





Key benefits of becoming an Apprentice

> Eam a salary

- > Get paid holidays
- > Receive on-the-job training
- > Learn job-specific skills
- Sain a recognised qualification

Find the right Apprenticeship for you

With over 190 types of Apprenticeship in 80 industry sectors, you can find an Apprenticeship that matches your interests, experience and the opportunities available in your area.

There are three levels of Apprenticeship

- > Intermediate Apprenticeship
 Level 2 equivalent to five GCSEs A to C
- > Advanced Apprenticeship
 Level 3 equivalent to two A Levels
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These levels include a work-based qualification, such as an NVQ, Functional Skills and a relevant Technical Certificate. You can progress from an Apprenticeship to an Advanced Apprenticeship and may even choose to take a related Foundation Degree or Degree course later on. Gaining an Apprenticeship will enable you to take your career as far as you want to go. If you would like to become an Apprentice, please contact us. We work with organisations that may be looking for people just like you!

Why choose Poultee?

We at Poultec understand that deciding which direction to take after school is a difficult one and we are here to help you every step of the way.

Poultec's Apprenticeship programmes have been developed with businesses to ensure that you have the right skills for your job.

Our team of tutors and trainers really know their stuff – they have years of experience and the skills to ensure that you achieve.

Our highly skilled tutors and trainers, combined with our excellent facilities and quality training lead us to be recognised by Ofsted as a good training provider.

Poultec aspires to provide an inclusive and stimulating learning environment, to help you achieve your academic and personal potential.

Looking for an employer?

We can help you find an employer who is looking for an apprentice just like you.



How much do Apprentices get paid?

Apprentices must receive a minimum wage of £2.73 per hour*. However, research has shown that Apprentices earn an average of £170 per week.

*Correct as of January 2015

Am l'eligible for an Apprenticeship?

To qualify, you must be living in England, not be in full-time education and not have a degree. Entry requirements vary according to each Apprenticeship.

To find out more contact us.

Do I have to pay to become an Apprentice ?

No. Your employer will pay you a salary and the National Apprenticeship Service (NAS) will pay for any training you receive outside the workplace. If you are over 18, your employer may be asked to contribute to your training costs.







Chloe

Having enjoyed dealing with customers face to face in a number of voluntary roles, when I saw an Apprenticeship position advertised for a receptionist, I felt that this was a role for me.

What

During my Apprenticeship I have developed my IT and telephone skills and gained confidence when dealing with complex tasks. I have become a valuable member of the reception team and always seek to help others

Where

Having completed my Apprenticeship, I was delighted to be offered a permanent position within the reception team. I continue to learn new skills and look forward to further courses with Poultec.

Administration covers roles that involve organising people and resources, including, executive assistants, secretaries, administration assistants, data entry clerks and office juniors. Without them, information would be hard to find, meetings would be missed and businesses would be less productive.

As a Business and Administration Apprentice, your duties will depend on your employer. It's likely that you'll be working with a team or member of staff to handle various tasks. Tasks that an administrator completes include typing, filing, creating & updating documents, taking telephone messages and scheduling meetings. This sort of work requires a strong sense of responsibility, accuracy and attention to detail.

What would you do?

The Business and Administration Apprenticeship provide learners with skills needed to progress in a business support role. Areas covered include administration, communication, providing reception services, IT skills and specialist areas including legal and medical. This is ideally suited to a learner who is looking for or has recently obtained employment in an administrative role.

What would you learn?

The Business and Administration Apprenticeship helps you learn the skills necessary to provide this service. The units range from IT specific, to customer service and Reception Duties including face to face and telephone skills, researching and presenting information, teamwork and communication skills.

What would you go on to do?

A Business and Administration Apprenticeship can lead to more senior opportunities within the administrative team including leadership and management.

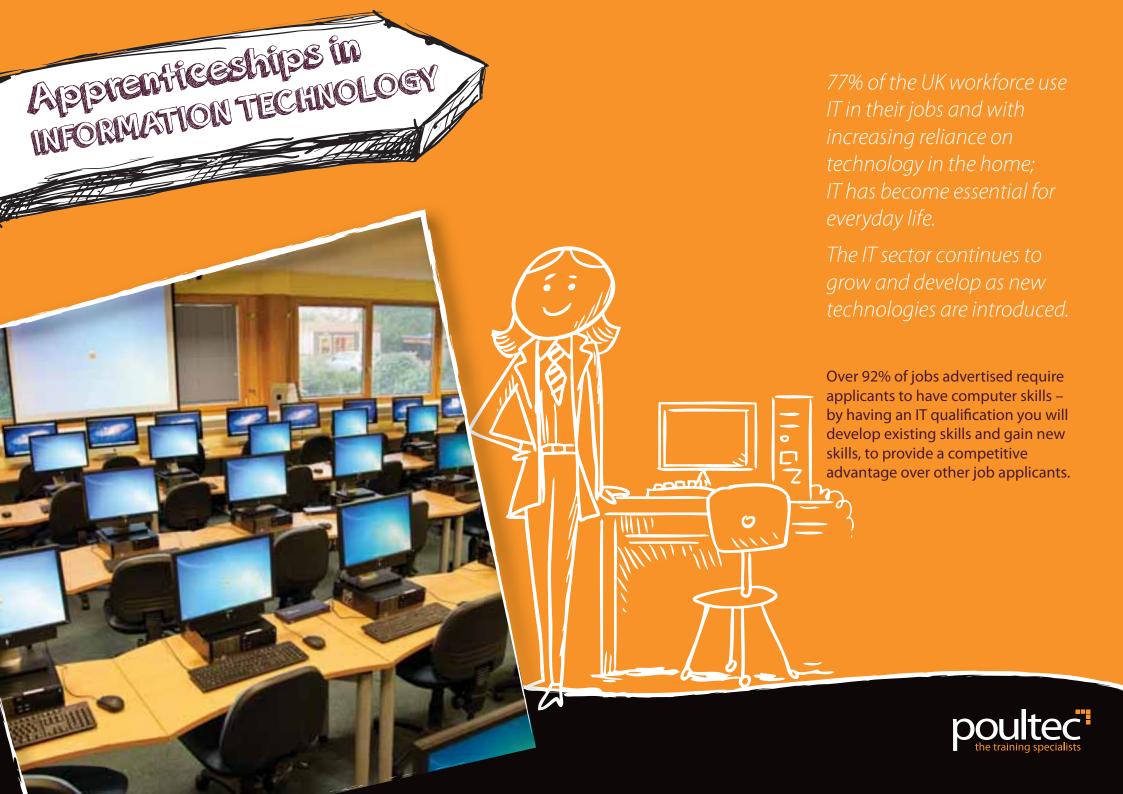


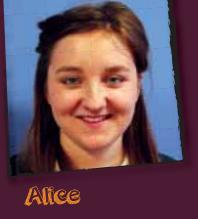
97% of employers say that effective administration is essential to their business.





CADMUSITATION.





I have always had a keen interest in technology, especially social media, photography and design. I wanted to complete an Apprenticeship in Information Technology, to help start my career path and allow me to earn a wage while I was learning.

Whoff

Since starting my Apprenticeship I have learnt to use new software packages, which along with my photography skills, has allowed me to create engaging marketing materials for my employer. I have a greater understanding of working in an office environment, where I have developed my organisational skills.

This Apprenticeship has allowed me to develop valuable IT skills in MS Office and specialised design software, which will help with my future employment.

With IT skills being required in a variety of different job roles, it is important that you choose a qualification that provides the flexibility to gain skills in a variety of different applications and technologies. at the right level.

It is essential in everyday life, it builds on skills that you have learnt at school and it helps to give you skills that employers are looking for.



Apprenticeships

ITQ is a computer based qualification designed to give individuals and businesses the IT skills to succeed. It can be tailored to meet your needs and abilities by allowing you to choose a combination of units at different levels to prove your competence in the IT world.

What would you learn?

You can choose from a selection of units:

- Make selective use of IT (mandatory)
- IT security for users
- Spreadsheet software
- Website software

- Use IT systems

- Database software
- Desktop publishing software

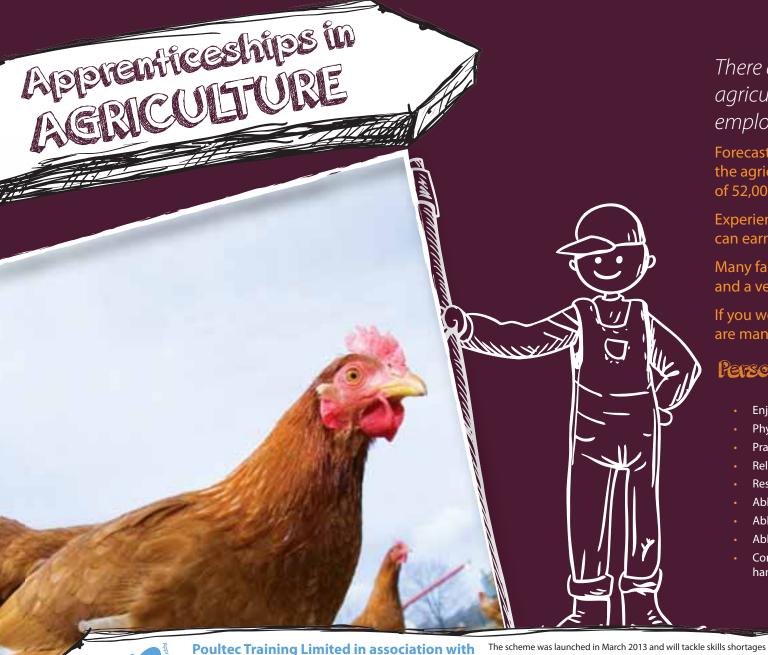
What would you go on to do?

Apprenticeship over the next 12 months, the next learning opportunity to come your way would be an Advanced Apprenticeship, with the possibility of progressing onto team leading and supervisory roles



The UK is home to over 100,000 specialist software companies and all the major global software companies such as Microsoft, IBM and HP.





There are currently 111,540 agricultural businesses in the UK employing 444,600 people.

Forecasts estimate that in the next ten years the agricultural industry will need a minimum of 52,000 more people.

Experienced Farm Managers and staff can earn very competitive salaries.

Many farm jobs also include accommodation and a vehicle as part of the package.

If you work for one of the larger organisations there are many career progression opportunities.

Personal qualifies...

- Enjoy working outdoors
- Physically fit
- Practical
- Reliable
- Responsible
- Able to work safely
- Able to work alone
- Able to work in a team
- Confident about handling animals





Poultec Training Limited in association with EDGE are working together to promote agricultural apprenticeships

EDGE Apprenticeships in Food & Farming is an industry-led scheme that aims to educate, develop, grow and employ young people, equipping them with the skills they need to succeed.

and a widening age gap in the food and farming industries. It has received industry-wide backing and is already successfully matching bright and enthusiastic young people with dynamic and exciting job opportunities.

The programme is led by employers and will help to attract the best young people, organise their training and simplify the process to encourage businesses to get involved and take on an apprentice.

EDGE Apprenticeships in Food & Farming is a collaborative venture between agricultural purchasing groups Anglia Farmers and Atlas Farm Group, in conjunction with Poultec Training Ltd., Easton and Otley College, New Anglia LEP, Norfolk County Council and Suffolk County Council.

It is supported by co-investment from the UK Commission for Employment and Skills (UKCES) Growth and Innovation Fund.

For information, visit www.edgeapprenticeships.org or call 01603 881966.



Joseph

I worked part-time on a Poultry farm with my father, which gave me a good insight into the industry. I decided to work full-time after leaving education and an Apprenticeship allowed me to work while also gaining a qualification.

What

The Apprenticeship has allowed me to develop my husbandry skills and have a better understanding on how to manage my livestock. My organisational skills have improved, along with my ability to prioritise tasks whilst under pressure.

Mhere

Having completed the Intermediate Apprenticeship, I have been promoted to a farm manager and am now working towards my Advanced Apprenticeship.

Additional requirements...

Additional requirements for management and advisory jobs

- Keen interest in Sciences, Maths, Geography
- Good communication skills
- **Environmental awareness**
- Motivated
- Able to use initiative

- Good understanding of farm business management
 - Good organisational skills
- Desire to improve farming methods
- Able to work under pressure
 - Able to take responsibility
- Able to make good judgments

Highly skilled people are required on farms to assess the health and welfare of the animals to ensure they are highly productive. Science is also needed to ensure the animals get the right level of nutrition via their diets. This is a very important part of animal production and Farmers work with Vets and Nutritionists to ensure that all the animals have a balanced diet.

Did you know...

Forecasts estimate that in the next ten years the UK agricultural industry will need a



Agricultural Apprentices on programme with Poultec are employed within the Poultry Industry and could work on a number of different sites including rearing farms, breeding farms, commercial egg sites and hatcheries. Poultec's assessors visit each learner regularly at their place of work to provide on-site training, support and assessment. Each Learner is provided with access to an on-line portfolio and learning resources.

What would you learn 🤋

- Bird welfare and health
- Site hygiene and biosecurity procedures
- Providing feed and water
- Establishing the environment and use of equipment
- Workplace health and safety

What would you go on to do ?

You could progress onto an Advanced Apprenticeship programme once you have the required level of experience and skills. There are a host of progression opportunities within the agricultural sector to enable you to fulfill your potential









I enrolled onto an Apprenticeship, to allow me to gain a nationally recognised qualification in Food Manufacturing and give me a good foundation to progress within the industry.

I have a greater understanding of operational requirements, allowing me to operate machinery safely and have improved my understanding of food safety. I have developed my team working and communication skills, which have led to me supporting colleagues in both working and learning

Now that I have completed an Intermediate Apprenticeship, I'm working towards an Advanced Apprenticeship, further increasing my skills and allowing me to progress within my organisation to a team leader role.

It's not as simple as you might think...farmers invest time and money to produce chickens, pigs, lambs and beef cows for us to eat. Animal Welfare Officers and Meat Inspectors rigorously check that the meat and poultry is produced to the highest standards before the animals are processed in meat and poultry production facilities using equipment designed and maintained by Food Industry Engineers.

During processing, the Production Manager works with Team Leaders to ensure that Processing Operatives maximise every part of each animal to give us the huge variety of cuts of fresh meat and poultry we expect in our supermarkets, either pre-packed or from our local Butcher.

Meanwhile New Product Development Teams are busy creating new added value products for consumers which Quality Teams will monitor to ensure good food hygiene and safety procedures are being maintained. Sales & Marketing work hard with Food Packaging Researchers to deliver these new products in a way that consumers find appealing to buy. Finally Information Technology and Logistics specialists make sure that when you go to the shops only the freshest meat and poultry products are waiting!

Within the Food and Drink manufacturing industry there are loads of jobs to choose from. From Lab Technicians to Production Managers and Engineering Maintenance Technicians the career opportunities are endless. There is sure to be a job that suits your skills and interests.



Proficiency Apprenticeship

typically on automated production/processing lines and including packaging, distribution and sales operations. It offers you the opportunity to develop skills and knowledge required to prove competence at work. It also suits people that are competent at core production/processing activities, looking to expand their existing such as quality assurance or laboratory operations. The flexible choice of units, allows progression requirements. The choice of units also reflects the wide variety of jobs which people do in different types of companies in the industry. This qualification also offers you the opportunity to develop knowledge in one or two areas of food technology.

What would you learn?

their job, for example food safety, health and safety, packaging and production specifications. This helps the learner to become a more valuable member of a team and add value to the workplace.

What would you go on to do?

Apprenticeship over the next 12 months, the next learning opportunity to come your way would be an Advanced Apprenticeship, with the possibility



Food Manufacturing is now the

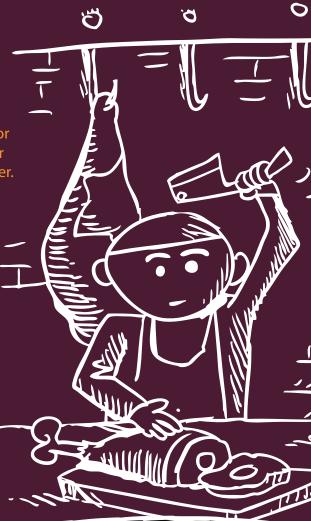




Butchers work in the meat industry, which, in the UK, is worth several billion pounds.

Traditional butchers either buy meat directly from an abattoir or independent producer/supplier or obtain it through a wholesaler.

The butcher will then prepare the meat for sale to customers, who include members of the public, caterers and restaurateurs.







I have been interested in butchery since working in my local butchers during school holidays and weekends. Starting an Apprenticeship was a natural progression, allowing me to work full-time and gain a nationally recognised qualification.

What

As well as learning butchery techniques in my workplace, I also attended workshops at Poultec's butchery training suite, where I learnt additional butchery skills that I could take back to my workplace. In addition to learning butchery skills, I was able to also develop my skills in dealing with customers within

Where

Now that I have completed my Intermediate Apprenticeship, I have the skills to start my career in the butchery sector.

However...

Jordan

There is more to butchery that cutting meat. In a competitive market butchers need to ensure that they are producing and selling products that meet the needs of their customers. A butcher has to have good customer service skills and in-depth knowledge of their products as they will be offering advice on selecting, preparing and cooking.

Recent media publicity has raised the profile of locally sourced meats which has made customers more aware of where their food comes from, making the local butcher a more popular choice for the consumer.

What would you do ?

During the course you will be taught a range of technical skills on how to safely prepare meat and meat products. You will also be taught customer service skills to allow you to effectively communicate with customers and suppliers.



A butcher's role and responsibilities will depend largely upon the type of butchery being performed and the number of staff employed in the store. In a traditional set-up, the butcher will be equally involved in meat preparation, ordering, and customer servicing, whereas roles in a larger shop or supermarket will be specialised. However, all butchers will be involved in performing several of the following tasks:

- Sourcing and buying stock
- Taking delivery and/or collecting stock
- Storing meat appropriately
- Using machinery to prepare meat
- Serving customers over the counter and/or delivering meat to customers
- Offering advice on suitable meats, cuts, and preparation/cooking techniques

Butchers will also be required to adhere to stringent hygiene regulations and to undertake general cleaning tasks in the meat preparation and serving areas.

What would you go on to do ?

Apprenticeships and trainee positions are open to those with no experience, but around two to three years of previous experience is required before individuals are allowed to apply for a professional butcher's role. As well as the number of years in the industry, you can show a potential employer your experience and professional standards by joining the Worshipful Company of Butchers' Guild.

This is the official professional body for butchers in the UK and you can join at Affiliate, Associate, or Graduate level. The level will be determined by your previous qualifications and experience.













Nicelle

W

Following a career change where I took on a customer service role; I wanted to develop my skills and gain a qualification relevant to my new career. An Apprenticeship allowed me to learn skills specific to my employment.

What

The Apprenticeship allowed me to increase in confidence and develop my telephone sales skills. I have a good understanding of how to provide effective customer service and ultimately result in a sale.

Where

Since completing my Apprenticeship, my role has developed; I support my team leader and assist with the introduction of new staff into the organisation.

There is a current shortage of skilled customer service professionals and if you have the right qualifications and experience you could find yourself in demand. Starting out in a customer service role can also be a good way to break into large organisations that you'd love to work for. So, if you're passionate about helping people and fancy a job that's full of job satisfaction, then you need to find a career in customer service.

Advising and guiding people is part of your job description, whether it's over the phone, via email or the more traditional face-to-face. With so many industries relying on customer service jobs, there's a range of sectors to choose from and a big range of opportunities. These include; Customer advisor; Customer service assistant; Team leader; Customer service supervisor; Customer service manager

What would you do?

The Level 2 Certificate is for you if you are already employed in a customer service role and have some experience in customer service.

What would you learn?

Learners will recognise good practice in customer service and be able to demonstrate how they deal with both routine and more difficult customers. Learners will be confident about using customer service language, understand the processes designed to make customer service more effective and show how they support others within their team or organisation.

What would you go on to do?

The Level 3 Diploma is aimed at people already employed in a customer service role who have significant responsibility for the delivery of both internal and external customer service within their team or organisation.

Die you know...

57% of buying experiences are based on how the customer feels they are being treated by staff.







Telecommunications is a widely used method for businesses to contact new and existing customers and there are many job opportunities within the contact centre environment including the following;

Customer service managers; Contact centre managers; Operations managers; Resource planning managers; Complaints team managers; Team managers; Sales and collections; Advisors; Sales and service managers; Team leaders; Customer relationship managers; PPI/bank charge complaints specialists.





Charlene

Wh

I started as a an operator in a contact centre.
I completed my Contact Centre Apprenticeship gaining the skills and experience necessary to do the role.

What

As I became a more experienced operator I took on more responsibilities within my role. I began to train new operators and became one of the best sales people in the team.

Where

I have since been promoted to the position of Team Leader.

There are two main areas for call centres; inbound and outbound.

Outbound call centre agents are the people who initiate calls to customers and prospective ones. The role they play is mostly towards marketing and research work.

Inbound call centre agents, on the other hand, respond to our calls or emails, mainly as existing customers.

A Contact Centre Apprenticeship can lead to a more customer service based role or a more Business Administration/Development role. Alternatively there may be opportunities to become a team leader or manager within a contact centre.

What would you do ?

The Apprenticeship is achieved by completing the following City & Guilds qualifications:

Level 1 Functional Skills - Maths

Level 1 Functional Skills - English

Level 2 NVQ in Contact Centre Operations

Level 2 Technical Certificate in Contact Centre Operations

What would you learn ?

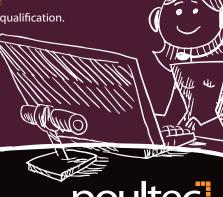
The Contact Centre Apprenticeship helps you to learn the necessary skills to be able to deliver a high level of service in this fast paced environment. The mix of units cover Customer Care, Selling Skills, Compliance with Legal, Regulatory and Ethical requirements, Health and Safety and Personal Effectiveness.

What would you go on to do ?

The Level 3 Diploma in customer service or a Leadership qualification.



In 1985, Direct Line was founded by Peter Wood, becoming the first company to sell insurance entirely over the telephone via Call Centres.







Kirsty

I wanted to work in the retail sector but lacked confidence. I felt that the Apprenticeship would give me the knowledge and confidence to do this.

During my Apprenticeship I learnt how to deal with customers effectively. I have learnt how to create visual merchandise and displays to encourage sales. Although apprehensive at first, I did enjoy my Apprenticeship and gained both a qualification and increased confidence.

Where .

Now that I have completed my Apprenticeship, I have grown in confidence, have the skills and knowledge to be able to provide cover for my manager and assist with the introduction of new staff. I now look forward to enrolling on my next course with Poultec.

There are many opportunities to move between each of these disciplines if you feel you'd like to move your career in a different direction.

As many departments work closely together on projects, it's likely that you will pick up a diverse range of skills in various business disciplines without you even realising.

One of the other benefits of retail is the flexible working hours and Retail Sales Assistants account for 13% of all part-time positions in the UK.

In an age when consumers demand access to goods and services 24/7, retail workers are needed to 'man the shop' around the clock meaning there are many opportunities to fit your working hours around your personal and family commitments.

The retail industry has plenty of variety – not least because of the vast array of products in the marketplace.

In both traditional retail stores and in new online markets, there really are limitless opportunities for people to work within a sector that interests them regardless of whether you are a petrol-head or fashion lover.



What would you do ?

This Apprenticeship is designed specifically for people working in the retail sector. The flexible choice of units means that whatever the role in retail you are working in,

What would you learn?

- Customer Service
- Selling Techniques within Retail
- Security and Handling Payments
- Health and Safety

- Understanding Retail Consumer Law
- Visual Merchandising and Displa
- Stock Control

What would you go on to do?

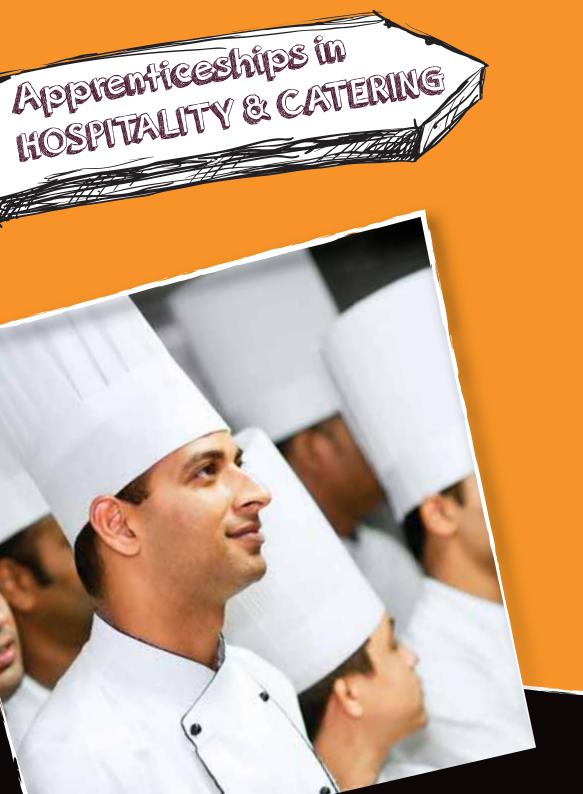
progress onto a level 3 qualification, moving into











Do you want to be the next Jamie Oliver or Nigella Lawson?

If the answer is yes, why not do an Apprenticeship in Hospitality & Catering.

The hospitality and catering industry can provide an exciting and fast moving career for imaginative and creative people. You can work in kitchens as a catering assistant or chef, or front of house as waiting staff, supervisor or restaurant manager.





I started an Apprenticeship when I joined my new employer – I wanted to gain a nationally recognised qualification in catering. I wanted to ensure that I was up-to-date with the latest techniques used in a commercial kitchen.

Whoff

While working as a Commis chef, I ensured that the kitchen suitably prepared for a busy service. I worked under the supervision of a chef, who I supported during food service, as well as preparing dishes. During my Apprenticeship I learnt correct food safety practices and how to comply with legislation.

Now that I have completed my Apprenticeship, I look forward to continuing my career within catering and working my way into higher roles within the kitchen.

Hospitality and Catering is one of the largest industries within the UK. Hospitality and catering covers work in restaurants, hotels and holiday accommodation, cafés, pubs, and contract caterers – it also supplies other industries with food and drink. Schools, colleges, hospitals and large businesses nearly always have canteens and catering staff, too, so there are many reasons why you should complete your Apprenticeship.

During the Apprenticeship you will learn technical skills required for your job, both from your employer and your tutor, whether working front of house or in the busy kitchen. With clear progression routes, this industry provides ample opportunity to develop into more senior roles and lead the team. The Apprenticeship combines theory with practical hands-on skills in a real work environment – you also earn a wage at the same time.

What would you do ?

When completing a Hospitality Apprenticeship you will learn how to prepare and cook a variety of dishes including meat, fish, vegetables,

If working front of house you will learn how to serve customers, handle payments and prepare tables and displays.

What would you learn?

You will learn preparation and cooking techniques that can be applied to an extensive variety of dishes. You will also learn how

If working front of house you be given the skills to confidently deal with customers.

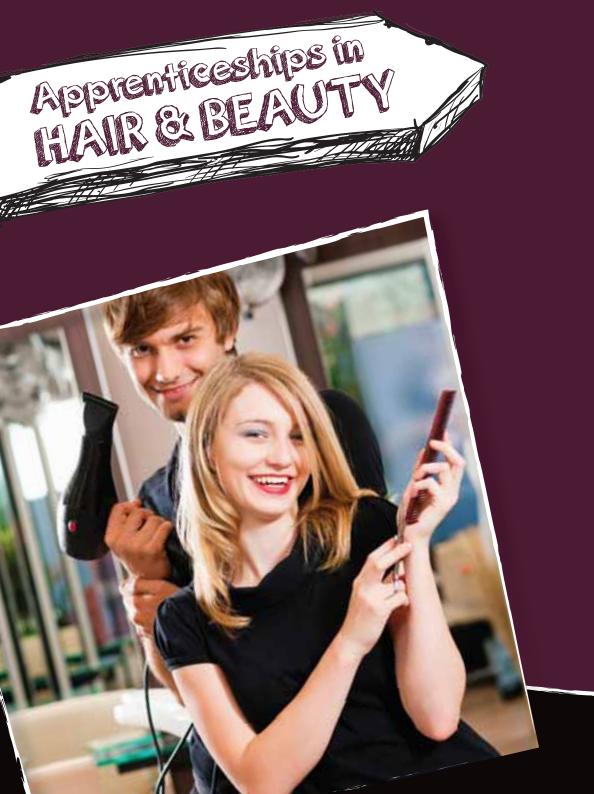
What would you go on to do ?

Did you know...

The Hospitality industry is the country's fifth largest industry in job terms, employing over 2.4m people







If you enjoy hairstyling and like meeting different people, this could be the perfect job for you. Hairdressers cut, colour and shape clients' hair to create the look they want.

To become a hairdresser, you will need to have customer service and 'people' skills. You'll need creativity and an awareness of fashion. You'll also need a willingness to learn new techniques and methods.







Hairdressing has long been one of the most popular career choices in the UK for young people, and as an industry can trace its origins all the way back to the ancient Egyptians and Greeks. UK hairdressing is renowned internationally for its creativity and high standards, with much of the world looking to the UK for inspiration.

With an increasingly image conscious society, demand for hairdressing services is greater than ever. Never have there been so many exciting possibilities at the cutting edge of the fashion, style and grooming business.

Many hairdressers choose the job because they are artistic people, love being able to express themselves creatively and enjoy working with people. Likewise, many choose the industry because they want to be their own boss.

Whilst there is the opportunity to progress onto more glamorous jobs - preparing supermodels, working on magazines and photo shoots, or tending to the rich and famous - most hairdressers take satisfaction in the day-to-day world of salon life and a job well done, helping people to look good and feel better about themselves.

What would you do?

A Hairdressing Apprenticeship may be open to you, depending on your circumstances. You would combine training towards qualifications at level 2 while working at the same time.

What would you learn?

As a junior hairdresser, you would learn how to carry out tasks like; greeting customers; shampooing hair; simple cutting; making sure towels and supplies are ready for use; keeping the salon clean and tidy. Alternatively, as a senior hairdresser, you would talk to clients about how they want their hair done, and give them advice and suggest style ideas.

What would you go on to do ?

Generally you will need a minimum Level 2 qualification to be qualified to work in hairdressing, though an increasing number of managers expect staff to have (or be working towards) Level 3.

Did you know...

The industry covers hair and beauty salons and self-employed hair professionals and beauticians. Altogether, there are about 131,450 people employed in providing hair and beauty services.









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