



THE
BEDFORD
COLLEGE
GROUP

THE BEDFORD COLLEGE GROUP
APPRENTICESHIPS

LEARN

IT PAYS TO BE AN APPRENTICE



WHAT IS AN APPRENTICESHIP?

An apprenticeship combines real work with industry-standard training and study, preparing you to enter a recognised occupation.

With an apprenticeship you earn while you learn, providing an excellent opportunity to develop your independence and confidence by working in a full-time job whilst gaining a recognised qualification. It involves a substantial programme of on and off-the-job training and your professional competence will be tested by an apprenticeship assessment.

"An apprenticeship seemed to be the best alternative option to university, since it allows me to participate in a blended working style whereby I can be a student of an institution, and an employee of an organisation. One top benefit for me is knowing that there is a future in the career that I have chosen."

Human Resources Apprentice



WHY CHOOSE AN APPRENTICESHIP WITH THE BEDFORD COLLEGE GROUP?

A young man with dark hair, wearing a grey t-shirt and blue overalls, is smiling broadly and leaning forward with his arms crossed on a wooden workbench. The background is a workshop with shelves and tools. There are decorative green arrows and dots on the left side of the image.

T: 01234 291747

The Bedford College Group is the largest provider of apprenticeships in the South East Midlands and consists of six colleges, some with multiple campuses - Bedford College, Central Bedfordshire College, National College for Logistics, National College for Motorsport, Shuttleworth College and Tresham College.

We offer over 45 different apprenticeships and last year we worked with more than 750 employers who supported over 1,350 apprentices on their apprenticeship journey.

We have strong working relationships with local businesses across Bedfordshire and Northamptonshire and work with employers including Kier Group, NHS, Tayto and Tata Steel, as well as local authorities.

The Bedford College Group offer apprenticeships from intermediate to higher level, meaning you could remain free of any student debt whilst gaining valuable experience in paid employment.

We offer apprenticeships in these industries:

Administration & Customer Service

Aviation

Childcare & Teaching

Construction Trades

Digital

Electrical

Engineering

Finance

Hairdressing

Human Resources

Land-Based

Leadership & Management

Logistics

Motorsport

Motor Vehicle

Plumbing & Gas

Sales

Technical & Professional Construction





REASONS WHY AN APPRENTICESHIP MIGHT BE THE RIGHT CHOICE FOR YOU

There are a number of choices available to you, with sixth form, college or an apprenticeship being the main options. Each option has its features and benefits, but the following considerations might be reasons to make an apprenticeship your first choice.

1 Learn While You Earn

One of the biggest perks - you get paid as you learn. Unlike traditional education, you're not just studying theory; you're gaining real-world experience and making money.

2 Practical Experience

Apprenticeships are all about practical learning. You're in the field, working alongside professionals, building skills that employers are actually looking for.





3

Avoid Student Debt

Skip the massive tuition fees and loans. Most apprenticeships are funded by employers or the government, and you come out skilled without the financial burden.

4

Tailored Training

Apprenticeships provide personalised mentoring and support, helping you grow at your own pace with direct feedback from experienced workers.

5

Strong Career Prospects

Many apprentices stay on with their employer after completing the programme. You'll already be trained to the company's standards - a huge advantage when it comes to long-term employment.

6

Transferable Skills

From communication to time management and problem-solving, apprenticeships help you develop essential skills along with your technical expertise.

7

Clear Progression Paths

Most apprenticeships come with a structured route to promotions, qualifications and even degree-level qualifications.

8

Industry Connections

You're in the thick of it - meeting professionals, building your network and gaining valuable contacts who can help your career down the line.

Are you currently in employment or training and want to gain an industry-standard qualification whilst remaining in work? There is no upper age limit to being an apprentice and, with your employer's support, this can be an excellent way to improve your skills and knowledge without having to stop working.

Are you currently in employment and want to change career and retrain without the worry of course fees or having to stop work?

Undertaking an apprenticeship as an adult is an excellent way to change career whilst remaining in work and earning a regular salary. Provided you meet the entry criteria, applicants of all ages will be considered for any of our apprenticeship vacancies.



T: 01234 291747

WHEN TO START LOOKING FOR AN APPRENTICESHIP



If you are thinking about an apprenticeship, start your research as soon as possible by visiting bedfordcollegigroup.ac.uk/apprenticeships



We would also recommend that you visit gov.uk/apply-apprenticeship to create an account to receive vacancy alerts.



Our open events are also a great way to find out more about apprenticeships - dates of these events can be found here: bedfordcollegigroup.ac.uk/events



TIPS WHEN APPLYING

When applying for an apprenticeship vacancy, candidates will go through a recruitment process starting with completing an application form and uploading a CV. Take your time when completing your CV and check you have included all the information that the application form has asked for.

CONSIDERATIONS:

It can be easy to get carried away and apply for every apprenticeship opportunity you see.

Think carefully about travel arrangements, entry grades and whether you can really see yourself doing the role as a full-time job.

It will be easier to succeed if you are genuinely interested in the job!

Most importantly, check the start date as you will not be able to start an apprenticeship until you have finished your GCSEs.



Our apprenticeship recruitment team are on hand to help with the application process.

If you already have an employer willing to enrol you onto an apprenticeship, our Apprenticeship Recruitment Team can support you with that too.

You can contact the Apprenticeship Recruitment Team on:

☎ 01234 291747

✉ apprenticeships@bedford.ac.uk

"I found I grew as a person and became more confident in myself due to the social skills needed to work on the shop floor. I had no choice but to become a better, more confident version of myself."

Hairdressing Apprentice



T: 01234 291747

ENTRY REQUIREMENTS

Entry requirements for apprenticeships can vary depending on the role and employer - some may ask for specific qualifications or experience, while others focus more on enthusiasm, willingness to learn and a good attitude.

English and maths are an essential part of every apprenticeship and each apprentice will have English and maths skills developed as part of their programme. For those apprentices who have not already achieved their GCSE Grade 4/C (or other equivalent English/maths qualification), they may need to achieve Functional Skills Level 2 English and maths qualifications as part of their apprenticeship.

If there are any additional entry requirements, they will be listed in the apprenticeship application details.



APPLICATION PROCESS

DO YOU ALREADY HAVE AN APPRENTICESHIP?

YES – I have been offered an apprenticeship

1. If you have already been offered an apprenticeship, get your employer to contact the Business Engagement Team on **01234 291747** or email **training@bedford.ac.uk** who will contact the employer to confirm they have offered you an apprenticeship, discuss your training needs and develop a training plan to suit you.

NO – I am looking for an apprenticeship

1. We have a number of vacancies throughout the year - scan the QR code below to see our latest vacancies.

2. Once you have found an apprenticeship that interests you, make sure you meet the entry criteria and then complete an online application form. If you need help completing the form, contact the Apprenticeship Recruitment Team on **01234 291747** or email **apprenticeships@bedford.ac.uk**



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3. Candidates that meet the entry criteria will be invited for an initial interview with a member of the Apprenticeship Recruitment Team who will check that you are ready for an apprenticeship, as well as offering application support and interview technique advice.
 4. Our Apprenticeship Recruitment Team will keep you updated with any other suitable vacancies and support you with any queries you may have.
 5. If shortlisted by an employer, you will be invited in for a formal interview with the company.
 6. Following a successful interview with the employer, you will then be enrolled and can start your apprenticeship.

TIP: Make sure you are fully prepared for the interview.

- Research the company
- Prepare for common questions
- Plan your route to the interview
- Dress appropriately and be punctual



USEFUL INFORMATION



There is no upper age limit to an apprenticeship.

The minimum apprenticeship wage is £8.00 per hour (effective from 1 April 2026). This applies to 16-18 year old apprentices and those aged 19 and over in the first year of their apprenticeship. Many employers will pay more than this and/or increase their wage once you have demonstrated commitment to the role and are doing well.

The employer must provide a contract of employment before college enrolment can take place.

Apprentices are typically contracted to 30-40 hours per week, but can complete part-time hours if required by the employer. The duration of the apprenticeship will be extended for those working less than 30 hours per week.

Apprentices will spend an average of six hours of their working week completing off-the-job training. This is a mandatory requirement and can be covered by activities such as college attendance.

ADDITIONAL LEARNING SUPPORT

We have specialist support staff for those with an identified learning difficulty and/or disability.

Our committed team can provide you with specialist equipment, adapted materials and other resources to support your learning during your off-the-job training at college, special exam arrangements if required and support with accessing the College.

To contact our Additional Learning Support Team for further information, you can email ALSteam@bedford.ac.uk or call 01234 291333.

If you have any EHCP specific queries, please email EHCP@bedford.ac.uk



90% OF APPRENTICES

STAY IN EMPLOYMENT UPON COMPLETION





"I chose a Bricklaying apprenticeship because I know that you can earn a lot of money from bricklaying. I studied my Level 1 and Level 2 at the College so I naturally progressed through to an apprenticeship."

Construction Apprentice

ATTENDANCE

All apprenticeship standards are different - some require the apprentice to attend college either one day a week, one day a month or in a block placement, and some apprentices complete all of the qualification in the workplace and do not need to come into college at all. College days are considered part of your working week and you will be paid for these days.

Excellent attendance, punctuality and commitment is expected for both work and college.

**AN APPRENTICESHIP CAN
PROVIDE SKILLS FOR LIFE
THAT GO WAY BEYOND
JUST A QUALIFICATION.**

**WHERE COULD AN
APPRENTICESHIP
TAKE YOU?**



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DISCLAIMER: While every effort is made to ensure that the information within this guide is correct at the time of printing, some details may be subject to change. The Bedford College Group reserves the right to make amendments to the study programmes or other details, and to make cancellations or changes if student numbers are insufficient.

