

## Apprenticeships

**An Apprenticeship is similar to having a job. You'll work full-time for an employer, earning a salary, whilst learning at the same time.**



20% of your time will be dedicated to helping you achieve the qualification. The training could be via a training centre, college, online course or a tutor visiting your workplace. It may be one day a week or through block release. Apprenticeships are designed to develop your ability to carry out a particular role and will lead to relevant qualifications or industry-recognised standards.

Having the necessary English and Maths skills in the workplace is important, and you will be expected to work towards Level 2 in English and maths if you do not already have these, to successfully complete your Apprenticeship. This may be a GCSE or functional skills.

### **Intermediate/Level 2 Apprenticeships:**

Involve working towards one or more qualifications at Level 2 or being assessed as having reached industry-recognised standards.

The length of time to achieve the programme will vary, but it will take a minimum of a year. When you have completed your training, you may be

able to progress to an Apprenticeship at Level 3 or move directly into employment.

### **Advanced/Level 3 Apprenticeships:**

Are designed for people who wish to gain the skills and qualifications needed to become the technicians, supervisors and managers of the future. They offer training leading to work-related qualifications or industry-recognised standards at Level 3.

The length of time it takes to complete a Level 3 Apprenticeship varies, but they often take around two years. On completion you could progress straight into work, onto higher education (e.g. to take an HNC/D, a foundation degree or even a vocational first-degree course), or you could take a Higher/Degree Apprenticeship.

If you visit the link below you will find out further information and a video from Amazing Apprenticeships:

<https://amazingapprenticeships.com/apprenticeships/>

### **Entry Requirements:**

There are no nationally set entry requirements for Apprenticeships, but to be sure entrants are capable of completing their programme successfully, you may be asked for certain qualifications and experience (see below for an idea of these at different levels). In some cases, having the right personal qualities, enthusiasm and commitment may be as important as any qualifications required. Some learning providers/employers are prepared to consider you no matter how you have done at school,

although good numeracy and literacy skills are always going to be an advantage.

- For entry to an **Apprenticeship at Level 2** you may be asked for certain GCSEs or equivalent qualifications.
- For direct entry to an **Apprenticeship at Level 3**, employers may ask for up to five GCSEs (and/or for GCSEs in particular subjects) at grades 9-5/4 or A\*-C, or equivalent.
- Some employers may ask for some previous work experience in the industry.

Check the entry requirements for the apprenticeship opportunities that interest you. And remember that it may be possible to progress from one level of an Apprenticeship to another.



#### **Pay:**

Once on an Apprenticeship, you will be employed and receive a wage. Please check the government website to find out what this currently is.

<https://www.gov.uk/become-apprentice/pay-and-conditions>

#### **Traineeship (pre-apprenticeship):**

If you're not yet ready to start an Apprenticeship, due to lack of experience, confidence or qualifications, a traineeship may be a good option. These programs last up to six months and include work preparation training, a high-quality work placement and, if necessary, help with your English and maths. Traineeships are not paid however employers may support you with expenses, travel and lunch costs.

#### **Here are some of the benefits:**

- Build your CV with valuable work experience. You will learn about the business and the industry it operates in.
- Get work preparation training which can help put you in a better position when applying for an apprenticeship or other employment.
- Boost your 'work ready' skills! Traineeships can help to give you the confidence and skills to take your first step to get a job.
- Get support with Maths and English skills if needed.



#### **What is the process?**

Applying for an apprenticeship is very similar to applying for any other type of job as the employer needs to check that you are going to be suitable for their company.

It is helpful to have a CV available to support your application for some apprenticeships. Just like applying for a job, you can expect to complete and application, be interviewed (face-to-face, on the phone, through online chat or video call) and, in some cases, you will also be given assessment tests. Competition - particularly for certain apprenticeships - can be intense, so make sure you are well prepared.

Some apprenticeships start in the summer, particularly if they are linked to a college course that begins on a particular date. However, you can start most programs at any time. Be aware that Apprenticeships have closing dates, so check carefully to avoid missing out.

You may consider registering your interest in apprenticeship/traineeship vacancies with local training providers and colleges. However, you should also actively search for vacancies yourself. You can do this by searching on the governments website (below), looking on employer websites, checking general job search sites and speaking to friends and family as word of mouth is still a great way to find a job! You could also try approaching employers yourself to ask whether they'd be interested in putting you through an apprenticeship. For further support, please refer to the 'job search' handout.

<https://www.gov.uk/apply-apprenticeship>

