

CORNWALL'S ONLY  
**EXPERT**  
APPRENTICESHIP  
PROVIDER

# APPRENTICESHIPS FOR ADULTS & SCHOOL LEAVERS



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RECRUITMENT TIMELINE

Details correct at the time of publication. Courses and other programmes may be modified if necessary. Programmes of study are subject to the approval and regulations of awarding bodies.

Please contact the Future Skills Team or see online for up-to-date information.

## INTRODUCTION TO APPRENTICESHIPS

Apprenticeships offer the opportunity to recruit new talent or develop current members of staff and are a key aspect of Cornwall's Economic Strategy to deliver a skilled workforce and sustainable and high-quality careers.

Truro and Penwith College is proud to be one of only five Further Education colleges across the country to receive Expert Apprenticeship Provider status from the Department for Education and is the top performing College across Cornwall and Devon according to the DfE Achievement Rate data published in March 2024.

The College offers over 30 apprenticeship standards, which are suitable for anyone aged over sixteen, and works in partnership with local employers to continually develop and deliver programmes that meet the evolving needs of the Cornish economy.

The College also collaborates with key local employers to develop and deliver bespoke Apprenticeship programmes to enable our partners to recruit and develop the specific skills that their business needs, as evidenced by the launch of a Telecoms Field Operative programme with Wildanet to fulfil their contracts to provide superfast broadband and a tailored Engineering Technician (Mechatronics) programme that reflects the Minerals Solutions specialism of Imerys.

Apprenticeship standards are achieved through the completion of an independent End Point Assessment (EPA), which takes place after the apprentice has completed their training to confirm and demonstrate competence in their occupational knowledge, skills and behaviours. The recommended durations listed in this guide are all exclusive of the End Point Assessment stage.

# HOW TO BECOME AN APPRENTICE

Contact the Apprenticeship Team or attend an Open Event to find out more. Whether online or in person, you can discuss your options and identify the best Apprenticeship for you. See our website for Open Event dates or contact the team on 01872 305500.

## I DON'T HAVE AN EMPLOYER AND WANT TO START AN APPRENTICESHIP

If you are not employed you will need to secure an Apprenticeship job and employer to support you at least four weeks before the start date of your Apprenticeship.

### APPLY ONLINE

Apply online on the Truro and Penwith College website. All applicants including current students will need to submit a form and be interviewed by the College. This is to ensure the right candidate is on the right programme at the right time.

### ATTEND A COLLEGE INTERVIEW

After completing and submitting an online application you will be invited to attend a College interview with the relevant department to confirm your suitability for an Apprenticeship.

### APPLY FOR AN APPRENTICESHIP JOB VACANCY

All our Apprenticeship job vacancies are online at [truro-penwith.ac.uk/apprenticeshipvacancies](http://truro-penwith.ac.uk/apprenticeshipvacancies). If we do not have a vacancy in your local area, we will support you to find an Apprenticeship with a local business. Applying for an Apprenticeship is like applying for a job and can take time to find the right opportunity.

### ATTEND AN EMPLOYER INTERVIEW

As with any job application, if you are shortlisted you will be invited to attend an interview with the employer. This is to ensure the employer and individual are the right fit for one another. Some interviews can be competitive, and you may be asked to attend a work trial before a final decision is made.



## I WISH TO START AN APPRENTICESHIP WITH MY CURRENT EMPLOYER

Your employer will need to contact us to discuss the Apprenticeship programmes available for you so we can work together to prepare for you to start your Apprenticeship.

### START YOUR APPRENTICESHIP

You will start work following a College Enrolment and Workplace Induction. You will learn while working for your employer and be supported to ensure your role is relevant to your qualification. You will also have 'off the job' training sessions with the College.

### COMPLETE YOUR APPRENTICESHIP

Achieve your qualification and complete your Apprenticeship training.

### PROGRESS IN YOUR CAREER

Continue your career with the same employer and/or progress to the next level of the Apprenticeship.

# APPRENTICESHIP PROGRAMMES

Truro College ● | Penwith College ● | STEM and Health Skills Centre, Bodmin ●

## AUTOMOTIVE

- > Autocare Technician L2 ●●
- Motor Vehicle Service and Maintenance Technician L3 ●●

## BUSINESS

- > Accounts or Finance Assistant L2 ●

## CONSTRUCTION

- > Bricklayer L2 ●●
- Carpentry and Joinery (Architectural Joiner) L2 ●●●
- Carpentry and Joinery (Site Carpenter L2) ●●●
- Plasterer L2 ●
- Painter and Decorator L2 ●
- Craft Carpentry and Joinery (Architectural Joiner) L3 ●●
- Craft Carpentry and Joinery (Site Carpenter) L3 ●

## COMPUTING & IT

- > Network Engineer L4 ●
- Software Developer L4 ●

## ENGINEERING

- > Engineering Operative L2 ●●
- Food and Drink Maintenance Engineer L3 ●
- Machining Technician L3 ●
- Metal Fabricator L3 ●
- Mechatronics Maintenance Technician L3 ●●

## FUTURE SKILLS

- > Business Administrator L3 ●●
- Multi-Channel Marketer L3 ●●

## HAIR & BEAUTY

- > Hairdressing Professional L2 ●
- Advanced and Creative Hair Professional L3 ●

## NURSING & ALLIED HEALTH

- > Senior Healthcare Support Worker L3 ●
- Nursing Associate L5 ●●
- Operating Department Practitioner L6 ●●●
- Registered Nurse (Mental Health or Adult) L6 ●●●

## PROFESSIONAL COOKERY & HOSPITALITY

- > Commis Chef L2 ●●
- Hospitality Team Member L2 ●
- Pro Chef L2 ●
- Chef de Partie L3 ●
- Hospitality Supervisor L3 ●
- Pastry Chef Level 3 ●
- Senior Pro Chef L3 ●
- Hospitality Manager L4 ●

## THERE ARE THREE WAYS TO FIND AN APPRENTICESHIP :

### APPLY

Apply for any relevant Apprenticeship vacancies. Check the Truro and Penwith College website and social media for new apprenticeship vacancies.

### APPROACH

Approach employers directly with your CV. If an employer is interested in hiring you as their apprentice, let Truro and Penwith college know. Our Business Partnerships Team will meet with the employer to talk them through what is involved and answer their questions. The College is also able to check if the employer and the role is suitable for an Apprenticeship.

### ASK

Ask your current employer. If you are an existing employee working full time, part-time or have a seasonal job you can become an apprentice. Or if you have an existing connection with a local employer consider asking if they would be willing to support you with an Apprenticeship. Let us know and Our Business Partnerships Team will arrange to meet with the employer to discuss the programme and answer any questions.

## AUTOMOTIVE

Level	Apprenticeship Standard	Location	Duration
2	<p><b>Autocare Technician</b></p> <p>This programme is suitable for apprentices within Autocare or 'Fast Fit' businesses that carry out a range of services and MOT repairs to cars and light goods vehicles and requires a combination of technical, retail and customer service skills. Completion of the Autocare Technician standard can provide a gateway to the Level 3 programme, subject to the prior achievement of English and maths qualifications.</p>	Truro/ Penwith	30 Months
3	<p><b>Motor Vehicle Service and Repair Maintenance Technician</b></p> <p>This apprenticeship is aimed at individuals aiming to learn complex diagnostic techniques and a broad range of vehicle repair skills. Apprentices will be employed to provide motor vehicle and maintenance technician services and repair light vehicles, such as cars and vans, and work either in dealerships or independent garages.</p>	Truro/ Penwith	36 Months

## BUSINESS AND PROFESSIONAL

Level	Apprenticeship Standard	Location	Duration
2	<p><b>Accounts/ Finance Assistant</b></p> <p>This programme is a first step for individuals wanting to enter Accountancy; providing both a professional AAT qualification and invaluable work experience in either a firm of accountants or the Finance department of an organisation.</p>	Truro	12 Months
3	<p><b>Business Administrator</b></p> <p>This course is suitable for apprentices in key administrative or business support roles across all sectors who need to develop high-level business and IT skills in order to develop, implement, maintain and improve administrative services.</p>	Truro/ Bodmin	18 Months
3	<p><b>Multi-Channel Marketer</b></p> <p>This apprenticeship is for individuals providing customer-focused marketing activities that drive the demand for a product or service by providing campaigns, advice and deliverables that generate results.</p>	Truro/ Bodmin	18 Months

## COMPUTING AND IT

Level	Apprenticeship Standard	Location	Duration
4	<p><b>Network Engineer</b></p> <p>This apprenticeship develops the skills needed to design, install, maintain and support communication networks within an organisation or between businesses. Network Engineers must interpret technical information, understand organisational requirements and problem solve to ensure systems work at optimum capacity.</p>	Truro	30 Months
4	<p><b>Software Developer</b></p> <p>This programme is suitable for individuals whose occupation is to understand client requirements, as provided in a design specification, and to creatively build and test high-quality code solutions and applications to deliver the best business outcomes.</p>	Truro	24 Months

## CONSTRUCTION

Level	Apprenticeship Standard	Location	Duration
2	<p><b>Bricklayer</b></p> <p>This apprenticeship will support individuals starting a Bricklaying career within the Construction environment to develop the skills needed to lay bricks and blocks utilising pre-manufactured elements and modern methods of construction and to create a high-quality product which meets standards, specifications and design plans.</p>	Truro/ Penwith	24 Months
2	<p><b>Carpentry and Joinery (Site Carpenter)</b></p> <p>This programme is suitable for individuals carrying out skilled work, primarily using timber products on a construction site. Site Carpenters prepare and install basic building components such as doors and floor units and erect structural carpentry and roof structures on a building site or in domestic and commercial premises.</p>	Truro/ Penwith	24 Months
2	<p><b>Carpentry and Joinery (Architectural Joiner)</b></p> <p>This programme is suitable for individuals carrying out skilled work, primarily using timber products in a workshop environment, creating building components. Architectural Joiners create building components by setting out, marking out and manufacturing basic architectural products, including doors, windows and staircases.</p>	Truro/ Penwith	24 Months

Level	Apprenticeship Standard	Location	Duration
2	<b>Painter and Decorator</b> This apprenticeship will support individuals starting a Painting and Decorating career, which entails working within domestic and commercial properties to undertake the decoration and protection of buildings by applying water-borne and/or solvent borne coatings and wallcoverings.	Penwith	24 Months
2	<b>Plasterer (Solid Plastering)</b> This programme is suitable for individuals working in both the new build and refurbishment construction sector who require the skills to apply a range of plastering systems onto different background surfaces such as solid plain walls, walls with openings and returns, ceiling joists and partitions and beams using traditional and modern materials.	Truro	24 Months
3	<b>Craft Carpentry and Joinery (Site Carpenter)</b> This programme is suitable for individuals carrying out skilled work, primarily using timber products in a workshop environment, creating building components. Architectural Joiners create building components by setting out, marking out and manufacturing basic architectural products, including doors, windows and staircases.	Truro/ Penwith	15 Months
3	<b>Craft Carpentry and Joinery (Architectural Joiner)</b> For those with a Level 2 qualification who are continuing to work as an Architectural Joiner, this advanced apprenticeship will suit individuals carrying out skilled work and creating complex building components, primarily using timber products in a workshop environment.	Truro/ Penwith	15 Months

## ENGINEERING

N.B. 2025/2026 programmes currently subject to confirmation following business engagement activities

Level	Apprenticeship Standard	Location	Duration
2	<b>Engineering Operative</b> This apprenticeship develops a wide range of skills that are transferrable across the Engineering and Manufacturing sector, including frontline maintenance, operating machines and production lines, assembling and repairing machines, components and systems, press tools, fabrication and basic installation.	Truro/ Bodmin	18 Months
3	<b>Engineering Technician (Mechatronics Maintenance Technician)</b> This course is suitable for apprentices in key administrative or business support roles across all sectors who need to develop high-level business and IT skills in order to develop, implement, maintain and improve administrative services.	Truro/ Bodmin	48 Months

Level	Apprenticeship Standard	Location	Duration
3	<b>Food and Drink Maintenance Engineer</b> This programme is suitable for individuals whose role entails the maintenance of food and drink manufacturing machinery, automation and process equipment to optimise production levels; responding to breakdowns and system emergencies, conducting planned and predictive maintenance, installing and decommissioning machinery and contributing to plant hygiene and safety audits.	Bodmin	42 Months
3	<b>Machining Technician</b> This apprenticeship will suit individuals interested in a career in producing complex and high-precision machined products in the Advanced Manufacturing and Engineering sector, producing precise work from a variety of specialist materials using conventional and CNC machine tools and converting drawings using machining techniques.	Truro	48 Months
3	<b>Metal Fabricator</b> This programme is aimed at individuals seeking to start a career as a Metal Fabricator and become fully competent in manual welding processes in all positions, carry out fabrication work involving rolled steel joists, columns, channels, steel plate and metal sheet and gain proficiency in all manual processes (MIG, TIG and MMAW).	Truro	42 Months

## HAIR AND BEAUTY

Level	Apprenticeship Standard	Location	Duration
2	<b>Hair Professional (Hairdresser)</b> This apprenticeship is suitable for individuals starting their Hairdressing career and will develop skills and knowledge in a range of current and commercially relevant techniques, including consultation, shampoo and conditioning, cutting, styling, finishing and colouring.	Truro	24 Months
3	<b>Advanced and Creative Hair Professional</b> For those with a Level 2 qualification who are continuing to work as a Hair Professional, this advanced apprenticeship will suit individuals who have their own clientele and can work without supervision to create innovative and fashion-forward hair styles.	Truro	12 Months

# HOSPITALITY

Level	Apprenticeship Standard	Location	Duration
2	<p><b>Commis Chef</b></p> <p>The primary objective of this apprenticeship is to develop the skills needed to rotate around and support the key functions of every section of the kitchen by preparing, cooking and finishing food items for fine and casual dining restaurants, hotels and gastro pubs.</p>	Truro/ Penwith	12 Months
2	<p><b>Hospitality Team Member</b></p> <p>This programme is suitable for individuals in customer-facing roles within the Hospitality industry and develops key skills in teamwork, recognising customer needs, match needs to business products and ensuring that every customer feels welcomed and looked after.</p>	Truro	12 Months
2	<p><b>Pro Chef</b></p> <p>This apprenticeship is suitable for apprentices who work within a kitchen environment with centrally developed and standardised recipes and menus; producing quality food in high volumes demonstrating accuracy, attention to detail and within set timings.</p>	Truro	12 Months
3	<p><b>Chef de Partie</b></p> <p>This advanced programme is aimed at individuals seeking to understand the complexities of modern-day cookery and the advanced techniques used in professional kitchens; preparing, cooking and finishing complex dishes whilst overseeing a section of the kitchen and supervising team members.</p>	Truro	18 Months
3	<p><b>Hospitality Supervisor</b></p> <p>This programme is suitable for supervisors who provide vital support to management teams, independently supervise services and shifts and deliver excellent customer service across a variety of functions.</p>	Truro	12 Months
3	<p><b>Senior Production Chef</b></p> <p>This new programme is suitable for experienced Production Chefs who run the kitchen service and supervise team members, contribute to the production of centrally developed and standardised recipes and dishes, monitor efficiency and maintain food safety and standards.</p>	Truro	12 Months
3	<p><b>Pastry Chef</b></p> <p>This new apprenticeship is designed for experienced chefs who plan, prepare and produce complex and refined patisserie, using a range of refined techniques, tools and specialist equipment and demonstrating expertise in following recipes and food production methods in pastry.</p>	Truro	18 Months

Level	Apprenticeship Standard	Location	Duration
4	<p><b>Hospitality Manager</b></p> <p>This higher-level apprenticeship is suitable individuals preparing themselves for a successful career in Hospitality Management and developing the customer relations, people management and leadership skills required to deliver the business vision and objectives.</p>	Truro	18 Months

# NURSING AND ALLIED HEALTH

Level	Apprenticeship Standard	Location	Duration
3	<p><b>Senior Healthcare Support Worker</b></p> <p>This apprenticeship is suitable for practitioners who deliver healthcare services to people in a range of Health and Social Care settings; including a range of clinical and non-clinical tasks and high-quality compassionate healthcare.</p>	Truro	24 Months
5	<p><b>Nursing Associate</b></p> <p>This standard is for individuals seeking to learn the relevant skills and knowledge to gain employment in the healthcare industry as a regulated Nursing Associate and provide care for people of all ages and from different backgrounds, cultures and beliefs. The standards for proficiency are set by the Nursing and Midwifery Council (NMC).</p>	Truro*	24 Months
6	<p><b>Operating Department Practitioner</b></p> <p>This programme has been developed to train registered healthcare professionals who specialise in caring for patients in operating departments before, during and after surgery, taking a lead role in ensuring high-quality care and patient safety.</p>	Truro*	36 Months
6	<p><b>Registered Nurse Degree – Pathways in Adult Nursing and Mental Health</b></p> <p>This programme is suitable for new entrants to the Healthcare sector and is also available as an eighteen-month Top-Up programme for individuals who have completed the Nursing Associate standard. This apprenticeship combines practice-based and academic learning to develop and consolidate skills and knowledge. Registered nursing is a statutorily regulated profession with standards for proficiency set by the Nursing and Midwifery Council (NMC).</p>	Truro*	48 Months

\*Students will attend the STEM Health and Skills Centre in Bodmin for select modules where the Centre facilities are required.

# HOW TO RECRUIT AN APPRENTICE

The College's Business Partnerships Team can support employers every step of the way. Whether you would like to move a current employee onto an Apprenticeship programme for professional development or recruit new members of staff for an Apprenticeship role, the team can assist at each stage of the process, from creating job descriptions, advertising vacancies, facilitating interviews and designing Induction plans.

Smaller employers are eligible for government funding of between 95% and 100% of the apprenticeship costs whilst large employers can use the Apprenticeship Levy to pay for the training.

For further information contact [apprenticeships@truro-penwith.ac.uk](mailto:apprenticeships@truro-penwith.ac.uk) or call the team on 01872 305500.

## HOW DO APPRENTICESHIP LEVELS COMPARE TO OTHER QUALIFICATIONS

		LEVEL			
UNIVERSITY	8	Doctorate PhD			
	7	Master's Degree MA, MSc, MPhil			
	6	Undergraduate Degree BA, BSc			Degree Apprenticeships
	5		Foundation Degree FdA, FdSc	Higher National Diploma HND	
	4			Higher National Certificate HNC	
COLLEGE	3	AS / A2 / A Level T Level	BTEC Nationals		Advanced Apprenticeships
SCHOOL	2	GCSE Grades 9-4	BTEC Firsts		Intermediate Apprenticeships
	1	GCSE Grades 3-1			

# RECRUITMENT TIMELINE

**MID-OCTOBER TO AUGUST**

Apply for an apprenticeship on the College Portal for an Apprenticeship to attend a college interview with the relevant department.

**FEBRUARY**

National Apprenticeship Week

**MARCH/APRIL TO AUGUST**

Apply for apprenticeship vacancies and approach employers directly to increase your chances of securing an employer at least four weeks prior to the start of your apprenticeship.

**AUGUST TO OCTOBER**

Apprenticeship Enrolment Sessions\*

**OCTOBER AND NOVEMBER**

Most apprenticeships begin (some apprenticeships may begin in September, for example Nursing).

## APPRENTICESHIP APPLICATION ON THE COLLEGE PORTAL AND COLLEGE INTERVIEW

This is the first step and an essential part of finding an apprenticeship. The College Interview provides you with the opportunity to ask questions about your chosen programme and for the College to confirm your suitability for an apprenticeship. If you are successful at interview, then you will be made a 'conditional offer'.

**This means your place at college is subject to you meeting the following conditions:**

- Meeting any relevant entry requirements
- Finding an employer to offer a suitable job role for the duration of your apprenticeship at least 4 weeks prior to the start of your apprenticeship. The employer must be ready to employ staff, with PAYE set up and Employer Liability Insurance in place, and complete eligibility and suitability checks with Truro and Penwith College.

Apprenticeship Enrolment Sessions\*

You will only be invited to attend an apprenticeship enrolment session if you have an employer to support you with your apprenticeship. During the session we will need to check your ID and qualifications and complete a skills scan.



# HOW TO FIND US

## TRURO COLLEGE

College Road  
Truro  
Cornwall  
TR1 3XX

## PENWITH COLLEGE

St Clare Street  
Penzance  
Cornwall  
TR18 2SA

## TREGYE CAMPUS

Tregye Road  
Carnon Downs  
Cornwall  
TR3 6JH

## STEM AND HEALTH SKILLS CENTRE

Ottery Building  
Old Callywith Road  
Bodmin  
Cornwall  
PL31 2GU

# CONTACT US

01872 305500

[apprenticeships@truro-penwith.ac.uk](mailto:apprenticeships@truro-penwith.ac.uk)

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