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## **Next steps Provider Information, Advice and Guidance for 2023-2024.**

Parents/Carers,

With regard to supporting our students via our Careers Provision at Cardinal Newman Catholic School we hope that the information outlined below is beneficial.

Local colleges and Apprenticeship providers have their own processes and procedures in how they admit our students. We thought it pertinent to encompass some information for you, highlighting the main providers in the City of Coventry and the immediate surround. Encompassing also some of the larger employers who recruit annually and contribute to the future Apprentice workforce of our city.

### **Coventry College Admission Procedure:**

<https://www.coventrycollege.ac.uk/further-education/>

#### **Applications open October 2023**

Coventry College have a wealth of courses from Business to Childcare, Health and Social Care to Sport, with many others which may appeal to your child. They work closely with local employers who contribute to the design of their courses – ensuring the student experience is a positive one.

We wanted to highlight some important aspects of the application process to you:

#### **First stage**

Upon initial application online via Pathway: Courses > School Leavers; the student will receive an email thanking them for their application.

They will then receive a follow up email containing an invitation to interview with the **Date and Time of interview.**

After this interview then they get an **offer** email – to which they have to respond to *accept* the offer. Always wise to read any correspondence received from the college from top to bottom and follow any instruction contained.

#### **Second stage**

There will then be an invite from the college to enrol by booking for enrolment time online whereby they will be inviting the students in after results day, which is **Thursday 22<sup>nd</sup> August 2024.**

The students will then share their GCSE results and to fully confirm their place on the course.

This invitation to enrol notification may not come through till July 2024.

Generally, the course will commence in **September** - the student will be notified via email/text/telephone regarding all they need to know.

Therefore, it is imperative that the students regularly check their emails/all correspondence from the college and read all instructions contained.

### Useful to know...

If the student misses the first interview they will be asked back for a second – however this will take place a lot further along in the year as the initial applicants will take priority.

If they miss the second interview, naturally the college will assume they no longer want the place and cease contact – the student will lose their place.

The student will still get a letter to enrol in the summer, however the college cannot guarantee that the students will get on the course they originally wished to embark upon. They will get a choice of 'what's left'.

Therefore, it is a priority for the student to follow through all applications to secure their place on their chosen course.

If the college interview falls when there is a Lesson 6/7, the students can go to see the Year Head and explain they have a college interview and seek permissions to attend it.

Please note: the emails from the college can fall into junk/spam folders. Also, please check voicemails from missed calls.

### **MGTS admissions procedure**

<https://www.mgts.co.uk/apprenticeships/>

#### Applications Open 24<sup>th</sup> October 2023

MGTS is a well-established Apprenticeship Training Provider who have been providing training to the engineering sector for over 50 Years. Engineering is everywhere – from bicycles to Motor Cars; Medical equipment to the food Industry – everywhere we look we can see something designed and maintained by an engineer. Your child may have already considered this as a pathway. To find out more they can attend an open evening with MGTS. Also look at Unifrog and look up engineering under the Careers library tile

If they are interested in an engineering apprenticeship they can go online to MGTS. Look under the Apprenticeship tab and select 'Apply Online'.

This is simply to register and notify MGTS you are interested in their Apprenticeship Opportunities.

Upon receipt MGTS will contact the student to invite them in to discuss the students' aspirations and the requirements needed etc.

MGTS will then source employers / vacancies for the student using their longstanding existing relationships with local employers. Their aim and objectives being that an Apprenticeship will be set up ready for the student to start in September 2024.

The student will be commencing inhouse training with MGTS for the first year of a 4 Year Apprenticeship. They will be learning onsite with regular interventions with their respective employer. Year 2 3 4 will be directly onsite with employer with training still running alongside.

The initial training year allows them to pick up their basic engineering skills in a safe learning environment, preparing them for the workplace.

There will be ongoing communication from MGTS with the student so it is vital they check email/responses to voicemails if they cannot pick up the call as they are in school.

### **MTC admissions procedure**

<https://apprenticeships.the-mtc.org/>

The MTC is a long-established training provider who train students for pathways into Aerospace; Construction; Food and Drink; Healthcare to name just some of their specialisms.

If a student is interested in an engineering apprenticeship they can go online to The MTC.

Path as follows > What we do > Training > Advanced engineering apprenticeships.

This is simply to register and notify The MTC you are interested in their Apprenticeship Opportunities.

Upon receipt The MTC apprenticeship team will contact the student to invite them in to discuss the students' aspirations and the requirements needed etc.

When the student joins them, they will stay with them for the first year, learning some of the initial and integral aspects of engineering. Then the MTC will source suitable employers and the students will then join them as an Apprentice. The training will continue throughout the apprenticeship with regular intervention to establish progress and wellbeing of the student.

### **CWCT admissions procedure.**

<https://www.cw-chambertraining.co.uk/apprenticeships/>

CWCT is a leading provider of training and development based locally in Coventry. They have many years of experience and a vast array of employers working with them. They have had literally thousands of students pass through their Apprenticeship training programmes over the years. They are the training arm of the Chamber of Commerce in Coventry therefore those businesses who are linked to the Chamber use CWCT if they are seeking an Apprentice.

Please see below the apprenticeship pathways they offer:

- Business
- Accountancy
- Early Years care
- Hairdressing

Using the above link the student can register – this will then prompt CWCT to make contact and invite in for an interview to establish their needs and requirements.

CWCT will be in regular contact with the students, sourcing employers for them and setting up interviews. Their aims and objectives to have the student placed into an Apprentice commencing September 2024.

Training Providers/Colleges/ Academies across Coventry and Warwickshire will use much the same process. Once the process has been initiated by an application online, the provider/college/academy will invite student in to discuss aspirations and requirements. They will then maintain regular contact with the student until they have a satisfactory outcome.

It is therefore essential that the lines of communication are open and the student is aware.

### **JBC Skills Training.**

<https://jbctraining.co.uk//apprenticeship-overview/>

JBC Skills training are a well- established specialist apprenticeship provider in Digital Marketing, Software Development and Technical IT as well as associated areas. Situated in Coventry they welcome applications from students interested in these career pathways.

Their website lists live vacancies that the student can apply to – after making contact JBC skills training will invite they student in to discuss further and find the right employer match. A thriving industry with many opportunities to carve a career path.

### **Apprenticeships**

Apprenticeships are real jobs with real employers. A chance for the young person to learn and earn at the same time. Gaining work skills; soft skills; and being immersed gently into the world of work with a mentor guiding them every step of the way.

As a means to introduce Apprenticeships with a more detailed account please see the link below:

<https://amazingapprenticeships.com/apprenticeships/>

### **Find an Apprenticeship government website.**

The governments 'Find an Apprenticeship' website is where all live vacancies ae to be found. When a company has a vacancy, they are obliged to put the vacancy onto this website. When searching using a keyword/radius I would suggest making the radius quite broad so the search engine picks up vacancies the length and breadth of Coventry and Warwickshire.

<https://www.gov.uk/apply-apprenticeship>

### **Jaguar Land Rover Apprenticeships.**

As one of the leading car and vehicle manufacturers, JLR have a very exciting careers programme to offer.

They pride themselves on the student being surrounded by ambitious teammates working together on creating vehicles of the future.

Their apprenticeships are across a number of pathways:

- Finance
- Engineering
- Digital and technology
- Supply Chain and Logistics.

<https://www.jaguarlandrovercareers.com/content/Apprentices/>

For 2024 intake their application window opens from January. If this is an area of interest for your son/daughter then I would advise to keep an eye on the aforementioned link. JLR receive a vast amount of applications and they close the opportunity as and when they see fit. Therefore, when the opportunity arises, advisable to take advantage there and then.

### **Severn Trent Apprenticeships**

Severn Trent pride themselves on finding diverse talent to help their business. They have opportunities across the business in areas such as Business, Customer Service, Quality control, Sales, Finance and HR. If your son/daughter is looking for a role within a company where they can achieve and progress, Severn Trent may be the organisation for them.

Their window of opportunity is still open for 2023 recruitment. However, they are a company that advertise all year round so it's always wise to keep an eye on their careers pages for opportunities to apply.

<https://www.severntrent.com/careers/graduates-undergraduates-and-apprentices/apprenticeships/apprenticeship-programmes/>

### **The National Careers Service**

The National Careers Service provide an insight into a vast array of career paths as well as helpful advice now and at all stages of an individual's career. It will highlight all that a job involves and if it right for them. They will help with finding careers and courses in the local area.

They have a dedicated helpline in order to assist with careers related decisions: 0800 100900.

<https://nationalcareers.service.gov.uk/explore-careers>

