

PATHWAYS

APPRENTICESHIPS



APPRENTICESHIPS

What is an Apprenticeship?

An apprenticeship is a real job! It is for anyone over the age of 16 – there is no upper age limit.

Apprentices are employed from their first day. Apprenticeships are a combination of practical training in a job with study alongside and are offered in a wide range of professions. They are developed by sector skills councils and so follow a framework leading to industry recognised qualifications or “standards”. Lots of occupational sectors are covered from hairdressing and construction right through to things like aerospace engineer and architect.

Check out www.apprenticeships.gov.uk

Apprenticeships

APPRENTICES EMPLOYERS INFLUENCERS

Coronavirus (COVID-19)

Find out about [incentive payments for hiring a new apprentice](#).

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HM Government

APPRENTICES
BECOME AN APPRENTICE

Everything you need to know about becoming an apprentice

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EMPLOYERS
HIRE AN APPRENTICE

Find out how to hire an apprentice and what you need to do

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INFLUENCERS
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Guidance and information to help you support the apprentices of tomorrow

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High quality apprenticeships are a respected and widely recognised option, accessible to everyone. All vacancies for an apprenticeship will clearly state what the entry requirements are for the job role being advertised. These vary depending on the industry, job role and level of apprenticeship.

Check out
www.gov.uk/apply-apprenticeship



The screenshot shows the GOV.UK website interface. At the top, there is a search bar with the text 'Search on GOV.UK' and a magnifying glass icon. Below the search bar, there is a navigation breadcrumb: 'Home > Education and learning > Apprenticeships, 14 to 19 education and training for work'. The main heading is 'Find an apprenticeship'. Below this, there is a sub-heading 'Find an apprenticeship in England.' and a paragraph: 'You can apply for apprenticeships in [Scotland](#), [Northern Ireland](#) and [Wales](#).' There is a green 'Search >' button. To the right, under 'Related content', there are links for 'Become an apprentice' and 'Find a traineeship'. Below the search button, there is a section 'You can also:' with links for 'Sign in to your account' and 'Create an account to manage your applications and get alerts about new apprenticeships'. At the bottom, there is a 'Contact' section for the 'National Apprenticeship Service' with an email address 'ihelodesk@findapprenticeship.service.gov.uk', a phone number '0800 015 0400', and a link for 'about call charges'.

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How will you learn

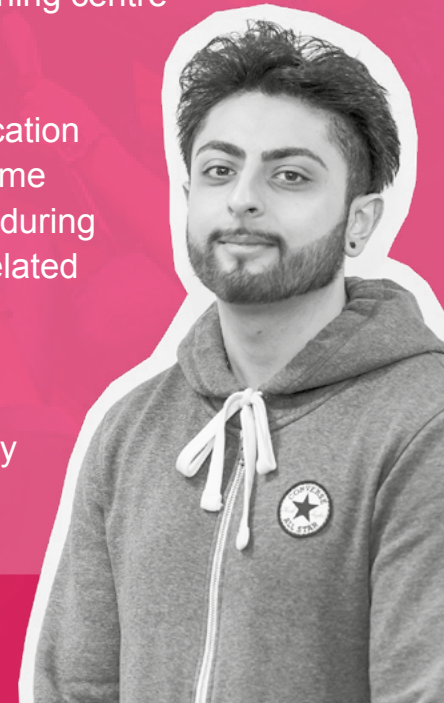
- **Work with experienced staff and gain job specific skills**
- **Have a contract of employment and employment rights. There are laws in place that protect how many hours you can work**
- **Have around 20% of your time, during your normal working hours, undertake training related to your role.**
- **Have training that may be weekly, monthly, day or block release. It could be at work, with a College/University, a training provider, or even online.**

What is 'Block Release'

Block release, or sometimes called training blocks, is where the apprentice undertakes blocks of training of a week or more. It concentrates the learning to ensure the apprentice learns a lot of skills and knowledge in a relatively short space of time. During block release apprentices will travel to their place of training, usually a college, university or specialist industry training centre rather than their workplace.

The training provider may be in a different location to where the apprentice works their job so come travel may be required or even staying away during the week. Some employers may cover any related accommodation costs if this is the case.

An example could be someone on a degree apprenticeship who needs to stay in university halls for a term



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As an apprentice you will:

- Be paid a wage. There is a National Minimum Wage for all apprentices, but some employers will pay more. Remember also you will be gaining a qualification without any training costs. Check out www.gov.uk/apprenticeships-guide/pay-and-conditions and/or www.gov.uk/national-minimum-wage-rates. Your wage will depend on your age and what year of your apprenticeship you are in.

- As an apprentice you will not have to pay anything towards this. The employer and the Government cover training costs and fees. So, no student debts!
- Be entitled to holidays and holiday pay. Apprentices are entitled to a minimum of 20 days holiday plus Bank Holidays



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Which Level?

Apprenticeships are offered at a range of levels. Most apprentices will do an Intermediate or Advanced Level to begin with. Depending on the type/level of apprenticeship you are on, it will take at least a year to complete; if it is one of the highest levels it could take up to 6 years to complete.



	Level	Equivalent	Entry requirements
Intermediate	2	5 GCSE 9-4 (A-C)	Be over 16 and the ability to complete the apprenticeship
Advanced	3	2 A level/Level 3 Diploma/International Baccalaureate	May need 3+ GCSEs. Previous industry experience may be asked for
Higher	4/5/6	HNC, HND, Degree (e.g. BA, BSc)	May need 5 GCSE grades 9-4 (A-C) and a Level 3 qualification (e.g. A levels, NVQ 3 or BTEC National) Some may require subjects relevant to the apprenticeship
Degree	6 and 7	Degree or Masters	As for Higher

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Who might an apprenticeship suit?



Someone who:

- is 16 and not in full time education (you can apply when you are at school, but you will need to be 16 by the end of the summer holidays). There is no upper age limit!
 - hasn't already got the skills that they are set to learn in the apprenticeship
 - knows their career vocation – they know what they want to do and have a commitment to a specific career path.
 - may prefer a more practical and/or work-related way of learning over an academic route
- would be happy being based with an employer in a workplace most of the time rather than a college/university environment
 - is organised and can cope with the demands and pressures from combining work with study
 - can manage their time effectively and work on their own initiative
 - meets the entry requirements for the apprenticeship. There will be different entry requirements depending on the industry, job role and the level of the apprenticeship

Continued on next page

Exams and Coursework

- is happy and willing to be assessed. An apprentice may find they may be assessed in several ways: e.g. assignments or other written work, essays, reports, along with practical exercises, end tests and exams. Assessments will be testing both academic and occupational competence.

End-Point Assessment

At the end of their apprenticeship an apprentice must complete an “end-point assessment” to demonstrate what they have learned and show they can do all parts of their job competently. They are assessed across the whole standard rather than on individual tasks or just one part of the job. It could take the form of a project, practical assessment, an interview and presentation, written or multiple-choice tests. Focus is more on the outcome of an apprenticeship with an apprentice having to show knowledge, skills and attitudes that the employers require.



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What qualifications can be achieved?

Functional skills qualifications
— e.g. in maths, English, or ICT

Technical certificate
— such as a BTEC or City & Guilds progression award

National Vocational Qualification (NVQ)
— e.g. Level 2 for intermediate level apprenticeships, Level 3 for advanced level apprenticeships

Knowledge-based qualification
— such as a higher national certificate (HNC), higher national diploma (HND), or foundation degree

After completing an apprenticeship, you could continue to train for an advanced, higher, or degree level apprenticeship, or a related vocational qualification. Alternatively, you could go on to university, or take a professional qualification that leads to a specific job role.



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Pros and Cons

The impact locally, nationally and globally of Covid 19, has meant work and the economy has been affected. In some sectors there are less jobs and more competition. We do not know yet the true long-term impact.

Gaining qualifications may provide you with a better chance to reach your potential in the future. An apprenticeship will help you gain qualifications, get further education, work to achieve your career aims and earn whilst you are doing this.

Some advantages of an apprenticeship:

- Respected alternative to “traditional” academic routes
- Earn money whilst you learn
- Real skills, experience and knowledge
- Recognised industry standards and qualifications
- Transferable skills
- Career and progression routes
- Supportive environment
- Flexibility

Some drawbacks of an apprenticeship:

- Can be challenging balancing work and study
- “Student” life is limited – for example your friends at college/University will have longer holidays and may spend more time socialising with people of their own age
- Need to be vocationally sure – know what you want to do for a career
- Initial wage may be low at first compared to non-apprenticeship employment

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Application tips/things to consider

Research research research – this is so important. Research the job role, the employer, the industry, progression routes

Bear in mind that both academic and work achievements will be expected from you

Think about and research what skills and experience the employer is asking for

How is the training provided? Who is the training provider, college or University you will be linked to? Will there be block release?

Consider things like the pay, do you have to travel or even relocate?

What qualifications and other entry requirements are needed

You will need an email address, wise to have one that is “employer friendly” and not something that could be considered silly or rude



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Application tips/things to consider

Try to get some relevant work experience or voluntary work before/whilst making applications. Check out <https://valonline.org.uk>

Be honest – you may get asked about the examples you have used in your application, at an interview

Use examples when you are describing your skills

Respond to the job and person specification

Be confident and don't undersell yourself

Check your spelling and how your application reads overall – ask someone to check it over if you can



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When to Apply

Remember you can apply for more than one apprenticeship at a time

Apply as soon as you can! Don't wait until near a deadline for application's date as some employers may close the application process once they feel they have enough applicants

Check you will have finished school or college by the start date

Remember apprenticeship vacancies can appear throughout the year. This means there isn't going to be one deadline as each employer will recruit differently. A lot of large firms might recruit in September, although many will recruit January/February onwards. Smaller firms will advertise around a month or so before they want someone to start. If you are looking for an August/September start date start looking March/April onwards



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What do employers want:

Motivation and enthusiasm

Organisation skills

Commitment to study and work

Someone can work on own initiative

Teamwork skills

Someone who can work under pressure

Ability to meet deadlines

Good interpersonal skills

Flexibility

Good communication skills – verbal and written

Job specific skills



DEGREE APPRENTICESHIPS

Where to look



Apprenticeships are advertised on www.gov.uk/apply-apprenticeship.

For Local apprenticeships and job fair events, check out www.leicesteremploymenthub.co.uk

You can search for and browse apprenticeship vacancies on that site. If you want to apply you will need to create an account on the site. When you want to make an application, you need to sign in and then you can complete and submit applications for apprenticeships on that site.

Further Education colleges, Universities and training providers advertise apprenticeships too. The NHS, Home building firms and other large organisations advertise apprenticeships on their websites.

Councils are increasingly advertising for apprentices so you could check out those too.

For example www.leicester.gov.uk and www.leicestershire.gov.uk

DEGREE APPRENTICESHIPS

Useful links section:



www.gov.uk/apply-apprenticeship

www.which.co.uk/apprenticeship

www.ucas.com/apprenticeships-uk

www.leicesteremploymenthub.co.uk

www.amazingapprenticeships.com

www.llep.org.uk/wow

www.apprenticeextra.co.uk/

www.gov.uk/apprenticeships-guide/pay-and-conditions

www.gov.uk/national-minimum-wage-rates

www.nationalcareers.service.gov.uk

www.ratemyapprenticeship.co.uk

<https://valonline.org.uk>

www.leicester.gov.uk

www.leicestershire.gov.uk

www.preparingforadulthood

www.notgoingtouni.co.uk

www.studentladder.co.uk

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