

EXPERT
APPRENTICESHIP
TRAINING
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. This bespoke provision includes a Telecoms Field Operative programme for Wildanet, Composites Technician standard for Piran Technologies, Mechatronics provision tailored to the Minerals specialism of Imerys and Civil Engineering, Leadership and Management and Laboratory Technician programmes that are in development for delivery in autumn 2025.

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. 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 need to apply online to complete a college interview before attending a College Enrolment. Your employer will complete a 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 AND PROFESSIONAL

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

CONSTRUCTION

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

ENGINEERING

- > Engineering Operative L2 ●
- Composites Technician L3 ●
- Machining Technician L3 ●
- Metal Fabricator L3 ●
- Mechatronics Maintenance Technician L3 ●●

HAIR & BEAUTY

- > Hairdressing Professional L2 ●
- Advanced and Creative Hair Professional L3 ●
- Wellbeing and Holistic Therapist L3 ●

NURSING & ALLIED HEALTH

- > 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	Autocare Technician 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.	Truro/ Penwith	30 Months
3	Motor Vehicle Service and Repair Maintenance Technician 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.	Truro/ Penwith	36 Months

BUSINESS AND PROFESSIONAL

Level	Apprenticeship Standard	Location	Duration
3	Assistant Accountant This apprenticeship offers practical training for those aspiring to build a career in finance. Apprentices will develop essential skills in financial reporting, bookkeeping, costing, and the preparation of tax and VAT returns. The programme covers key areas such as using accounting software, managing transactions, and supporting financial analysis, providing a strong foundation for roles within finance teams across businesses of all sizes.	Truro	15 Months
3	Business Administrator 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	18 Months
3	Multi-Channel Marketer 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.	Truro/ Bodmin	18 Months

CONSTRUCTION

Level	Apprenticeship Standard	Location	Duration
2	Bricklayer 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.	Truro	24 Months
2	Carpentry and Joinery (Site Carpenter) 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.	Truro/ Penwith	24 Months
2	Carpentry and Joinery (Architectural Joiner) 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	24 Months
2	Painter and Decorator 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

PROGRESSION ROUTES

3	Craft Carpentry and Joinery (Site Carpenter) 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
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Level	Apprenticeship Standard	Location	Duration
3	Craft Carpentry and Joinery (Architectural Joiner) 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

Level	Apprenticeship Standard	Location	Duration
2	Engineering Operative 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	18 Months
3	Mechatronics Maintenance Technician For individuals whose role involves highly skilled and complex work to ensure plant and equipment perform to required quality, delivery and safety standards including installation, testing, fault finding and the planned, preventative and breakdown maintenance of automated equipment and systems.	Truro/ Bodmin	48 Months
3	Composites Technician This apprenticeship offers hands-on training for individuals keen to build a career in advanced manufacturing and engineering. It covers essential skills such as manufacturing, testing, and repairing high-performance composite materials used in industries like aerospace, automotive, and renewable energy.	Bodmin	36 Months
3	Machining Technician 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	Metal Fabricator 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

PROGRESSION ROUTES

4	Engineering Manufacturing Technician This apprenticeship is a progression route designed for individuals with prior experience and qualifications in engineering and manufacturing and requires the completion of a Higher National Certificate as part of the apprenticeship standard. It provides advanced training in areas such as process improvement, quality control, project management, and manufacturing systems design. Apprentices will enhance their technical expertise while developing problem-solving and leadership skills, preparing them for supervisory and specialist roles in high-tech industries such as aerospace, automotive and electronics	Truro	42 Months
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HAIR AND BEAUTY

Level	Apprenticeship Standard	Location	Duration
2	Hair Professional (Hairdresser) 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	Advanced and Creative Hair Professional 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
3	Wellbeing and Holistic Therapist This apprenticeship provides specialised training for individuals passionate about promoting health and wellness through therapeutic treatments. Apprentices will learn to deliver a range of holistic therapies, including massage, aromatherapy, and mindfulness-based practices, tailored to support clients' physical and mental wellbeing.	Truro	20 Months

HOSPITALITY

Level	Apprenticeship Standard	Location	Duration
2	Commis Chef 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.	Truro/ Penwith	12 Months
2	Hospitality Team Member 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.	Truro	12 Months
2	Pro Chef 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.	Truro	12 Months

PROGRESSION ROUTES

3	Chef de Partie 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.	Truro	18 Months
3	Hospitality Supervisor 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.	Truro	12 Months
3	Senior Production Chef 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.	Truro	12 Months

NURSING AND ALLIED HEALTH

Level	Apprenticeship Standard	Location	Duration
5	Nursing Associate 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).	Truro*	24 Months
6	Operating Department Practitioner 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.	Truro*	36 Months
6	Registered Nurse Degree – Pathways in Adult Nursing and Mental Health 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).	Truro*	48 Months

As an apprentice, you will need to be employed. Typically, our clinical based apprenticeships start in September each year. We anticipate recruitment timescales (when applications are open) is from Easter/April and joint interviews with the employer and college are usually held in May/June.

There will be two application forms you will need to complete. First, you will need to apply directly with the employer, because you will be applying for a job role/apprenticeship. Once you have secured employment as an apprentice you will also need to complete an online application form for the College. Both are necessary as they are part of the recruitment process, whereby the employer and the college (Training Provider) need to collect information.

*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 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 and your employer has set up their TAS account and PAYE. 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
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TR1 3XX

PENWITH COLLEGE

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STEM AND HEALTH SKILLS CENTRE

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