Skills Coach to arrange their first meeting.

RESTRICTIONS

- You can not be self employed
- You must have lived in the UK for 3 years
- You must have right to remain status (if required)

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I am currently doing a Level 3 Customer Service Apprenticeship with Next Step. My experience so far has been fantastic. I would recommend Next Step Apprenticeships to anyone looking to go into an apprenticeship.

SAMANTHA (APPRENTICE)

”

“

Next Step Apprenticeships have been really helpful throughout the interview stage and securing me a job. I highly recommend Next Step for anyone interested in apprenticeships.

NAOMI (APPRENTICE)

”



Next Step
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Contact us today to help build your future tomorrow.

Email: info@nextstepapprenticeships.co.uk

Telephone: 01273 980260

www.nextstepapprenticeships.co.uk

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