

An apprenticeship is a genuine job and under all circumstances an apprentice will be employed from day one. Apprenticeships combine practical training in a job with study. You're an employee with a contract of employment and holiday leave. By the end of an apprenticeship, you'll have the right skills, knowledge and behaviours needed for your chosen career.

An apprentice will:

- Work alongside experienced staff.
- Gain job-specific skills.
- Earn a wage and get holiday pay.
- Be given time for study/training related to their role (the equivalent of one day a week i.e. 20% off the job training).

All apprenticeships include elements of on the job and off the job training, leading to **industry recognised standards or qualifications**, the apprentice has to meet a set of knowledge, skills and behaviours specific to that apprenticeship standard. Apprenticeships also require an assessment at the end of the programme to assess the apprentice's ability and competence in their job role.

It can take between one and 6 years to complete an apprenticeship depending on the level and which occupation (career/trade or profession) you choose. The requirements for entry at a specific level will differ and may depend on your existing qualification and/or previous experience. The apprenticeship itself is funded from contributions made by the government and your employer.

Levels of an apprenticeship:

Each apprenticeship has a level and an equivalent education level. You can start an apprenticeship at any level.

Depending on the level, some of the apprenticeships may:

- require previous qualifications such as an English or maths GCSE.
- give extra training in the English or maths skills needed so you're at the right level.

At the end of your apprenticeship, you'll achieve the equivalent education level. For example, if you complete a level 3 apprenticeship, you'll achieve the equivalent of 1 or more A levels (depending on the apprenticeship standard).

Apprenticeship	Level	Equivalent educational level
Intermediate	2	GCSEs.
Advanced	3	A level/T level or Level 3 Technical & Vocational course.
Higher	4, 5, 6 and 7	Foundation degree, Higher National Certificate or Diploma and above.
Degree	6 and 7	Bachelor or Masters degree.

Note: Not every apprenticeship has a specific qualification attached to it however, all apprenticeships are at a level that is **equivalent to** a specific education level.

Whilst doing an apprenticeship you will get paid; for details of the national minimum hourly rate and the national living wage please click here <https://www.gov.uk/national-minimum-wage-rates>.

Entry requirements vary, but for Intermediate and Advanced Apprenticeships **most employers look for GCSE grades 4 to 9** in at least English, Maths and for some jobs, a Science or a Technology subject. Many employers expect applicants to be able to demonstrate a basic level of ICT skills. For Higher and Degree Apprenticeships **most employers look for A levels / T Levels or equivalent Technical & Vocational Qualifications**. It is important to look at each apprenticeship's entry requirements.

You will need to be well-prepared for an apprenticeship. You should do some research on the industries of interest and the company or companies offering apprenticeships; look at the different roles on offer and think about which one(s) interest you the most. Remember you will be competing against other people for the apprenticeship and knowing why you want the job and how your skills link to that type of apprenticeship will be important. Ideally, you should also try and do some work experience or take part in something that allows you to demonstrate you have the skills for that job (for example being the finance director for your Year 11 business enterprise challenge or being the team leader on your Duke of Edinburgh Expedition). Doing some preparation will help you confirm your interest in the apprenticeship area and prepare you for when you get invited for an interview.

If you're not ready for an apprenticeship, then you can find out about alternatives:

- For instance, skills for life or work ready programmes at local colleges or training providers. Some local providers may also offer some form of traineeship programme. Talk to your career practitioner to learn more about your options.
- T Levels, training programmes, skills bootcamps or similar.

For more information see the document A Guide To Apprenticeships by clicking on this link

<https://assets.ctfassets.net/8kbr1n52z8s2/4L5ph3qMMa0Sl4VpgfnpYW/d9c4dc26161f97c3d0e0368a4e8295f7/PDF-a-guide-to-apprenticeships.pdf> or ask your career practitioner for help.

Once you've decided to apply use the following guide to help you

<https://assets.ctfassets.net/8kbr1n52z8s2/sSy3aWTEOGm6lOdmTj5x/48fc386261df2d17ef906ebdcd8c02af/PDF-a-guide-to-apprenticeship-applications.pdf>

Finding an apprenticeship:

The most popular way to find an apprenticeship is to visit the following websites:

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

Here you will be able to:

1. Find out about apprenticeships and the different types available. Apprenticeships are now available in most industry sectors.
2. Hear real stories and find out about the benefits of doing an apprenticeship.
3. Browse and apply for apprenticeship vacancies.
4. Get hints on tips on how to go through the apprenticeship process which includes your application and preparing for an interview.
5. Find information about how you'll be assessed and certification of your apprenticeship.

You could also complete your own research:







- Look for local training providers or colleges who offer the apprenticeship standards that interest you.
- Contact local companies you would be interested to work for and share with them your interest in an apprenticeship and possibly your CV.

Get in touch with local and national training providers and colleges that offer apprenticeship opportunities. Training providers and colleges work with employers and the apprentices to deliver the training programmes and support the skills development of the apprentice in readiness for meeting the knowledge, skills and behaviours (KSBs) required to meet the apprenticeship standard and complete the end point assessment (which will be the final test/demonstration of the apprentice's competence in their role).

Remember that with some of the training providers and colleges, you will be required to find your own employer, so be sure to ask how the training provider or college will work with you and support you with this.

To access a list of training providers and colleges locally and nationally that offer the apprenticeship standard that interests you look at the following website. Although primarily aimed at employers, you can enter the job/career you are interested in and then look for local training providers and colleges who offer training in your chosen job/career: <https://www.gov.uk/employers-find-apprenticeship-training> or ask your career practitioner in school who will be able to support you with identifying local providers.

Local Authorities and Borough Councils across the whole Hampshire region offer advice and opportunities, to find out what they are offering or advertising see the links below:

	<p>Hampshire County Council: https://www.hants.gov.uk/educationandlearning/yourfuture</p>
	<p>Portsmouth City Council: https://www.portsmouth.gov.uk/services/business/employment-learning-and-skills/apprenticeships/</p>
	<p>Southampton City Council: https://www.southampton.gov.uk/jobs/apprenticeships/ Apprenticeships at Southampton City Council: https://www.southampton.gov.uk/jobs/apprenticeships/apprenticeships-council/</p>
	<p>Basingstoke & Deane Borough Council: https://www.basingstoke.gov.uk/national-apprenticeship-week</p>
	<p>Test Valley Borough Council: https://www.testvalley.gov.uk/aboutyourcouncil/a-great-place-to-work/apprenticeships</p>
	<p>New Forest Council: https://www.newforest.gov.uk/article/2864/Apprenticeships</p>

Another way to find an apprenticeship is to find an employer yourself. You can do this through a variety of methods using:

1. Job search websites. For example, Indeed, Reed, Monster, Totaljobs or Glassdoor are a few of the popular ones.
2. Company websites. A lot of companies nowadays like you to apply online via their company website. If there are no suitable vacancies, but you are still interested in that company, contact them via phone, email, post or in person with your CV and a covering letter asking about suitable opportunities. To find company details use your search engine, Linked In, Facebook or www.yell.com.
3. Vacancy bulletins in the Job Centre.
4. Industry specific publications.
5. See your career practitioner in school.
6. Talk to family and friends as they may have contacts in specific industry sectors.
7. Local Newspapers - although this method of advertising is becoming less popular.

General hints & tips:

- The key to finding an apprenticeship that suits you is to research and be proactive. You should check the apprenticeship and job websites regularly for new opportunities and try all available pathways to secure an apprenticeship you are taking appropriate steps but it's always good to have a backup plan as well.
- Make sure your CV is up to date and get it checked by several people for mistakes. If you email a CV & covering letter don't use a silly email address e.g. judeyjooyay@hotmail.com - be professional.
- When handing in your CV & covering letter in person, dress smartly just in case the manager is available to see you straight away. Make a good first impression.
- If you do not find an apprenticeship straight away – do not panic! Some companies advertise as early as one year in advance and others will have a shorter recruitment window – Persevere! For school leavers (intermediate and advanced apprenticeships) vacancies tend to rise from February and opportunities may peak towards the summer. For higher and degree apprenticeships start looking a year in advance.
- Don't wait until the deadline to apply! Sometimes when employers get a large volume of applicants, they will shut the application window early.
- If you find a vacancy you are really keen on, but the deadline closes before you finish school it can be a good idea to reach out to companies with a CV and a covering letter explaining your content and expressing your interest.
- Apply for all those that interest you, learn from your experiences at interview and when exploring the companies to help you decide what would be right for you. If offered more than one apprenticeship, consider what will suit you best and accept the most suitable offer for you.
- Prepare for your interview and practice answering questions you may be asked. Use the following guide to help you:
<https://assets.ctfassets.net/8kbr1n52z8s2/16gBmnXLerznk7H2wMGlnN/27293ee12c50a6c2413714674fbaef19/PDF-a-guide-to-apprenticeship-interviews.pdf>
- Ask for help from a career practitioner, teacher, parent or guardian if you need help completing an application form.
- No idea what sort of apprenticeship or job you want? BOOK A CAREERS APPOINTMENT NOW!

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