



achieve  
training

# ***YOUR LAUNCHPAD TO LEARNING***

Let your career reach the stars with an apprenticeship

Part of **we are asplre**

# YOUR ENERGY + OUR SUPPORT = THE FUTURE

We know choosing a career is hard. Fear not! Our team has over 30 years of experience helping young people find successful jobs with apprenticeships.

## What is an apprenticeship?

Apprenticeships allow you to build skills, gain work experience, and get paid! - Winner.

## So how do you start an apprenticeship?

It's simple really, think about what you want out of a career. Do you like working with your hands? Prefer being outdoors? Or maybe you like the comfort of an office environment. It's your life and your choice. We'll show you the simple steps to get started.

We'll help to simplify our routes into an apprenticeship. Our pre-apprenticeships can help you try and test different trades and sectors - and see what works for you. With our support and your drive - we'll get you launched into a successful career in no time.



**“** I went to university but soon realised it wasn't for me. My apprenticeship at Achieve Training allowed me to get a position as a Development Assistant with Aspire Housing, and I've never looked back!  
**”**  
Rachel Holdcroft, 22

# BESPOKE BENEFITS WITH ACHIEVE TRAINING



Small class sizes



Free breakfasts in centre



Apprentice NUS card



Learner incentive payment



Personal coach for advice and support



Travel allowance



Qualifications to boost your CV such as First Aid



Attendance bonus

Grants available for



Safety boots & clothing



CSCS card



Toolkits



Free £100 For recommending a friend!\*



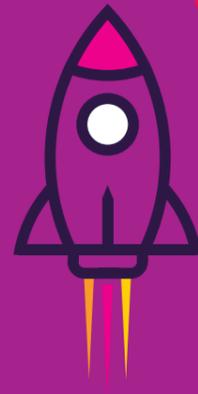
We work with over 1,600 local businesses, so we can find the right job for you



All our students get access to FREE Wellbeing Support and Resources

\* T&Cs apply see website for details.

# EXPLORE THE BEST ROUTE FOR YOU



## Blast off with pre-apprenticeships!

### What is a pre-apprenticeship?

In a nutshell, a pre-apprenticeship is a stepping stone to your apprenticeship. It's a chance for you to gain some work experience, build your skills and know what your career preferences are. This will allow you to walk into your apprenticeship confident and ready to shine.

You can do a pre-apprenticeship in loads of different sectors from customer service, business, painting and decorating, joinery, bricklaying and more!



## FAQ's

### Will I get paid on my pre-apprenticeship?

Yes we'll make sure you get paid, you will receive learner incentive payments and support with travel costs.

### If I have all my grades will I still need to do a pre-apprenticeship?

If you have all your grades and we feel like you are already work-ready you may not need to do our pre-apprenticeship and we can start looking for an apprenticeship position for you.

### How much can I expect to earn once I get an apprenticeship?

As of April 2021, you can expect to earn a minimum of £4.30 per hour. However, some employers pay more. This averages around £650+ per month and over £8,000 per year.

### Why should I choose Achieve Training over college?

We've been helping young people get into apprenticeships for over 30 years. – So we consider ourselves apprenticeship experts. We are also a lot smaller than a college so we can monitor your progress carefully and be there for you if you need support. You will also get benefits with us which you won't find at college such as free breakfasts, outstanding wellbeing support and help when you need it with transport, clothing and more.

## Pre-Apprenticeship courses

### Business Administration and Customer Service: Get ready for your business career to take off!

#### Are you more suited to an office-style career?

Our pre-apprenticeship can help you explore roles in customer service, business administration, marketing, finance and more!

#### Typical Units Covered:

- Communication in a business environment
- Principles of providing administrative services
- Principles of document creation and information management
- Developing working relationships with colleagues

#### What You'll Learn:

- We'll show you what you can expect in a career in business administration and customer service.
- Our education team will support you with Maths and English.
- Learn how to write a perfect CV and we'll give you hints and tips on how to ace future interviews.
- You will be working towards a Level 1 Customer Service Certificate.

#### What typical roles would you be doing on your apprenticeship in business administration or customer service?

- Managing phone calls
- Using Microsoft Office (Word & Excel)
- General admin duties
- Managing customer orders
- Being front of house based on a reception desk
- Making updates to social media
- Chasing staff members for updates
- Managing emails
- and more!

We want you to love your workplace, and enjoy your job - If you are successful in your work placement we'll help you find a perfect apprenticeship with our large employer network.



**Apply online:**

[achievetraining.org.uk](https://www.achievetraining.org.uk)

Call the team on 01782 279121



## Construction: You build your future

Don't fancy being indoors? Are you more hands-on? Try our pre-apprenticeship in construction where you can learn more about the benefits of being in a trade!

### What you'll learn

You'll spend a few days in our training centre per week including our workshops. Learning Maths and English, personal and social development and employability. You'll work towards a Level 1 qualification in Employability, whilst also gaining essential work experience - through our Homeworks service - carrying out trades including painting and decorating, carpet fitting, garden maintenance, fencing and more. Plus, you'll receive additional learning sessions, including

- Awareness and knowledge about PREVENT, British Values and Wellbeing

### Getting work ready

You'll be joining a team on our Homeworks service, where you'll be carrying our real jobs across the city learning a variety of multi-trade skills including painting and decorating, joinery, fencing, gardening, floor coverings and property improvements.

“ I've learnt so much from the staff here. They really care about you as an individual. Becoming a Bricklayer Apprentice at K Scott Construction Ltd has changed my life. ”

**Steven Flowers, 19**

Depending on your attendance, motivation and employability - it can be up to 12 months to get you work ready. When work-ready, we'll set you up on a 4 week work trial with a friendly local employer. If you've enjoyed it and have shown hard work, we'll get you on your way to a great apprenticeship. Learn on-the-job, have fun and see the rewards!

### What kind of roles would you expect to be doing in a career in construction?

- Brickwork (building houses, conservatories, extensions)
- Carpentry/Joinery (fitting doors, units, outdoor sheds)
- Painting & Decorating (decorating rooms, wallpapering, measuring)
- Fencing (Fitting and measuring fence panels)

## BTEC Level 3 in Sport:

In partnership with Newcastle Town FC and Eliteform



### What you'll learn

This programme includes fitness testing and training, practical sport, outdoor adventurous activities, anatomy and physiology for sport, and sports development.

### Benefits of the programme

- Fully paid apprenticeship opportunities
- FA recognised coaching badges
- Work experience
- UCAS points for University or higher education

## BTEC National Extended Diploma in Performing Arts Practice:

Musical Theatre and Dance Pathways Available  
In partnership with Jill Clewes Academy for Theatre Arts



### What you'll learn

The Musical Theatre course consists of units in dance, acting and singing – You will be taught in small groups by a core team of excellent teachers and professionals within the entertainment industry, including TV and Radio personalities, actors, singers and dancers. The Dance course is designed for dancers to give you access to professional Dance Colleges, Universities or Employment. You will train in a variety of genres including Commercial, Ballet, Contemporary, Jazz, Tap and Choreography.



**Ages:** 16-24

**Length:** From 6 weeks to 6 months

### Entry Requirements:

2 to 3 GCSE grade 4 or above  
(incl. Maths and English or Functional Skills Level 1)

### A fast track route to an apprenticeship or job

Have you got a GCSE grade 4 or above in English and Math or Functional Skills Level 1? Great news! You may be eligible for a Traineeship. A Traineeship is a route where we can get you into an apprenticeship a little faster! We'll give you the lowdown on how apprenticeships work, help you boost your skills, confidence and get you ready in no time!



**Ages:** 16+

**Length:** 2-4 years depending on the level and the role

### Entry Requirements:

A minimum of 2 to 3 GCSEs grade 4 or above (incl. Maths and English), some employers request additional qualifications.

### 'Gain skills, earn a wage and achieve your career goal'

We love apprenticeships - can you tell? Apprenticeships can help you start a career in over 1,500 job roles! If you have your Functional Skills and are work-ready, we'll work with you to find an employer that can help you achieve your goals. Apprenticeships let you start your career whilst training on the job and gaining valuable work experience routes.

View more course details on our website

## Your launchpad to an apprenticeship

### Practical study Pre-apprenticeship Programmes:

Business Administration and Customer Service
Construction
BTEC National Extended Diploma in Sports, Coaching and Development
BTEC Extended Diploma in Performing Arts and Practices

## Apprenticeships

### Business, Management and Housing

Customer Service Practitioner	Level 2
Customer Service Specialist	Level 3
Accounts / Finance Assistant	Level 2
Assistant Accountant	Level 3
Team Leader / Supervisor	Level 3
Business Administrator	Level 3
Housing Property Management Assistant	Level 2
Housing Property Management	Level 3
Senior Housing Property Management	Level 4

### Construction

Bricklaying	Level 2
Property Maintenance Operative	Level 2
Site Carpenter	Level 2
Painter and Decorator	Level 2
Plastering	Level 2

### Electrical

Electrotechnical Installation Electrician	Level 3
Electrotechnical Maintenance Electrician	Level 3

### Engineering and Manufacturing

Gas Engineering Operative	Level 3
Engineering Operative	Level 2
Lean Manufacturing Operative	Level 2

### Forestry and Arboriculture

Arborist	Level 2
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### Trade Supply and Logistics

Trade Supplier	Level 2
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# HOW TO APPLY

Launching your career couldn't be easier with Achieve Training:



Apply online  
[achievetraining.org.uk/apply-now](https://achievetraining.org.uk/apply-now)



Check out our monthly Open Events  
[achievetraining.org.uk/events](https://achievetraining.org.uk/events)



Call us on **01782 279121**  
or visit our website to **Live Chat**



## Head Office

Achieve Training, Canavan Centre, Atlas Works, College Road,  
Hanley, Stoke-on-Trent, Staffordshire, ST1 4DQ

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