



Truro & Penwith College

APPRENTICESHIPS @ TPC

Information Pack



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About us

We are proud of our College and what it has achieved since it opened in 1993. Student numbers have grown tenfold and this September we welcomed 5150 full time 16-18 students, 480 HE students, 700 Apprentices and 6,000 part time students. The College's broad range of provision includes a wide choice of more than 42 A level subjects, The International Baccalaureate, BTEC and UAL Diplomas, a range of occupational based courses including Construction, Hospitality, Hair and Beauty, Automotive Engineering and Engineering. There is a very significant High Needs provision and the College offers a wide range of apprenticeships together with professional qualifications as well as a large Higher Education provision from levels 4 to level 6.

The College has continued to invest in new buildings to accommodate the growth in provision and has also undertaken a series of major capital projects including the re-development of the Penwith Campus and the establishment of a new Free School – Callywith College in Bodmin. The College is financially very secure, and this allows for continual investment in the supporting of our learners. The Truro and Penwith Multi Academy Trust was established in February 2014 and focuses on pre-16 education. The trust has grown to include over twenty schools across three hubs in Cornwall. The College is also a Maths Hub, Computing Hub, it leads on the Science Learning Partnership and is a member of the Institute of Physics. 2021 will see the completion of a new build at the Truro campus which is part of the South West Institute of Technology. The College is the only Cornwall based partner in this organisation and the building will be used to develop the curriculum offer in Engineering and Digital.

Central to everything the College does is the student. Our commitment is to provide the very best student experience and allow all our students to achieve their objectives and aspirations. The College is very innovative and dynamic in the way that it works and has developed an excellent reputation both locally and nationally. It was one of the first colleges to be awarded Beacon status and in 2016 was the first college to be graded Outstanding under the new inspection framework. The College has also gained TEF Gold rating for Higher Education, The AOC National Beacon Award for Leadership and Governance and the AOC National Beacon Leading Light Award. The College is also the only provider of the new T Level qualification in Cornwall and has already recruited to the first three pathways.

Our staff are key to the achievements above and apprenticeships are an integral part of the College workforce, by providing opportunities for development, reskilling and retaining staff which means the college can continue to maintain our highly trained, talented and resilient teams or provide highly skilled, trained and experienced staff to enter successful careers outside of the college. We are looking for exceptional candidates with the vision, energy and commitment who want to learn and enhance their skills and seize the opportunities to further develop themselves and the College and provide first-class education and support all our learners.

If you want to experience working for an outstanding employer and embrace the opportunities, we can provide in challenging yet very rewarding roles then we look forward to receiving your application.

Martin Tucker
Principal

What is an Apprenticeship

An apprenticeship is simply **a job with training**.

You need to be:

- 16+ years old (there's no maximum age!)
- Living in England;
- Not in full-time education.

There may be other entry requirements depending on the apprenticeship.

Why should I consider an Apprenticeship @ TPC?

Apprenticeships offer an alternative to traditional learning. Gain **experience** in a working role as well as an **industry-recognised qualification**, all while earning **a real wage**. By doing an apprenticeship as an employee of Truro and Penwith College you have all the **benefits** of a college course, including **resources and support** to help you succeed, as well as all the benefits of being employed with us. All of which will get you started on your chosen career path.

- ***Earn as you learn***
- ***Hands-on experience***
- ***Recognised qualification/s***
- ***Development opportunities***
- ***A mentor and a buddy***
- ***Apprentice networking***
- ***Career advice and guidance***
- ***Staff Benefits***
- ***A foot in the door and a step on the career ladder***

What do the levels of apprenticeship mean?

Apprenticeships have equivalent educational levels:

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at grades A* to C
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

What will I be paid?

Apprenticeship wages are as advertised and can vary dependant on role and qualification level. The starting point for the majority is £4.30 for the first 12 months rising to £6.64 for under 21's, £8.45 for 22-23 year olds and £8.91 for 23+.

Benefits of an Apprenticeship @ TPC

In recent years the College has won a number of prestigious awards, including featuring twice in the Sunday Times "Best Places to Work" survey, achieving gold for seven years running in the Workplace Health Awards and in 2017, the AoC Beacon Award for Mental Health and Wellbeing & Leading Light Award.

The College is also accredited with Investors in Diversity, Investors in Careers and Beacon Status.

Benefits for all staff	Extra benefits for Apprentices
<ul style="list-style-type: none">• Competitive salaries• Generous occupational pension schemes for academic and support staff• Supportive family friendly and flexible working policies• Childcare Voucher Scheme and Cycle to Work Scheme• Generous holiday & sickness entitlements• Free cash point facility• Free Library membership• Free parking at our Truro and Penzance campuses• We invest in facilities• We have fun (team days and social events)• We value staff development• Access to free health and wellbeing programme• Access to free recreational courses• Staff Discounts at local leisure and retail establishments• Free health checks and corporate eye care scheme• Accessible campus and facilities• Free access to Counselling and Mental Health Advisors• Workstation Assessments/Occupational Health Referrals• Excellent facilities onsite for relaxation and rejuvenation at discounted prices – restaurants, coffee shops and salons	<ul style="list-style-type: none">• Access to free bus pass for those on apprenticeship wages• Loan of IT equipment for duration of apprenticeship to support training.• Be part of an apprenticeship networking group• In house apprenticeship Liaison officer for extra support• Integration into wider and cross college initiatives to increase experience• Opportunities for shadowing other departments and roles within the college

Success Stories @ TPC

TRISTAN JAMES, FORMER BUSINESS ADMINISTRATION APPRENTICE @ TPC CURRENT ROLE: PERSONNEL OFFICER

Tristan's role requires him to oversee and lead on all HR related functions at the College, including screening the 1,500 applications received every year, while also writing job descriptions, interviewing candidates and managing staff performance and absence.



"I chose the Apprenticeship route as I wasn't keen on continuing with a full time academic education,"

"I wasn't sure what career I wanted to pursue, so went for the Business Administration Apprenticeship as I felt this would give me experience in a range of areas, and allow me to make a decision from there."

Proving that what goes around really does come around, Tristan is now heavily involved in the recruitment of Apprentices working at the College. When it comes to recruiting Apprentices to work at the College, Tristan and the Personnel department work hard to ensure they find the right people. *"When someone applies to be an Apprentice, they haven't necessarily got any previous experience in the role, so it's important we look at the individual. The College is a fast-paced environment, and qualities such as energy, enthusiasm and commitment are really important to us."*

"Once we have identified a successful candidate, our goal is to ensure they have the support to complete their Apprenticeship to the best of their ability while gaining a good breadth of experience in the role, giving them a solid foundation to build a successful career."

NIKI THOMAS, FORMER MARKETING APPRENTICE @TPC CURRENT ROLE:

"The team at Truro and Penwith College were so supportive throughout my Apprenticeship, both as an employer and as a learning provider. I was assigned a mentor, a tutor and a line manager so I always knew who to go to if I had any questions. My colleagues were also really helpful – everyone has a different approach to marketing and it's great to pick up various skills from each person."



"I wouldn't have been able to secure my new role without my Apprenticeship and the experience I've gained through the College - I'm excited for what is to come in the future with my marketing career!"

Apprenticeship Aims @ TPC

When you become an apprentice at Truro and Penwith College, we will:

Manage your induction to the College, including information on:

- College Policy and procedures
- The organisational structure and departments
- Security, health and safety Assessment
- Staff Development Opportunities

Help you understand the College as an organisation and how your role fits within the College.

Give you the opportunity to gain the skills, knowledge and behaviours you need to succeed.

Assign a workplace buddy or mentor within your team

Provide access to a central TPC Apprenticeship Liaison Coordinator who will

- Be a point of contact for the TPC Apprentices regarding their college experience
- Arrange events and meetings for the Apprentices
- Ensure that Apprentices are supported, able to network and discuss their experiences
- Arrange feedback sessions for apprentices to meet with key staff members etc cross college i.e Principal, SMT, Departmental Heads etc
- Arrange for apprentices to be ambassadors, support open and recruitments events and promote both the college and the apprenticeship provision

Keep you informed of key dates and developments within the College which may affect you.

Give regular feedback on progress through probations, Appraisals and one to ones.

Enable you to participate and express your views through:

- Cross College Apprenticeship Committee
- Team and Departmental Meetings
- Opportunity to join various Cross College Committees

Provide a wide range of 'off the Job' training to contribute to your 20%

- Mentoring, Work Shadowing, Research Tasks, In house training, Project work, External Visits, Webinars, One-to-ones, E-Learning, Study Time, etc

Respond to any problem you have and offer access to our wellbeing support

Offer advice and guidance on opportunities for progression to employment or further study following the apprenticeship.

Useful Links

[Apprenticeship info link](#)

[TRURO AND PENWITH COLLEGE OFSTED REPORT](#)

[TRURO AND PENWITH COLLEGE PROSPECTUS AND OTHER PUBLICATIONS](#)

Apprenticeship Terms & Conditions

Continuous Service

Your continuous service dates from the commencement of the contract with the college except where periods of previous service with other local authorities and related employers are allowed to count as continuous employment for specified purposes in the Contract, the pensions scheme and other agreements.

Holidays

Holiday entitlement for Support Apprenticeships are currently 23 working days rising to 28 days after each year of service plus college closure days and public holidays.

Probationary Period

The appointment is subject to the satisfactory completion of a 4-month probationary period.

Pensions

The post falls within the scope of the Teachers' Pension Scheme (TPS). Further details can be found at <https://www.teacherspensions.co.uk/members/member-hub.aspx>

Commitment to Safeguarding

Truro and Penwith College is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo a Criminal Record (DBS) Check (Standard or Enhanced depending on the post applied for) and past employment/Safer Recruitment checks.

Equality, Diversity and Inclusion

The College is an Equal Opportunities Employer and is committed to ensuring a culture of valuing diversity and equal opportunities.

Data Protection

By applying for a post at Truro and Penwith College, you are giving your consent for us to process personal information about you. We have legal obligations to fulfil in the way that we deal with that data. We must collect the information fairly, that is, inform you that we will process it for the purpose of recruitment and selection and the employment relationship for the successful applicant. All information will remain confidential and will only be viewed by those involved in the selection process. If you are not successful, then your information will be destroyed after six months in accordance with Data Protection Policy.

How to apply

Application forms and Packs and details of how to apply for the this post are available online at

<http://www.truro-penwith.ac.uk/work-for-us>

or via email to

personnel@truro-penwith.ac.uk

Application forms can be sent to us either by email to

personnel@truro-penwith.ac.uk

or by post to:

Personnel Department
Truro & Penwith College
College Road
Truro
TR1 3XX

One of the **top performing colleges nationally** on all courses at all levels

