



**Apprenticeships**

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Ellis Guilford School

# A GUIDE TO APPRENTICESHIPS

CAREERS

HOW TO APPLY FOR AN APPRENTICESHIP

# What is an Apprenticeship?

It's a real job, with hands-on experience, a salary and the chance to train while you work. As an apprentice, you will be employed by a company, and you're treated just like all the other employees, with a contract of employment, a paid salary, and you will be entitled to all of the statutory benefits such as holiday leave and sick pay.

If you're 16 or over, you can become an apprentice as long as you spend at least 50% of your working hours in England - for the duration of the apprenticeship and you are not in full-time education.

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## When you're an apprentice:

- ▶ You get paid and train at the same time, with at least 20% of your time spent in off the job training, often at a college, university or with a training provider
- ▶ You train to be fully competent in your chosen occupation
- ▶ You're on a career path - with lots of future potential for you

## What are the benefits of becoming an apprentice?

- 1 You work in a real job for a real employer
- 2 You gain valuable work place skills and experience
- 3 You are paid a salary and have a contract of employment
- 4 You get paid holiday
- 5 You achieve qualifications
- 6 You get support from colleagues and your training organisation
- 7 You become more employable because you have experience of work
- 8 You have better career prospects once you complete your apprenticeship

[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

  
**Amazing**  
Apprenticeships  
[www.amazingapprenticeships.com](http://www.amazingapprenticeships.com)

[www.successatschool.org/  
advice/apprenticeships](http://www.successatschool.org/advice/apprenticeships)

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# Frequently Asked Questions

## ▶ What makes an apprenticeship different to other jobs?

You will also be working towards a package of qualifications alongside your job. These qualifications will be directly relevant to the job that you are doing, whatever role you are working in.

## ▶ What kind of apprenticeships are there?

There are apprenticeships available at intermediate, advanced, higher and degree levels. These cover more than 1,500 job roles across 170 industries, from Nursing to Graphic Design, Horticulture to Electric Vehicle Engineering, Advertising to Nuclear Decommissioning.

Up to 27,000 quality apprenticeship vacancies are available online at any one time at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) advertising real jobs, with real employers paying real salaries.

It is really common that lots of people think that apprenticeships are only available in a limited number of job roles and only in certain sectors like construction or retail. But this isn't true – there are literally thousands of jobs out there working in all sorts of different exciting organisations.

## ▶ How long does it take to complete an apprenticeship?

Your apprenticeship can take between one and six years to complete, depending on which apprenticeship you choose, what level it's at, and your previous experience.

## ▶ When can you start an apprenticeship?

You could start an apprenticeship at any age, as long as you are aged 16 and have completed year 11. Apprenticeships start throughout the year and you can be an apprentice at any working age – even in your 30s, 40s etc.

## ▶ Which companies offer apprenticeships?

It could be that you end up working with a large company who you might have heard of before, or it could be that you end up working with a smaller business that you may not have heard of before. It's important you do your research and see what you can find out about the company before you start applying. Some companies that look really small can have amazing opportunities for their apprentices where you might work on some really innovative and creative projects, or even travelling overseas.

The opportunities will be fantastic and research conducted by the National Apprenticeship Service shows that more than 90% of apprentices stay in employment at the end of their apprenticeship.

## ▶ How much do you get paid as an apprentice?

Your salary will depend upon the industry, location and type of apprenticeship you choose.

If you're aged 16 to 18 or in the first year of your apprenticeship, you're entitled to the apprentice rate. This is currently £4.15 - but many employers pay more than this.

If you're aged 19 or over and have completed the first year of your apprenticeship, you are entitled to the national minimum wage for your age.

## ▶ What will my apprenticeship cost me?

When you become an apprentice, you'll need to cover the cost of your day-to-day expenses, such as lunch and travel.

If you're a care leaver aged 16-24, you'll receive a £1,000 bursary payment to support you in the first year of your apprenticeship.

## ▶ Don't I have to stay in school until I'm 18?

As of 2015, you will be required to stay in Education, Employment or Training - but this includes apprenticeships. An apprenticeship is a real job where you will be employed full time.

To discuss apprenticeships further, contact the Careers Office, or email: [m.hinds-mothobi2@ellisguilford.nottingham.sch.uk](mailto:m.hinds-mothobi2@ellisguilford.nottingham.sch.uk)

**READY TO APPLY? TURN TO THE NEXT PAGE!**

# STEP ONE

## Registering on and searching for Apprenticeship vacancies

You can search for apprenticeships vacancies at: [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

You don't need to register to search for vacancies, but it is a good idea to create an account to so you can:

- ▶ apply for an apprenticeship or traineeship
- ▶ track your apprenticeship applications
- ▶ receive alerts about new apprenticeships

### 1 Register your details

To register for Apprenticeship vacancies go to [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) and click 'create an account to manage your applications and get alerts about new apprenticeships' then register your details. It's free to register and once you have set up your account you can receive alerts to tell you about new vacancies that may interest you.

#### Top tip:

Make sure your email address is a professional one as it will be seen by potential employers.

### 2 Write down your login details here:

Username:  Password:

Your password must be at least 8 characters long and includes a combination of upper and lower case letters and a number.

#### Top tip:

Make sure your username is relevant and that your password is something that you can remember.

### 3 Activate your account

You may be required to activate your account after registering for the first time.

Check for a confirmation email in your inbox and follow the instructions to activate your account.

#### Top tip:

The activation email will usually appear in your inbox but it may be diverted to your spam folder – so you should check this too.

### 4 Sign in to your account

Once your account is activated and you want to sign in to your account, go to: [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) and click "sign in to your account".

### 5 Search for vacancies

To search for vacancies, go to: [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) and click on "SEARCH" and look at the vacancies that appear.

You can search for your ideal job in a number of different ways including using keywords (including job title, employer or reference number) or postcode to suit your criteria. You can also search for the level of Apprenticeship you are looking for – such as a Intermediate Apprenticeship.

### 6 Apply for vacancies

Found a vacancy? Once you've found the job you want, you are ready to apply. The job advert will tell you the method of application.

# STEP 2:

## Registering on and searching for Apprenticeship vacancies

### Where else are apprenticeship jobs advertised?

**Employer website:** Sometimes employers will advertise on their own website so if you have a particular company in mind that you want to work for, it is a good idea to keep an eye on their jobs page.

**Training provider website:** Many training providers in your area will also have apprenticeship job pages on their own websites.

**Social media:** Use Twitter to follow [@apprenticeships](#), local training providers and employers to find out about the latest vacancies

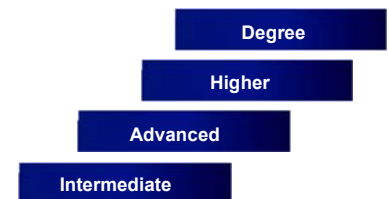
**Word of mouth:** If you are looking for a particular type of apprenticeship, make sure you tell everyone you can think of – brothers, sisters, aunts, uncles, neighbours, friends of the family, teachers etc. Quite a lot of apprentices tell us that they heard about their apprenticeship through word of mouth and got ‘tipped off’ that their employer was recruiting.

### Local Offer Nottingham & Beyond

- ▶ **NHTA ([www.nhta.org.uk](http://www.nhta.org.uk))**  
Hairdressing courses and apprenticeships
- ▶ **Aspiration Training ([www.aspirationtraining.com](http://www.aspirationtraining.com))**  
Childcare, Dental Nursing, Customer Service, Business Admin, Health & Social Care, Teaching Assistant, Team Leading/Management
- ▶ **City College ([www.citycollegenottingham.com](http://www.citycollegenottingham.com))**  
Health & Social Care, Business Admin, Hospitality
- ▶ **Stubbing Court Training ([www.stubbingcourtraining.com](http://www.stubbingcourtraining.com))**  
Horse Care
- ▶ **Stubbing Court Training ([www.stubbingcourtraining.com](http://www.stubbingcourtraining.com))**  
Horse Care
- ▶ **Remit Training ([www.remit.co.uk](http://www.remit.co.uk))**  
Automotive, Management, IT & Digital Tech, Business, Hospitality, Health & Social Care, Food Manufacturing, Retail
- ▶ **Ceata Training Academy ([www.ceata.co.uk](http://www.ceata.co.uk))**  
Apprenticeships in engineering
- ▶ **Train for Business ([www.trainforbusiness.co.uk](http://www.trainforbusiness.co.uk))**  
Sales & Marketing, Business Admin, Management, Customer Service.
- ▶ **Hit Training ([www.hittraining.co.uk](http://www.hittraining.co.uk))**  
Hospitality, Chef, Customer Service, Business Admin, Team Leader, Manager, Retail, Events, Learning & Development, Brewer, Facilities Management, Cleaning & Support

### What are the different levels of apprenticeship?

There are various levels of apprenticeship Intermediate, Advanced, Higher, Degree. An intermediate apprenticeship is normally the starting point for many students leaving school. The idea is that you can progress through the levels as you advance your career and gain more experience.



### Is a higher apprenticeship the same as getting a degree?

A higher apprenticeship is slightly different to getting a degree as you will be working to achieve more than one qualification and will also be working full time whilst you study. Depending on the type of higher apprenticeship that you undertake, you could be working towards a degree, or you could be working to achieve other professional qualifications. It might take a bit longer to achieve than if you were studying full time but the benefits are that:

- ▶ You will still be earning a full time salary whilst you study
- ▶ Your employer is likely to cover the cost of any Higher Education fees for you
- ▶ You will still be paid if you have to attend any classroom based learning
- ▶ Your employer is likely to offer you a job at the end so that they can see the return on investment into their company
- ▶ You can now study towards a degree apprenticeship. Degree apprenticeships are at level 6 and 7 and will include a Bachelors degree at level 6 and a Masters degree at level 7.

## STEP 3:

# Applying for an Apprenticeship – Important Information

Applying for an apprenticeship is like applying for any other job. You will need to make sure that you have spent a good amount of time preparing your application form and that you have demonstrated that you have all of the skills and attributes that the employer has included in the job advert.

### What is the process?

What will normally happen is that the employer will advertise the vacancy through a job advert. They will ask for applications and will tell you when the closing date is. Once the closing date is reached, they will review all of the applications that they have received. This process is called shortlisting. They will then set up interviews for those that they feel are the best match to the company. Interviews could be a traditional face to face meeting, or they could be more varied and include assessment activities and tests.



### Does everyone use the same application form?

Jobs that are advertised on 'Find An Apprenticeship' will usually follow a standard application template. This means that if you are applying for more than one vacancy, you can save yourself time by preparing your answers in a word document, then cutting and pasting the relevant parts into the apprenticeship application. Make sure you adapt your answers each time though. Some of the larger employers will want you to complete their own application form which will probably look different to the template application form on 'Find An Apprenticeship'.

### Top tips to apply

Have a look at the following video on YouTube: [www.youtube.com/watch?v=7lqFUxSLufw](http://www.youtube.com/watch?v=7lqFUxSLufw)

The film talks you through the main aspects of the application process and what to expect when you submit an apprenticeship application.

# STEP 4:

## Applying for an Apprenticeship – Creating a CV

A CV is your first chance to promote yourself to an employer. A good CV will get you to an interview. Use it to apply for advertised jobs, or to introduce yourself to employers you'd like to work for. They may have unadvertised vacancies.

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### 1. Contact details. You'll need to include:

- ▶ your name at the top of your document - no need to add CV or curriculum vitae
- ▶ your full address and postcode
- ▶ telephone or mobile number - give the number you're most likely to be available on during the working day
- ▶ email address - always use a professional sounding email address

Leave out details like your age, date of birth, marital status and nationality. These are not required.  
Add a link to your Globalbridge profile if you have made one.

### 2. Personal Profile

This is a few short lines that sum up who you are and what you hope to do. Think about the job you want and what the employer is looking for. Make your profile sound like you're the right person for the job.

### 3. Your Education History

This section can be added after your personal profile when you're early on in your career or if you do not have much work experience. Whatever order you choose, you'll need to give:

- ▶ the names of your qualifications, with achieved or predicted grades
- ▶ the school, college or university where you studied
- ▶ the dates you attended

### 4. Your Work Experience History

Include work placements, volunteering and any paid jobs you've held. You'll need to give details of:  
the employer, with most recent first

- ▶ the title of the job
- ▶ the dates you worked
- ▶ a brief outline of what you did - usually 2 to 3 lines

If you're applying for your first job, you can focus on skills you've learned through projects, part-time work, school work experience, internships, placements or volunteering.

### 5. Hobbies, interests or achievements

Use examples that show you have skills that are relevant to the job. This section is useful if you do not have much work experience.

### 6. References

You can leave out the details of your references at this point. The recruiter will ask for these when you get through to the next stage.

# STEP 5:

## Applying for an Apprenticeship – Writing your Personal Statement

Whenever you apply for a job/course, you will usually send a covering letter or personal statement (they are very similar). This is to let the employer/training provider know why you are interested in applying and why you would be a good choice for them. It is your opportunity to sell your great skills and qualities, but you must do your research and make sure your skills and qualities tie into what your future employer/training provider wants!

By then end it should look something like the one on the next page (although it will probably be a bit longer!).

<b>Qualities</b>	<b>Evidence</b>
Communication	Teams, work experience
Attitude	School any improvements, good comments, school reports, comments from work experience.
Hardworking	School reports, beating megs, qualifications gained early
Attendance and punctuality	School report, any work experience, paper round etc.
Problem solving	Type of subjects' maths, physics computing.
Working independently	Coursework results
Determination	improvement of any grades, anything outside school eg. Achieving something in sport etc
Commitment	Sticking with something, teams, work

### Strengths

I have shown high levels of commitment through my sporting activities. I have captained my team, Cloggers united, for 4 years and have played for the same team since I was 8 years old. My manger can confirm that I always attend training no matter what the weather or how busy I am. I feel this shows I am a committed person with a high level of loyalty.

### Weaknesses

I feel my attitude has been a weakness of mine, having said that I am working very hard to improve this. I may not have been focused as much as I should have in school. Recently I have made big improvements and I feel this shows I am maturing and can realise my own weakness. My reports at school contain many comments that will show this.

## STEP 6:

# Applying for an Apprenticeship – Writing your Personal Statement

**Mr John Smith  
ABC Company  
All Streets  
Any Town  
AA1 1ZZ**

**(Date)**

**Dear Mr Smith**

I saw your advertisement for the post of Bank Cashier on XYW website and am keen to apply for the role. Having read the details and the job description for the post, I believe that I would be an excellent fit for the position.

As you can see from the enclosed CV, I have previous experience of cashiering duties and interacting with customers on a daily basis. I was regularly praised for my dealings with customers and the accuracy of my work, particularly in cash handling.

I have a friendly and approachable way with customers and colleagues and have developed excellent knowledge of financial products and how these products can benefit different types of customers. I feel sure that these skills would add value to the branch's services and that I would become a valuable member of the team.

I am available to attend the interview at any time. If you wish to discuss anything to do with my application, please contact me on (phone number).

Thank you for your time. I look forward to hearing from you.

Yours sincerely.

### **Wait for the applications to be shortlisted**

If you haven't applied for many jobs before, this can be the nail-biting bit, where you're waiting to hear back from the employer. Sometimes it might help to check when the closing date was for applications - this should give you a clue as to when they'll be in touch.

It's a good idea to apply for more than one apprenticeship vacancy at one time. Try and get a number of applications to potential employers; that way you're increasing your options and not waiting for a response from one employer.

If you don't get an interview, don't take it personally. It's usual to apply for a number of vacancies before you find the right apprenticeship for you. This happens to everyone and it's part of the normal process.

# STEP 7:

## Applying for an Apprenticeship – The Interview

Everyone goes through the interview process at some stage of their working life. When you apply for new jobs, you will almost always have an interview, whatever stage you're at in your career.

If you're planning on working for bigger organisations, you might have two or three interviews. A smaller employer may just want to meet you face-to-face, to see if you fit into their organisation. Interviews can range from face-to-face, a panel interview, on the telephone or online. It just depends on how the employer wants to conduct it.

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### 1 Before Your Interview

#### *Check where and when*

Find out what time your interview is, then figure out the best way to get there in plenty of time. Also check the employer's website for the address, directions and any useful advice on finding their premises.

#### *Know your stuff*

It's worth finding out as much as you can about the apprenticeship, and the organisation that's interviewing you. You might also want to keep up to date with the relevant news in your industry, just in case your interviewer asks your opinions on any relevant news stories.

#### *Practice*

Try a mock interview with a teacher, adviser or even a friend. A simple practice interview can help you feel more confident, and see what questions and answers you need to practice.

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### 2 Day of the interview

#### *What to wear*

You don't necessarily need to wear a suit, but smart trousers or a skirt and a shirt or blouse will show you're taking it seriously.

#### *Get there early*

Especially if you're using public transport. Look to arrive between 10 and 15 mins before your interview time, and make sure you have their phone number handy so you can let them know if you're delayed. Remember, being on time and reliable could be the first thing they learn about you.

#### *Good body language*

Try not to slouch, yawn or fold your arms. Stay calm and alert, sit up straight and make eye contact. Whoever is interviewing you will know you're nervous and not necessarily used to being asked interview questions.

#### *Don't worry if you don't understand*

Ask them to repeat or rephrase the question. If you're still unsure make a good guess, or relate it to something you know better.

#### *Ask them questions too*

This is your apprenticeship too, so make sure you show enthusiasm and prepare a few questions to ask your new potential employer.

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**If you're the successful candidate, you'll be offered the apprenticeship by the employer.**