



Apprenticeships



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# Guide

# for

# Learners



**FIRE  
IT UP**  
Apprenticeships



**With more and more Apprenticeships  
being created in a wider range of  
industries, now is the time to find a  
role to suit you!**



# IPS Apprenticeships provide training for learners across the South-East and further afield.

Based in Rochester, Kent, IPS combines excellent learning facilities with experienced Trainers who have a proven track record of developing skills amongst learners.

Formed initially as a division of an International steel-making group in 1986, IPS expanded rapidly and became a limited company in 1997. In 2000 IPS became independent through a management buyout and has held Investors in People Gold status since October 2012.



# Apprenticeships Overview

**Residents in England aged 16 and over can apply for an Apprenticeship. To start an Apprenticeship, you need to be living in the UK, have 3 years or more residency and not be in full-time education.**

**We offer Apprenticeships in the following areas:**

## **Engineering**

We offer a wide range of engineering qualifications. Most of our engineering training is in the maintenance field where you are required to fault find, repair systems or perform part of a process.

## **Business Skills**

We provide a wide range of office-based specialisms including; Administration, IT, Customer Service, Recruitment and Sales/Telesales, Accounting, Digital Marketing, Team Leading and Management.

## **Health & Social Care**

Our training supports those looking to learn best practice and techniques which work in the Care sector, supporting individuals with particular health needs. We are now also providing training in Cleaning and Support Services and Mentoring within all sectors.

## **Manufacturing**

We offer courses for those looking to gain experience in Performing Manufacturing Operations, Signmaking and Warehousing.

## **Construction**

Learn a wide range of construction skills with our Multi-Trade Repair and Refurbishment course, Fenestration, Glazing , Property Maintenance and general maintenance training.

## **Motor Vehicle**

IPS can help train you in working on the repair and maintenance of both heavy and light vehicles, as well as plant machinery.

**Please visit [www.ips-apprenticeships.co.uk](http://www.ips-apprenticeships.co.uk) to see the full range of our Apprenticeships.**



## How it Works

**Apprenticeships are a fantastic way to kick start a career, they are real jobs with real employers so all Apprentices earn a salary. You will be paid at least the National Minimum Apprenticeship wage with many employers paying significantly more.**

Apprentices are required to work a minimum of 30 hours a week (maximum 40 hours) and will take at least one year to complete, with advanced and higher qualifications requiring up to four years to achieve completion.

Apprenticeships are an excellent opportunity to gain qualifications specific to the industry you want to progress in, all whilst earning a wage and gaining experience. At the same time, you are working on-the-job alongside experienced staff who will train and support you on a day-to-day basis, with training for your qualification being delivered by IPS, either in your workplace or at one of our training centres.

IPS qualified industry specific Trainers will work around your job schedule and support you, providing you with the skills necessary to develop and build a career in your chosen field, as well as meeting the needs of your Apprenticeship role effectively.

IPS offers Apprenticeships at the following levels:

- Intermediate (Level 2)
- Advanced (Level 3)
- Higher (Level 5)



# How to Apply

1. You will need to create an online account to apply for Apprenticeships on: [www.findapprenticeship.service.gov.uk/register](http://www.findapprenticeship.service.gov.uk/register)  
Once you are registered, you are ready to search and start to apply for Apprenticeships.
2. Visit [www.ips-apprenticeships.com/become-an-apprentice](http://www.ips-apprenticeships.com/become-an-apprentice) to find out more about the qualifications we offer and discover what might be suitable for you and start applying for job vacancies.
3. Find a role you like and register to apply for it.
4. Complete your application, remembering to cater your application to the vacancy as best as you can.

## What next?

1. If your application meets the employer's requirements, IPS will contact you and conduct a telephone interview to find out a little bit more about you.
2. IPS will refer shortlisted applications on to the employer, who will then select suitable candidates for interview.
3. If successful, you will then be invited to join the company!



# Things to Know - Benefits for Apprentices



**83%**

of Apprentices say their career prospects improved as a result of doing their apprenticeship.



**90%**

of Apprentices stay in permanent employment.

## NUS CARDS

When becoming an Apprentice, you can also access a lot more than just your Apprenticeship skills and knowledge!

### **How do discounts on fashion and food outlets sound?**

For only £11 for 12 months, Apprentices can get a whole year of savings in a range of services ranging from travel, music, fitness and fashion. The goal is to save you money while you are learning once you have signed up to access an NUS Card.

Visit: [www.ips-apprenticeships.co.uk/apprentices-entitled-to-a-nus-apprentices-extra-card-for-discounts/](http://www.ips-apprenticeships.co.uk/apprentices-entitled-to-a-nus-apprentices-extra-card-for-discounts/) for more information.



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Ref:022019