



Business

*...delivering extra*



Lancaster &  
Morecambe  
College

# Apprenticeship Vacancies

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Apply via our website - [www.lmc.ac.uk/appvacancies](http://www.lmc.ac.uk/appvacancies)



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# Apprenticeship key facts



There are apprenticeships in  
**1,500 job roles**  
covering more than  
**170 industries**



**20%**  
of an apprentice's paid  
time is off-the-job. This  
is when you learn and  
develop in your role.  
**20% is equivalent to one  
day a week**



Anyone over the age of

**16**

(who has finished  
Year 11 at school)  
can start an apprenticeship



Up to

**20,000**

apprenticeship vacancies  
are advertised on the  
**Find an apprenticeship  
portal**



An apprentice usually  
works for a minimum of  
**30 hours per  
week**



All apprentices are  
entitled to the  
**Apprentice National  
Minimum Wage**  
(this is slightly different to the  
National Minimum Wage)



Apprentices get at least

**20**

days paid holiday per year,  
**plus 8 bank holidays**



**12 months**

is the minimum length  
of all apprenticeship  
programmes



**Over 1.7 million**

people have started an  
apprenticeship in England,  
since May 2015

- Apprenticeships are real jobs and you will earn a real wage
- Apprenticeships are available to anyone over the age of 16, living in England and have no upper age limit
- Apprenticeships have four levels, intermediate, advanced, higher and degree
- An apprentice will spend 20% of their time off-the-job training
- Up to 20,000 apprenticeship vacancies are advertised on Find an apprenticeship, the government portal

For more information about apprenticeships, visit [www.lmc.ac.uk](http://www.lmc.ac.uk)

Apply via our website - [www.lmc.ac.uk/appvacancies](http://www.lmc.ac.uk/appvacancies)

## Apprentice Hair Professional

### Guys & Dolls Hair Boutique

As an apprentice with the salon, you will learn through work as you get the help you need to develop your skills in a fun and creative environment.

Location: Lancaster

GUYS 'N' DOLLS HAIR BOUTIQUE



## Apprentice Hair Professional

### Prestige Grooming Ltd

Prestige Salon focus on creating a personal and relaxing experience for all clients, whilst giving them the best results. Their commitment to customers and its staff has enabled it to become a valued salon in the area.

Location: Lancaster

## Apprentice Hair Professional

### Jo & Cass Hair

As an apprentice with the salon, you will learn through work as you get the help you need to develop your skills in a fun and creative environment.

\*We have vacancies in both the Lancaster and Morecambe Salon

Location: Lancaster & Morecambe



## Business Development Apprentice

### RIGHTFLOOR SERVICES LTD

This is a fantastic opportunity for an Apprentice to join a Fast-growing company working within the Business Development team.

Location: Heysham



# RIGHTFLOOR

## Apprentice Hair Professional

### Belle Ame

During your training you will be providing support for the team, greeting clients, helping with reception, and booking clients, washing hair and maintaining the presentation of the salon at all times

Location: Lancaster

**belleâme**  
hair that feeds your soul

## Customer Service Apprentice

### Blade & Rose Limited

A local family run company is looking to employ a Customer Service Apprentice who will undertake a wide range of duties within the business.

Location: Kendal





## Business Administration Apprentice

### Central Lancaster High School

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an school, through support of functional areas, working across teams and resolving issues as requested.

Location: Lancaster



## Apprentice Hair Professional

### Hair Exchange

As an apprentice with the salon, you will learn through work as you get the help you need to develop your skills in a fun and creative environment.

Location: Morecambe



## Early Years Practitioner

### St Francis Catholic Primary School

The broad purpose of the occupation is to work and interact directly with children on a day to day basis supporting the planning of and delivery of activities, purposeful play opportunities and educational programmes within the ethos of the setting.

Location: Preston

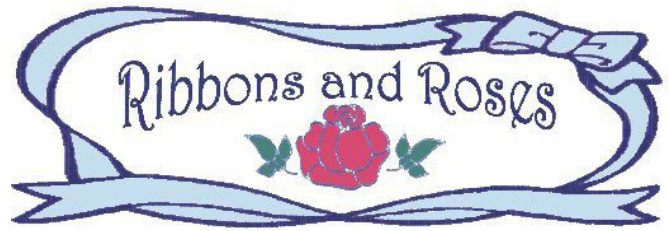


## Customer Service Apprentice

### Ribbons and Roses

Working in this small yet friendly family run business you will be an integral part of the team leading the intricacies of event management. Some of the things you will learn about through your apprenticeship include: customer services, dealing with customer requests, taking information, realising customer ambitions for events.

Location: Morecambe



## Business Administration Apprentice

### Fine & Country

A rare, exciting opportunity has become available for an Estate Agent Administrator to join a this reputable, high class sales and lettings Estate Agent. This forward thinking brand has a strong reputation and is seeking an organised administration assistant to join the team.

Location: Lancaster

## Finance Assistant

### Forsberg Services

It will your be your responsibility to manage the complete accounts payable function (invoicing, coding, processing payments, procurement, query resolution etc), to oversee the credit control function - it is vital they get someone with the passion for learning as you will be also taught technical responsibilities such as posting journals and bank reconciliations are also expected.

Location: Heysham



## Office / Production Assistant

### Treble 3

The role is part office and part production based so will be hands on and require someone who is happy using a computer (we use Macs and PCs), using their hands, and multi-tasking, often under pressure.

A keen interest in technology and creativity would be a great benefit.

Location: Lancaster



## Apprentice Administration Assistant

### WCF

We are looking for an Apprentice Administration Assistant to join our growing team. This role will include performing administrative and customer service tasks. Supporting our Sales team, your duties would include, but not limited to: Identifying and pursuing own business opportunities and leads and Achieving targets on the number of outbound calls made

Location: Lancaster



## Apprentice Administration Assistant

### Verdant Leisure

You will be responsible for providing effective and efficient administrative support such as answering and dealing with telephone enquiries, inputting information into databases, typing, booking appointments, maintaining filing systems, scanning and photocopying.

Location: Lancaster



## Business Administration Apprentice

### Waters and Atkinson

An exciting opportunity has arisen for an enthusiastic, attentive and motivated team player. Who would like to join a well-established local run business. This would be an excellent route in to a long term career in an administrative role as you will gain a wide range of experience in general administration and secretarial work.

Location: Morecambe



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### Waters & Atkinson

## Marketing Assistant Apprentice

### Lancaster & Morecambe College

Provide marketing and administrative support to the Engagement team (including Marketing, LMC Business & International Projects) . For the right person, there is the opportunity to secure full-time employment and progress to higher level qualifications.

Location: Lancaster

## Apprentice AAT Practitioner

### University of Cumbria

Working in the financial systems team you will be a part of the financial planning and regulation of the university and its departments. This apprenticeship combines on-the-job practical work experience with study. You will be working through your AAT and learning on a variety of financial activities, from bills and expenses to payroll and taxes.

Location: Lancaster

University of  
**Cumbria** 





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Think apprenticeships