



An apprenticeship is a system where you get on-the-job training, alongside studying for the required qualifications for that role and getting paid. 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.

It can take between one and 6 years to complete an apprenticeship depending on the level and which trade or profession you choose. This may be due to your existing qualifications and previous experience. It's funded from contributions made by the government and your employer.

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

<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.

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>

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>.

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 an A level.

| Apprenticeship | Level | Equivalent educational level |
|----------------|---------------|--------------------------------|
| Intermediate | 2 | GCSE. |
| Advanced | 3 | A level. |
| Higher | 4, 5, 6 and 7 | Foundation degree and above. |
| Degree | 6 and 7 | Bachelor's or Master's degree. |

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 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 <https://www.apprenticeships.gov.uk/apprentices/apprenticeships-alternatives#tlevels>

Other methods of finding an apprenticeship:

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: <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, Borough Councils and specialist Apprenticeship Hubs exist across the whole Hampshire region, to find out what opportunities they are offering or advertising see the links below:

| | |
|---|---|
|  | <p>Hampshire County Council</p> <p>https://www.hants.gov.uk/educationandlearning/yourfuture</p> |
|  | <p>Portsmouth City Council</p> <p>https://www.portsmouth.gov.uk/services/business/employment-learning-and-skills/apprenticeships/</p> |
|  | <p>Southampton City Council</p> <p>http://access-southampton.co.uk/apprenticeships/</p> |
|  | <p>Basingstoke & Deane Borough Council</p> <p>https://www.basingstoke.gov.uk/national-apprenticeship-week</p> |
|  | <p>Test Valley Borough Council</p> <p>https://www.testvalley.gov.uk/aboutyourcouncil/a-great-place-to-work/apprenticeships</p> |
|  | <p>The Apprenticeship & Skills Partnership – includes:</p> <ul style="list-style-type: none"> • The Solent Region. • North Hampshire and Surrey. <p>https://www.theapprenticeshiphub.com</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:

- 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.
- 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/8kbr1n52z8s2/16gBmnXLerznk7H2wMGIInN/27293ee12c50a6c2413714674fbaef19/PDF-a-guide-to-apprenticeship-interviews.pdf>
- Ask for help from a career practitioner, teacher or parent if you need help completing an application form.
- No idea what sort of apprenticeship or job you want? BOOK A CAREERS APPOINTMENT NOW!

Through this document you may be informed of other websites which are not under the control of EBP South. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

This document has been collated by EBP South from information available in the public domain - September 2023. Should you require this document in a larger font or format, please contact your Career Practitioner or enquires@ebpsouth.co.uk