

Apprenticeships

Employer Guide

Build Your Future Workforce with Apprenticeships

Apprenticeships offer employers a smart way to fill skills gaps, introduce new talent, and upskill existing staff, all while supporting long-term business growth. They're a cost-effective investment in your workforce and future.

Our Apprenticeship team is here to help you plan, access funding, and make apprenticeships work for your organisation.



Welcome

Wiltshire College & University Centre is proud to work with businesses of all sizes to help shape the workforce of tomorrow. By becoming an apprenticeship employer, you'll play a key role in developing talent, supporting skills growth, and strengthening our local economy.

Why Apprenticeship?

Apprenticeships give you the opportunity to recruit and train new employees while also upskilling your existing team. With over 700 apprenticeship standards available, there's a programme to suit every role – from entry-level positions to advanced, specialist skills.



“Starting an apprenticeship has opened my eyes into the world of construction and I am looking forward to continuing my learning and improving the level of my work.”

James Mackinnon, Bricklayer Level 2



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Apprenticeship Awards 2025

Small Apprenticeship Employer of the Year

Munich Motorworks

“We would like to thank the College and Archie Smith’s lecturer, Adam, for supporting us through Archie’s apprenticeship. We are lucky to have such a great team at Munich Motor Works and Archie has only reinforced our commitment to great standards of service. We are excited to carry on supporting the young people who reach out to us through the College and support them on their journeys.”



Medium Apprenticeship Employer of the Year

The Avenue Children’s Centre - The Acorn Trust

“It has been a pleasure working with Louise and Wiltshire College & University Centre. Thank you, Louise, for the amazing support you have given us and our apprentices.”



Large Apprenticeship Employer of the Year

Aster Group

“Collaborating with Wiltshire College & University Centre has been a truly enriching experience. We are grateful to the assessors and all those who work in the background that we don’t speak to all the time, but appreciate for their unwavering support and encouragement throughout our apprentices’ journeys.”





“When they’re going through their learning, they’re picking up what the current methodologies are, the current ways of working all that kind of stuff and feeding that back into the workplace, so what you find then is that everybody learns.”

Rich Garland, Account Director, Mitie

What to expect

What you can expect from us

- A dedicated Business Relationship Manager throughout your apprenticeship journey.
- To advertise your vacancy and support the recruitment your apprentice.
- Access our talent pool, matching applicant seeking employer vacancy.

What your apprentice can expect from us

- Industry lead training, building knowledge, skills and behaviour, required for your workplace.
- Regular progress review with industry qualified trainers/accessors.
- Tailored support developing English, Maths and study skills.

What is expected from you as an employer

- Pay at least the national minimum wage for apprentices.
- Provide a safe workplace where learning and training are supported.
- Train your apprentices to develop knowledge, skills and behaviour in the workplace.
- Provide a full contract of employment.
- Allow time for college requirements and assessor visits.
- Participate fully in communication with the college and contribute to tripartite reviews.

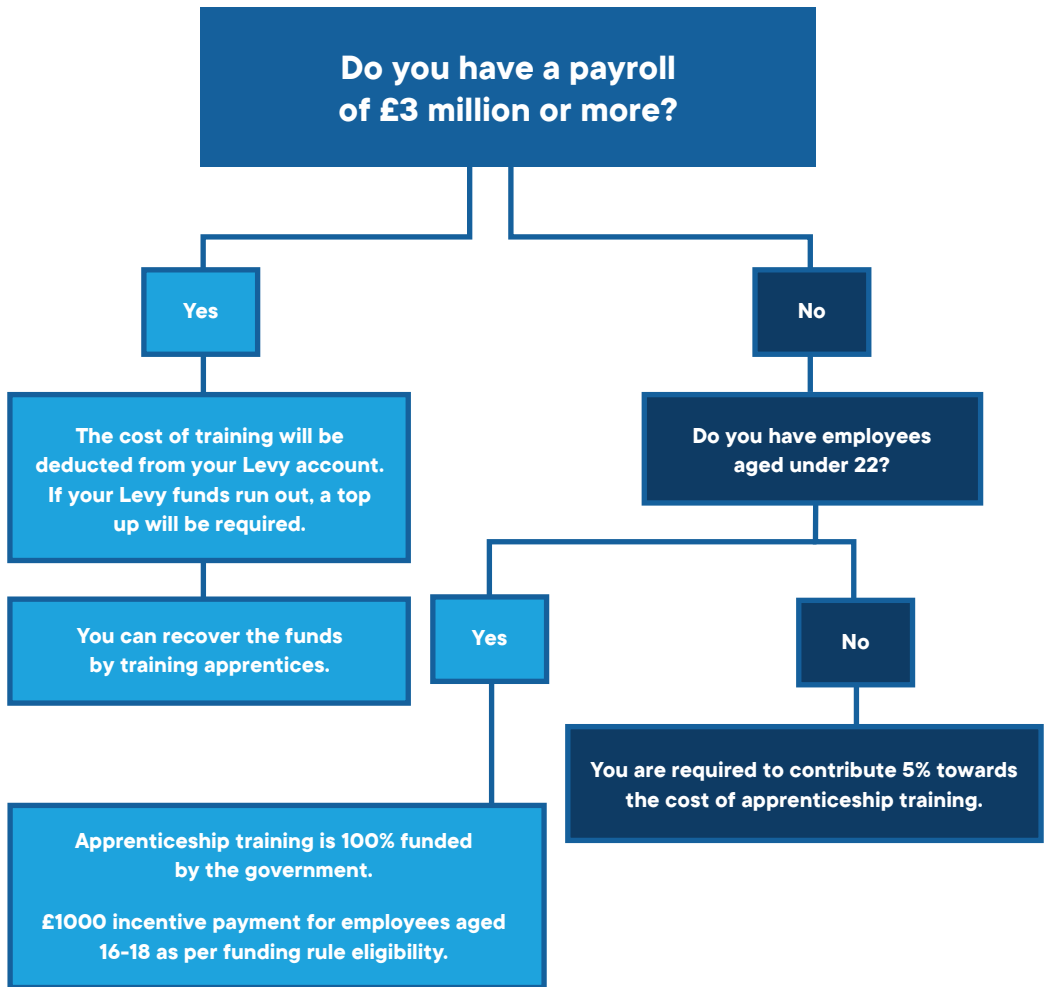
What the apprenticeship gives you

- Retain and upskill your existing workforce.
- Create a reliable talent pipeline for the future.
- Build the skills and capability your business needs.
- Introduce fresh ideas and practical problem-solving.
- Access government-funded training and development.

“The apprenticeship has given me strength, opportunities and determination, and has shown me that being a farmer is the most rewarding job in the world.”

Ellie Ollivier, Livestock Unit Technician Level 3

Apprenticeship funding route



Please note:

If you have employees aged 22–24 with an *EHCP, or who have been in local authority care for at least 13 weeks since age 14, their apprenticeship training is 100% funded by the government. There is a £1000 incentive payment for employees aged 16-18 as per funding rule eligibility.

If you do not have employees aged 22-24 with an EHCP, you are required to contribute 5% towards the cost of apprenticeship training.

*EHCP - Education, Health, and Care Plan

Recruitment process: Thinking of recruiting an apprentice?

1

Contact us to discuss the apprentice role.

2

We will explore funding opportunities for you.

3

We will advertise the vacancy to the national 'Find An Apprenticeship' website, WCUC website and across social media.

4

We will collect applicant details and manage your vacancy in line with your requirements.

FAQs

How do apprenticeships work?

An apprentice works alongside experienced staff to gain job-specific skills and receives training at college, usually on a day-release basis. Assessors will visit the apprentice every 8-12 weeks to assess their work, set targets and review their progress. We ask the employer to be involved in the tripartite reviews to make sure they are satisfied with the progress of an apprenticeship.

Is there an age limit?

The minimum age to be apprentice is 16. There is no upper age limit which means your existing staff can benefit as well.

Does the apprentice have to attend college?

It depends on the apprenticeship programme. Some apprenticeships require college attendance one day per week or block release, however some apprenticeships are delivered entirely in the workplace.

What is the eligibility criteria?

Apprentices must be 16 or above and must not be on any other government-funded training.



“If we hadn’t had the college’s support to help deliver our first apprenticeships and the tutors coming on site every single week to have the meetings with them so it’s really visible to the teams, we wouldn’t be where we are now.”

Janna Baker, Talent and Reward Manager, Meiyume

We have apprenticeships available in...

Adult Care

Adult Care Worker	Level 2
Lead Adult Care Worker	Level 3

Agriculture

Assistant Farm Manager	Level 4
General Farm Worker	Level 2
Livestock Unit Technician	Level 3

Business

Associate Project Manager	Level 4
Business Administrator	Level 3
Customer Service Practitioner	Level 2
Customer Service Specialist	Level 3
HR Support	Level 5
HR People Professional	Level 5
Operations or Departmental Manager	Level 5
Team Leader or Supervisor	Level 3

Catering

Commis Chef	Level 2
Production Chef	Level 2
Chef de Partie	Level 3

Childcare

Children, Young People and Families Manager	Level 5
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Children, Young People and Families Practitioner	Level 4
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Computing and IT

Digital Support Technician	Level 3
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Information Communications Technician	Level 3
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Network Engineer	Level 4
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Construction and Trades

Bench Joiner	Level 2
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Bricklayer	Level 2
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Construction Equipment Maintenance Engineer	Level 3
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Equipment Maintenance Mechanic	Level 2
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Groundworker	Level 2
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Installations Electrician and Maintenance Electrician	Level 3
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Painter and Decorator	Level 2
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Plumbing and Domestic Heating Technician	Level 3
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Site Carpenter	Level 2
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Site Carpenter	Level 3
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Scan the QR code for a full list of our apprenticeships

Engineering and Manufacturing

Autocare Technician	Level 2
Engineering Design Technician	Level 3
Engineering Fitter	Level 3
Engineering Maintenance Technician (Single Discipline)	Level 3
Engineering Maintenance Technician (Dual Discipline)	Level 3
Engineering and Manufacturing Support Technician	Level 3
Engineering and Manufacturing Technician	Level 4
Machining Technician	Level 3
Motor Vehicle Service and Maintenance Technician (Light Vehicle)	Level 3

Early Years

Early Years Educator	Level 3
Early Years Lead Practitioner	Level 5
Early Years Practitioner	Level 2

Finance

Assistant Accountant	Level 3
Accounts or Finance Assistant	Level 2
Professional Accounting or Taxation Technician	Level 4

Hair

Advanced and Creative Hair Professional	Level 3
Hair Professional	Level 2

Healthcare

Healthcare Support Worker	Level 2
Senior Healthcare Support Worker	Level 3

Horticulture and Landscape Construction

Countryside Worker	Level 2
Horticulture or Landscape Construction Operative	Level 2
Landscape or Horticulture Supervisor	Level 3

Hospitality

Food & Beverage Team Member	Level 2
Hospitality Supervisor	Level 3

Land-based Engineering

Construction Plant Maintenance Mechanic	Level 2
Land-based Service Engineer	Level 2
Land-based Service Engineering Technician	Level 3
Plate Welder	Level 3

Teaching

Teaching Assistant	Level 3
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For more information and expert guidance,
email apprenticeships@wiltshire.ac.uk or call 01249 465282

Ready to get started?

Scan the QR code
to visit our website



Call: 01249 465282

Email: apprenticeships@wiltshire.ac.uk

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