



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, in areas including: HR, Business Administration, Marketing, Customer Service, Early Years, Information Communications Technician and more.



THE NUMBERS DON'T LIE

59%

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*

*August 2023 – July 2024



APPRENTICESHIPS ON OFFER

Apprenticeships are an amazing way to learn.

COURSE DESCRIPTION	DURATION	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Business Administration	18 months		✱		
Customer Service	15–18 months	✱	✱		
Marketing	18 months		✱	✱	
Early Years	18–24 months	✱	✱		✱
Human Resources	18–24 months		✱		
Information Communications Technician	18 months		✱		
Learning and Development	18–24 months		✱		✱
Management	18–24 months		✱		✱
Equine Groom	13 –18 months	✱	✱		



HOW DO I APPLY?

STEP 1

To get started, contact our Apprenticeship Advisor to find out more about the range of opportunities that are available for you. Call us on 01273 980260 or apply online www.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



WHAT IS AN APPRENTICESHIP?

An apprenticeship is the opportunity to work full time, earn a salary and gain a qualification while being supported by an experienced Skills Coach.

HOW AN APPRENTICESHIP WORKS

An apprenticeship is designed to develop your skill set and provide you with valuable work experience.

You will meet your Skills Coach once a month in the workplace, where they will set relevant tasks to complete and provide ongoing support throughout your apprenticeship.

During your apprenticeship, you will be employed full-time by a single 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 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 must 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 have recently passed my Level 3 apprenticeship with Next Step Apprenticeships, this was such an enjoyable and beneficial experience from start to finish. Thanks to Next Step and the apprenticeship scheme I learnt so much that I will take with me through my career in the future.

JAMES (APPRENTICE)

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“

I had such a positive experience with Next Step Apprenticeships. My Skills Coach was very approachable and supportive. I would definitely recommend Next Step Apprenticeships to anyone thinking about an apprenticeship!

SIAN (APPRENTICE)

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Next Step
Apprenticeships

Contact us today to help build your future tomorrow.

Email: info@nextstepapprenticeships.co.uk

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www.nextstepapprenticeships.co.uk

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