

APPRENTICES

# STUDENT APPRENTICESHIP GUIDE

**For students in years 12 to 13 considering apprenticeships as a career option.**



# Before you start

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## 5 things you need to know about this guide

### 1. The guide is interactive

The guide is packed with checklists, short films and areas for you to write your notes about apprenticeships. Use it to write down anything useful that you discover.

### 2. Tick it off and save as you go

Every page contains a tick box that you can select to show that you have completed the page. That way, you can remember where you've read up to (as long as you remember to click 'save').

Please remember to keep clicking save as you work through this guide as some links will take you away from the page that you are working on and your work might be lost. Practice now - click on 'save' on your computer

I know how to save my work in this document.

### 3. Let's talk about apprenticeships

Although you can complete this guide on your own - it's even better if you talk through some of the sections with your form tutor or parent/guardian. Remember to keep them involved and let them help and support you.

### 4. Complete this guide whilst applying for other options

This guide is designed to be completed whenever you need it. You can use it to help you with your applications for apprenticeships so that you don't miss out on any amazing apprenticeships being advertised.

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# 1. What is an apprenticeship?

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## What is an apprenticeship?

An apprenticeship is a real job, with hands-on experience, a salary and the chance to train and gain qualifications while you work.

- You are treated just like all other employees, with a contract of employment, a salary and holiday leave.
- You are given real responsibilities.
- You will spend at least 20% (equivalent to 1 day a week) of your time completing off-the-job training, often at a college, university or with an independent training provider.
- You will train to be fully competent in your chosen occupation.

Q. Can I apply for apprenticeships and also apply for full-time university at the same time to keep my options open?

A. Yes. Apprenticeship opportunities are advertised all year round and many employers will advertise up to one year in advance of when they need their apprentice to start.

## How will I study as an apprentice?

In apprenticeships, this is called 'off-the-job training' and should equate to 20% of your time. Your off-the-job training will be completed within your paid hours and will fit around the job commitment and needs of the business. There are different ways that off-the-job training can be delivered. It could include:

- Once a week (day release)
- In blocks of a week or more at scheduled times (e.g. a week in September)
- Studying online
- A combination of the above

Your employer will select the apprenticeship training provider that will support you with your programme.



## Hosanna's story

Hear about Hosanna's apprenticeship in Technical Theatre with the Royal Opera House and how she found her apprenticeship.

<https://tinyurl.com/YYTbOu7v>

# 1. What is an apprenticeship?

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## What will I study?

Every apprenticeship will have a Standard, which outlines what the apprentice will learn and how their skills and knowledge will be assessed.

The Standard is a short document (two or three pages) that has been created by different employers and industry experts. It sets out the Knowledge, Skills and behaviours that they have agreed the apprentice will need to demonstrate to be assessed as 'competent' to perform that role at the appropriate level. It will also set out the qualifications that you will achieve as part of your apprenticeship and will explain how the assessment process will work.

As well as the formal off-the-job learning, it is important to remember that you will also be gaining new skills every day as an apprentice, learning from the people that you work with who will help you to understand your role and the industry that you work in. You are constantly learning through an apprenticeship and will be applying your new knowledge and skills immediately in the job.

Q. If I have completed A-Levels, should I just look at degree apprenticeships?

A. No, you should look at all levels of apprenticeship. For example, some employers will need you to complete an advanced apprenticeship first.

## Which apprenticeships are available?

There are thousands of apprenticeships in different job roles and industries. Each apprenticeship will also have a 'level' attached to it. The four levels of apprenticeship are:

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at A* - C or 9 - 4
Advanced	3	2 A Level passes/Level 3 Diploma/ International Baccalaureate
Higher	4, 5, 6 & 7	Foundation degree or above
Degree	6 & 7	bachelor's or master's degree

## How do the levels work, and which one should I do?

It will depend on the job role and your prior qualifications and experience as to which level you will need to start at.

Try to keep your options open and explore everything. If you see a job title that you haven't heard of before, being advertised at a different level to the one you had in mind, don't dismiss it - have a quick read. You may be surprised at the range of opportunities that are available covering different levels and durations.



# 1. What is an apprenticeship?

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## Who can do an apprenticeship?

Anybody can do an apprenticeship, as long as you are 16 or over, living in England and not in full-time education.

## How long does an apprenticeship take?

It usually takes between 1 and 4 years to complete an apprenticeship, depending on which level you do.

As a minimum, an apprenticeship must last for 12 months. Some apprenticeships, especially those at higher or degree level can last for between four to six years. This is because apprentices are balancing studying and working full-time at the same time, so it can take a bit longer to complete than the traditional route.

## Who is the training provider?

The training provider provides the off-the-job training, but they also have a key role in assessing your progress towards achieving your apprenticeship and ensuring that you feel supported.

There are lots of different organisations that are registered as training providers and could include:

- Independent Training Providers
- FE Colleges
- universities
- Employer providers

Your training provider will be a crucial link between you and your employer. They will help you to complete your programme and will also be able to support you if you have any concerns or worries.



## What is a training provider?

Watch this short video clip from training provider, WhiteHat. They explain how they support their apprentices and the exciting groups and activities that you can be part of.  
<https://tinyurl.com/YxbS2YWR>

## How will I be assessed?

All apprentices go through a process called End Point Assessment (EPA), which is taken at the end of the apprenticeship. It is different for each apprenticeship, but could include a presentation, an interview, a practical observation, an online assessment or a different method. The EPA will test both your academic learning and occupational competence, which essentially means they will be looking for you to provide evidence and examples that demonstrate that you know how to perform your job.

# 1. What is an apprenticeship?

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## Entry requirements

Each apprenticeship vacancy will specify the entry requirements and skills or qualities the employer is looking for.

Entry requirements can vary between different employers. Some employers might ask for GCSEs, others will ask for A Levels and some will ask for no qualifications at all. As well as entry requirements, employers will be looking for how you will fit in with the organisation and for your passion and interest in working in that job role.

It is important to pay close attention to each employer's advice and guidance on applying for them, so that you can really stand out in the application process and ensure you meet their requirements.

## What will I be paid?

Many people think that apprentices are low-paid, and this can sometimes be true, depending on the employer.

Legally, an employer must pay an apprentice the National Minimum Wage for apprentices, which will rise to £4.15 in April 2020. This is lower than the normal National Minimum Wage, but it recognises that some people will be going into their first job with no experience at all. To read more about the National Minimum Wage see page 60.



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



# 1. What is an apprenticeship?

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Is there anything about apprenticeships that you are still not sure about?

use the box below to make a note of anything that you would like to discuss with your teacher or research further.

I have discussed this with my teacher/parent/other



## 2. Higher and degree apprenticeships

### What are higher apprenticeships?

Higher apprenticeships are at levels 4 & 5 and the apprentice achieves a qualification equivalent to a Higher Education Certificate / Diploma or a Foundation Degree.

### What are degree apprenticeships?

Degree apprenticeships are Level 6, equivalent to a bachelor's degree, and Level 7, equivalent to a Master's degree.

### A degree without the debt

Apprentices do not need to pay for their tuition fees, as the employer and/or government fund the apprenticeship.

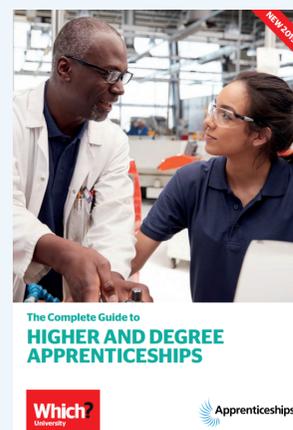
Q. What happens if I don't finish the apprenticeship, do I have to pay the fees back?

A. No, you will not be expected to pay back the apprenticeship training costs.



### Higher and degree vacancies

At various points throughout the year, the government produce a listing of higher and degree vacancies. Click the image or visit <https://tinyurl.com/YC7GGUVV> to see a list of some of the latest employers, roles, salaries and application dates.



### The complete guide to higher degree apprenticeships

Which? University, in conjunction with the Department for Education, has published a new guide to higher and degree apprenticeships. The guide covers what students need to know about apprenticeships. There's also practical information around long term career prospects and the next steps to apply and succeed. Visit <https://tinyurl.com/yys99p6w> to view the guide.



## 2. Higher and degree apprenticeships

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### Frequently Asked Questions

Some of the most commonly asked questions about higher and degree apprenticeships have already been answered for you.

Q. Do employers value degree apprenticeships as highly as they value traditional degrees?

A. Yes - employers really value degree apprenticeships because you will be applying what you learn immediately in the workplace.

Q. Is a degree apprenticeship a real degree?

A. Yes - it is exactly the same as a degree that you would study full time, except it will be studied in a different way and your apprenticeship may also include additional qualifications and/or professional accreditation.

Q. Do you get a social life as an apprentice?

A. Of course you do! You will hear from lots of apprentices throughout this guide who will share more about their experiences and work/life balance.

Q. What is professional accreditation?

A. This is where you will achieve an industry-wide recognised certificate or qualification to recognise your skills and competencies in the role.



## 2. Higher and degree apprenticeships

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Is there anything about higher and degree apprenticeships that you are still not sure about?

use the box below to make a note of anything that you would like to discuss with your teacher or research further.

I have discussed this with my teacher/parent/other



## 3. What are the benefits of an apprenticeship?

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Watch this film about Chris and the benefits of his apprenticeship: <https://tinyurl.com/Y2v4qHNu>

### 1. Job ready

Through apprenticeships, you will learn the skills and knowledge that your employer feels are the most relevant to your job role, making you more competitive and employable.

### 2. Paid while you learn

You earn a salary and do not have any fees or debt for training and tuition. This gives apprentices financial independence.

### 3. Gain professional accreditation

Some apprenticeships also allow individuals to gain professional accreditation, which is an industry-wide qualification or certificate that demonstrates that you have the experiences, as well as the qualifications, to do that job role.

Some industries require this of an individual before they can practise that profession, such as an Accountant or Solicitor, and apprenticeships provide that status immediately, compared to full-time education where they may have to seek further experience after their degree.

### 4. Experience

You have transferable experience and skills, having worked on real projects and tasks in a business environment from day one. You are immediately immersed in your industry, learning industry-specific skills and an understanding of its priorities and landscape.

### 5. Support

Your support network as an apprentice is vast, with your employer, colleagues, apprentice colleagues, training provider and many other networks providing both personal and professional support.

### 6. Networking

Not only are you learning from experts and professionals within your organisation, but you will have opportunities to meet other professionals in the industry.

### 7. Long-term career

Having so much practical experience, apprentices can often quickly progress through their organisation or industry, with many having moved on to manage their own teams of apprentices or becoming Directors of their organisation.

### 3. What are the benefits of an apprenticeship?

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Hear from apprentices about the benefits of their apprenticeship



*"I would advise any student to consider an apprenticeship, as it is a powerful opportunity to grow. If you prove yourself, you'll be able to do very interesting, challenging and high-profile tasks!"* Irena, Apprentice, Addleshaw & Goddard



*"Gaining experience is one of the most difficult things to do, but an apprenticeship gives you the perfect opportunity to do this, it will really hold you in good stead for the future!"*  
Matthew, Apprentice, Devon County Council



*"My apprenticeship is so interesting! You get given so many responsibilities and have to be accountable. It's so motivating feeling valued."*  
Zoe, Apprentice, Unilever



*"I've done and learnt things I never thought I would. It's not an exaggeration to say that my apprenticeship has changed my life!"*  
Badar, Apprentice, University of Exeter



*"I'm a kinaesthetic learner and there's no better way to develop than in the workplace from experts in the field."* Kathryn, Apprentice, Addleshaw & Goddard



### 3. What are the benefits of an apprenticeship?

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#### Why employers love apprentices

Find out more about the benefits of apprenticeships from three exciting employers by watching the films below.



Channel 4

Click the film above or visit: <https://tinyurl.com/Y5SuTPzu>



Royal Opera House

Click the film above or visit: <https://tinyurl.com/Y4858SDv>



Robert Welch

Click the film above or visit: <https://tinyurl.com/YYzNHCO6>

After watching the films, what do you think are the top reasons why employers value apprentices? Please list five reasons below: 1.

2.

3.

4.

5.



### 3. What are the benefits of an apprenticeship?

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#### Why might an apprenticeship be beneficial to you?

Have a think about why an apprenticeship might be a good option for you.

Are you a hands-on learner? Do you want to get into work straight away? Do you want to earn a salary? Look at the range of benefits listed below and select which ones are most relevant to you:

I can start earning a salary

I can get straight into work

I can still achieve a degree, but without the debt

I can live at home

I can re-locate

I can do something that interests me

I can have an impact straight away

I can work for a well known company

I can apply my learning in the workplace immediately I can build up skills and experience

I can change people's lives

I can make a difference to the environment

I can help to develop a product for the future I can use new technology

I can master a traditional skill

I can progress my career faster

I can have real responsibilities in the workplace I can develop my confidence

I can work with different departments

I can travel

Can you think of any other benefits that an apprenticeship could bring you personally? Please add them in the space below



### 3. What are the benefits of an apprenticeship?

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Is there anything about the benefits of apprenticeships that you are still not sure about?

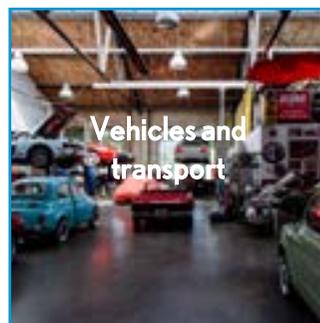
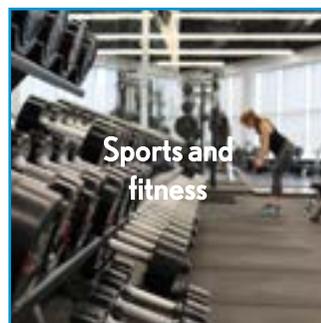
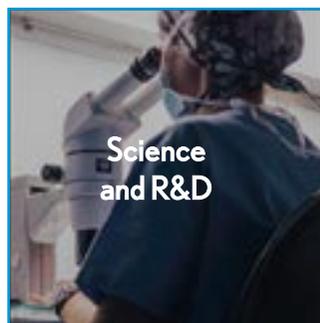
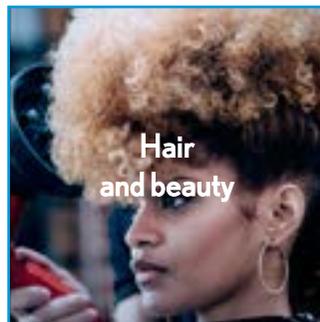
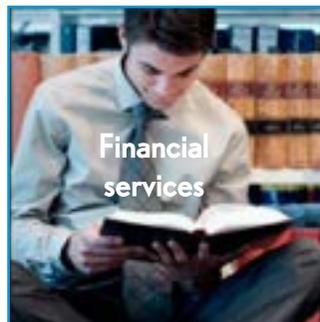
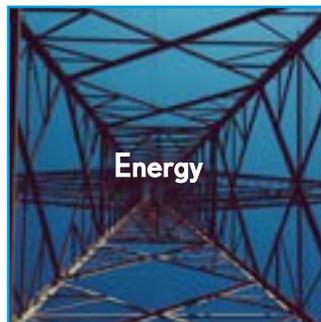
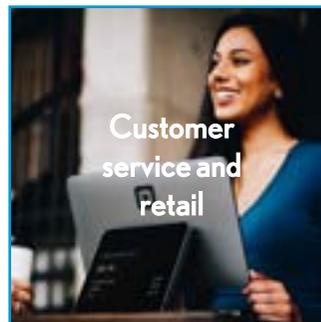
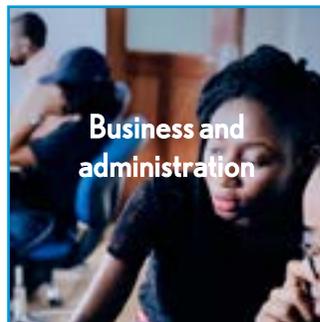
use the box below to make a note of anything that you would like to discuss with your teacher or research further.

I have discussed this with my teacher/parent/other



# 4. Which apprenticeships are available?

As you are looking through the different apprenticeships, note down the ones that are interesting to you or stand out on the next page. Read the descriptions about what the apprenticeship involves and make a note on the next page of anything that you think is important.



## 4. Which apprenticeships are available?

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Use the sections below to make notes about the apprenticeships that you find interesting: What did you find interesting? Did anything surprise you?

Apprenticeship job roles that interest me:

Employers that interest me:

Job roles I would like to find out more about:

Job roles I definitely don't want to do:



# 4. Which apprenticeships are available?

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## Find an apprenticeship

Search and apply for an apprenticeship in England

Search [Browse](#)

**Keywords (optional)**  
Can include job title, employer or reference number

**Your location**  
Enter postcode, town or city or [use current location](#)

**Within**

**Apprenticeship level**

**Help**  
[How to search for an apprenticeship](#) (interactive walkthrough)  
0800 015 0400  
[Contact us](#)  
[Coronavirus \(COVID-19\): read our guidance for apprentices](#)  
[About apprenticeships](#)  
[Find a traineeship](#)

### Find an apprenticeship

There are hundreds of different apprenticeships to choose from. To apply for one, you'll need to create an account on the find an apprenticeship service. You can also save any apprenticeships you like and then apply for them later. To browse vacancies visit; <https://www.gov.uk/apply-apprenticeship>

If you've seen an apprenticeship you like on the employer's website, you can apply for it directly.

It's a good idea to apply for a few apprenticeships at a time. This increases your chances and means you're not waiting for a response from an employer.

It's normal to feel nervous when you're applying for an apprenticeship or waiting to hear back from an employer. Try to find out the closing date of the application as this may give you a clue about when you'll hear back.

It usually takes a few applications to find the right apprenticeship. So if you don't hear back or get an interview, don't take it personally - it's normal and happens to everyone.



## 4. Which apprenticeships are available?

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Is there anything about the range of different apprenticeships available that you are still not sure about? use the box below to make a note of anything that you would like to discuss with your teacher or research further.

I have discussed this with my teacher/parent/other



# 5. Is an apprenticeship right for me?

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## Is an apprenticeship right for me?

Lots of individuals will feel pressured to make the 'right' decision about their future, whether this is applying to university, applying for apprenticeships or maybe doing something different like a gap year or volunteering.

Many young people will change their minds about what they want to do. For example, some apprentices applied for or even started at university, then decided it wasn't right for them and applied for an apprenticeship instead.

We want to reassure you that it is ok for you to change your mind. One of the best ways to prepare yourself will be to research all of your options and to then start to work out what is really important to you.

## General tips if you're not too sure

- Think about your long-term career goals. Research all of the different routes you can take to get there.
- Organise some work experience to test out what kind of environment & industry you might enjoy.
- Speak to people about their experiences of apprenticeships, university and their career journeys to get an idea of all of your options.
- Apply for everything - don't limit yourself to just applying for university or just apprenticeships.

And remember, don't panic, it is ok to change your mind!



## 5. Is an apprenticeship right for me?

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### Do employers really value experience?

Anisa currently works at Turner broadcasting System, owners of Cartoon Network and boomerang in the UK. Read on to hear more about Anisa's apprenticeship story.

It's been over a year since I was last classed as an apprentice. Since then, I've had two full time roles in well-known companies that didn't ever ask about my degree experience, but instead asked about my work experience that I undertook during my 3 years as an apprentice.

Most people thought an apprenticeship was plan B, a phase of a gap year and then I would go back to my original plan of university. However, I knew deep down I was going to make the most of my apprenticeship. I wanted to use it to get my foot in the door to wherever I wanted, but I let those people think what they want as I had nothing to prove to them.

That's the thing that puts a lot of people off apprenticeships; there's still a stigma and the possibility of it being a waste of time, but I honestly don't think any time spent in an apprenticeship is a waste.

There's no age limit on doing an apprenticeship and there's no age limit on doing a degree. So even if you spent a year doing an apprenticeship that didn't go to plan, there's nothing stopping you from doing another apprenticeship. You could go to university afterwards or even just find your own route.

People told me not to do another apprenticeship as I would just end up in a hole and unable to get a "real" job, but once they heard it was at the BBC with a degree, they soon changed their tunes.

However, that's not the reason I took the job. I took it for the experience at a well known and loved corporation that I grew up with as a child and so I spent two years there, working full time whilst doing a degree with the apprenticeship qualification. Whilst working there, I also managed to get experience in a role within Audience Research/Insights, something I would later deem to be my future career path.

In 2017, I got a job as a Research Analyst at a leading global provider of PR and services and I was there for 9 months. The best part about that job is that they judged me not based on my academic qualifications, because at that point I had not yet completed my degree, but on my work experience which I had spent 3 long years building at both of my apprenticeships. To be hired on that merit alone is a feeling which won't ever be forgotten.

That feeling happened again in May 2018 when I received news of successfully getting a new job as a Data and Consumer Insights Analyst at Turner Broadcasting System, who own channels such as Cartoon Network and Boomerang in the UK.

The best part about this job is that again, I was judged on my personality and work experience rather than academic qualifications and I know this because not once during my application or my interviews was I asked about my degree or education history.



# 5. Is an apprenticeship right for me?

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## Will I have a social life as an apprentice?

Luke Dorman is a member of the Young Apprentice Ambassador Network. Read on to hear more about Luke's apprenticeship story.

Let's be honest, the one thing every person that starts an apprenticeship is worried about is missing out on the so called "uni Lifestyle". The "uni lifestyle" has been massively glamourized as this rite of passage for young people; a fun fuelled 3 years of parties and new experiences. However since starting my apprenticeship I have found that I am not missing a thing!

From the get go, I was introduced to around 10 other people who were also recently hired apprentices with the same fears and reservations as myself. Will I make friends at my new job? Will I have a fun social life still? Will I have to eat lunch on my own every day? Naturally when we all first met the conversation wasn't exactly flowing. We all started with the obvious questions such as "where are you from?", "what department are you in?"

However after spending more and more time together we found a key starting point for forming a friendship. Our apprenticeships. As people all starting out as apprentices in the same organisation we were all facing the same trials and tribulations that go with the territory. Seeing and speaking to each other became a support group. If ever we were feeling stressed out or tired we could always just go to each other for support or even just to vent!

I think it was inevitable that we would eventually begin to really converse with each other. It didn't take long to have our own inside jokes and to start behaving like any group of young people would (despite the constraints of working in an office!).

There is also one important factor that meant we could all have an active social life. Money! As apprentices we all get paid so we can afford to do fun things. Whether it is going for drinks, meals, having a party or bowling, we had the money to go out and enjoy ourselves. It seems obvious, but one of the best bits of an apprenticeship is earning money. It gives you the freedom to do lots of things such as living on your own or running your own car. For me, my wages simply gave me the freedom to go out and enjoy myself!

From lunches together with small talk; we then began seeing each other outside of work, going for meals, doing things as friends rather than co-workers. So to anyone saying that you miss out on valuable life experience from the so called "uni lifestyle", I would say that an apprenticeship is what you make of it. If you make the effort to get to know the people around you, then they will too. There is no shortage of opportunity to have a fun, active social life. Who needs the "uni lifestyle"? I'd say apprentices don't miss a thing!



# 5. Is an apprenticeship right for me?

## University or apprenticeships?

both routes enable you to get a full degree qualification, there are just slight differences in how you achieve it. Click to watch the film below, or visit: <https://tinyurl.com/Y6FO4W4G>, to learn some of the key differences.



## Comparing the options

We have started a table below, comparing the options that full-time university and apprenticeships offer you.

Can you think of anything to add? use the space at the end of the table to include your ideas.

University	Apprenticeships
Student chooses university location	Apprentice chooses employer location
Student chooses from range of subjects and topics	Employer chooses university/ provider location
On campus learning	Employer chooses subject of degree based on job role
Funded by student	Combination of workplace and off-the-job learning
	Funded by employer and/or government

# 5. Is an apprenticeship right for me?

## Weigh up your options

Find three people to interview (this could be a parent / carer / sibling / friend) and ask them the questions below.

Log their responses by adding a Y for 'yes' or an N for 'no' in the boxes provided.

Person A's name \_\_\_\_\_

Person B's name \_\_\_\_\_

Person C's name \_\_\_\_\_

Questionnaire	Person A		Person B		Person C	
	Apps	Uni	Apps	Uni	Apps	Uni
Can you move away from home?						
Will you have an interview to get a place?						
Will you be required to study?						
Will you have to pay for your study / training?						
Will you get experience of work whilst studying?						

Questionnaire	Person A		Person B		Person C	
	Apps	Uni	Apps	Uni	Apps	Uni
Will you earn a salary from day one?						
Could you achieve a degree?						
Will you need to balance working and learning at the same time?						
Will you have the opportunity to make new friends?						
Will you have access to an NuS (National union of Students) card?						

What do you notice about the responses that you have collected?



# 5. Is an apprenticeship right for me?

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## What is important to you?

Create a list of what is important to you for all of your options post sixth form.  
Remember to think about:

- Whether you want to carry on studying and how long for
- Whether you want to work straight away
- How you like to learn
- How will finance affect your options?
- Do you want to travel/move away?
- Your long term goals

Important to me	Not important to me

Important to me	Not important to me



## 5. Is an apprenticeship right for me?

### Is there anything you are still not sure about?

Use the box below to make a note of anything that you would like to discuss with your teacher or research further.

I have discussed this with my teacher/parent/other



## 6. Choosing an apprenticeship

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There are so many apprenticeships available, it can sometimes be difficult to decide which one might be the best for you.

Below are some resources that have been designed to help demonstrate what apprenticeship opportunities your education and passions can lead to.

Click on each image to find out more and use the notes box at the bottom of this page to note anything that jumped out at you whilst you are reading



### Important notes:



## 6. Choosing an apprenticeship

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### Skills and interests

Visit the Apprenticeship Guide website by clicking on their logo below or visiting <https://tinyurl.com/Y4HVYPYM> for some helpful inspiration about what apprenticeships you might like to do based on your skills and interests.



### Large or small employer

There are many benefits to working for both a large and a small employer. The name of a big brand can often be the most attractive when choosing an apprenticeship, but small businesses can offer brilliant apprenticeship schemes with opportunities and experiences that may not always be as accessible in such a large organisation.



### Hear direct from an apprentice

Click on the film, or visit <https://tinyurl.com/Y5JEELM6> to hear from Charlotte about her apprenticeship as a Recruitment Consultant and what it's like working in a smaller business.

### What is it like when you work for a small company?

We spoke to some apprentices who work for small companies and asked them what they thought. Here's what they said:

"The best thing about being in a smaller business is that you get a really personal experience. You will spend a lot of time with your colleagues, and will get to know the business owner really quickly too"

"In a smaller team, everybody knows everybody, so this is a nice way to get used to the world of work in a comfortable environment"

"A small team doesn't mean you won't be able to socialise. There are lots of opportunities, including the Young Apprentice Ambassador Network, which is a great way to meet lots of like-minded apprentices"

"In a small business you can contact your line manager really quickly. If I ever need help with something, they are there straight away and will always make sure that I'm happy in my role"

"I work in a small company and I've already had three pay rises in my first year"



# 6. Choosing an apprenticeship

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Important things to think about:

- Are you willing to travel/re-locate?
- What's your end career goal? How can you get there? What type of environment do you like working in?
  - Indoor/outdoor
  - Large/small employer
  - Office/customer facing/travelling
- How long do you want to study for?
- What is important to you about the employer/scheme?
- Think wider than what you know, e.g. finance isn't just about working in a bank. You could work in finance for Coca Cola or for Gatwick airport. Think of an organisation more widely!

Use the box below to record notes from your Careers Conversation discussions:

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....

### Career conversations

Speak to 5 people you know about their career journeys and what has been important to them. use these questions to get the conversation started:

- How did they get into their job?
- Were there any unexpected changes in their career plan?
- Are they doing what they thought they would always be doing as a job?



## 6. Choosing an apprenticeship

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Is there anything that you are still not sure about?

use the box below to make a note of anything that you would like to discuss with your teacher or research further.

I have discussed this with my teacher/parent/other



# 7. Finding an apprenticeship

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## Find an apprenticeship

Find an apprenticeship is the government website that lists many current apprenticeship vacancies for you to search for and apply.

vacancies on this system are 'live jobs' which means that they are currently open to receive applications from individuals seeking an apprenticeship. The number of vacancies that are available can vary throughout the year depending on when employers are recruiting, but there can be up to 23,000 available at any one time across England. The site will not show you vacancies that have been advertised in the past and it will not show you vacancies that are due to open in the future.

To help you to manage the different timings, you can set up an account with alerts, so that you receive a text message or email when a job is added that you might be interested in:

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

Vacancies are not always posted on Find an apprenticeship however, and so there are lots of other places that you can be looking. This section will explain some of the other sites and ways to help you to find an apprenticeship.

Q. I've looked on Find an apprenticeship and can't find any jobs - does this mean there aren't any?

A. Find an apprenticeship is a live jobs site, therefore, it will only show jobs that are seeking apprentices right now. Employers may decide not to use the website. Read on to find out how to broaden your search.



# 7. Finding an apprenticeship

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## Simple steps to register on Find an apprenticeship

The National Apprenticeship Service has a central apprenticeship vacancy system called Find an apprenticeship. It is free of charge to use and will help you to search and apply for apprenticeship vacancies throughout England.

By setting up an account you will be able to:

- Search and apply for the full range of apprenticeships
- Save your searches and set up notifications to your mobile phone and / or email
- Apply on-line for jobs that interest you

1. Go to the website 'Find an apprenticeship' by visiting:

<https://tinyurl.com/Y7SAPHuz>

2. Click on 'Create an account'

3. Work your way through the on-line form. You will need the following information:

- i. Name
- ii. Date of birth
- iii. Address (including postcode)
- iv. Email address
- v. Telephone number

4. Activate your account by visiting your email account and opening the message with the activation code.
5. Activate your account using the code.
6. Log in to 'Find an apprenticeship'
7. Make a note of your password and keep it somewhere safe so that you can find it easily

username	
Password reminder*	

\*Please do not write the password here - but write something that will remind you of the password that you have set up.



# 7. Finding an apprenticeship

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## Employer websites

If you have an employer in mind that you are interested in, take a look around their website and focus on the careers pages. They will usually list the apprenticeships that they offer and have available.

If they don't have any information on apprenticeships or you have any questions, send them a polite email and ask if they have any upcoming vacancies.

This is an opportunity to show your interest and impress the employer with your pro-active approach.

use the space below to make a note of any employer websites that you have found interesting:

Q. Will employers always keep to the closing date?

A. Not necessarily, no. It's a good idea to always focus on the opening dates, not the closing dates. Employers will sometimes shut their recruitment windows early if they receive too many applications.

## Higher & Degree Vacancy Listing

The Higher & Degree Apprenticeship vacancy Listing showcases thousands of vacancies from various employers starting in the academic year.



It is updated every few months on GOV.UK, so you can look regularly throughout the year for what opportunities are available.

You could apply for these apprenticeships and a place at university at the same time.

Visit <https://tinyurl.com/YC7GGUVV> to access the latest listing.

## Staying connected

Apprenticeship employers will use their social media accounts to share updates about their upcoming recruitment, as well as information about what it's like to be an apprentice and to apply for them.

Stay connected and follow them on their channels. It is also helpful for staying up to date with sector news, which could be useful in the application process!



# 7. Finding an apprenticeship

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## Using personal networks

People you know can often help you to find the perfect apprenticeship for you. Watch the video below or visit: <https://tinyurl.com/Y6XHXUDV> and see how Ella has thrived in an apprenticeship that her Mum found for her!



## Who do I know that might be able to help me?

use the space below to try and think of at least five people that you know, who might be able to help you further. It could be a relative, friend of the family, ex-pupil etc.

A light blue rectangular area containing five blue person icons stacked vertically on the left side. The rest of the area is blank, intended for the user to write down names of people who can help.

## Reaching out to your personal network

Create a short message below that you could send to family and friends to see if they know of any apprenticeships you might like. See if you can keep it to 280 characters or less (so that you can share it on social media):

“

”



# 7. Finding an apprenticeship

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## Careers fairs / events

There are hundreds of careers events that take place every year where you can meet apprentice employers and get to know their schemes, including:

- National Apprenticeship Week events
- World Skills uK Live
- uCAS Higher Education Exhibitions
- What Careers Live
- National Careers Guidance Show
- university Careers Fairs
- Local careers fair
- And many more

Careers fairs are the perfect opportunity to ask the employers about their schemes and to show your interest and passion.

## University open days

More than 80 universities across England now offer degree apprenticeships as well as their full-time courses. University open days are the perfect opportunity to carry out a bit of extra apprenticeship research and ask them about their apprenticeship programmes in detail.

The university would be able to tell you which employers they are linked with and which vacancies they have coming up.



## Questions to ask universities about degree apprenticeships

For some inspiration on what you could ask them, click on the image or visit: <https://tinyurl.com/Y4R343WS>

# 7. Finding an apprenticeship

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## Maximising work experience

Work experience is a brilliant chance to impress the employer you are working for. Many apprentices have moved into their roles through this route so be sure to show passion, interest and always ask if the employer offers apprenticeship schemes. Even if they do not at the moment, you could be their first apprentice!

You do not have to wait for your school to set up work experience opportunities. You could contact the employer directly and ask if they would be able to let you come in, even if it is for a few hours to shadow someone - this will look great on your job application.

## When should I be looking?

vacancies can be advertised as early as September for some Higher & Degree vacancies that will start in the following September. Some of the bigger employers in particular are trying to plan their recruitment alongside the academic year and uCAS process, so will be opening for applications in the Autumn term or early Spring.

However, apprenticeships are jobs and so can be advertised all year round. Employers may post positions as and when there is a need in the business for that new role, so it is important to set up your alerts and stay on top of deadlines.

## Where should I be looking?

The government's Find an apprenticeship website is a great place to start, along with employer websites and vacancy Snapshot. You may also find that there are other recruitment websites that will advertise apprenticeship vacancies.

You may find the following sites useful.

UCAS <https://careerfinder.ucas.com/jobs/apprenticeship/>

Indeed <https://www.indeed.co.uk/Apprenticeships-jobs>

Get My First Job <https://www.getmyfirstjob.co.uk/>

Not Going To Uni <https://www.notgoingtouni.co.uk/>

Adzuna <https://www.adzuna.co.uk/>

## General hints and tips for finding apprenticeships

- be persistent and do your research - vacancies aren't all in the same place so try to look widely.
- be organised with those that you do find and their opening dates - log them on a calendar or in your notes.
- vacancies on Find an apprenticeship are live jobs, so try not to be too discouraged if your perfect job doesn't come up the first time you search. Set up alerts and keep looking.
- Stay up to date with the employer's website and communications - they are likely to share information there first.
- If you are struggling, communicate with the employer - they will always be impressed if you show your initiative and passion!



# 7. Finding an apprenticeship

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## How can I tell if it's a good apprenticeship?

### What are they paying?

A high salary doesn't automatically equate to a good apprenticeship, but a fair wage is an encouraging indicator that an employer is willing to invest in their staff. A low starting salary may increase with pay rises or it may be supplemented with other company perks. Try to see if the employer provides benefits such as product discounts or travel discounts and canteen subsidies.

### What are the likely progression opportunities?

Try to find out what the progression opportunities are like within the company on completion of the apprenticeship. Does the employer talk about progression and climbing the career ladder during open days or as part of the recruitment process? Do they have any case studies on their website of staff who have taken on more senior roles?

### Is it a permanent or fixed term position?

Employers are allowed to offer either permanent or fixed-term contracts to apprentices. If it is a fixed-term position, it must cover the duration of the apprenticeship as a minimum. If it is a fixed-term position, look for indicators that the employer is willing to support staff to move into permanent positions on completion.

### Which training provider are they using?

You will be able to look up the Ofsted rating for the provider and also have a look at their website to see which other companies they work with. You will be able to get a feel for how they look after their apprentices and celebrate their achievements through news and award ceremonies. Also, look out for the social and wellbeing opportunities that they provide their apprentices with such as clubs, societies, fundraising activities and volunteering.

### Is the role varied?

Read the job description and job advert to see if the employer is offering the opportunity to be involved in different parts of the business or with different projects as this will help to make the role varied and exciting. Lots of firms offer rotational programmes where the apprentice can spend time in different departments to find the place that they thrive in.



# 7. Finding an apprenticeship

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## How to find an LGBT+ inclusive employer

Everyone should feel valued and accepted in the workplace. There are lots of employers doing wonderful things to celebrate and welcome LGBT+ individuals in their teams. Read below for five top tips below to help you to research LGBT+ friendly employers.

### 1. Have a look around their website

You can usually tell if an employer is proud to celebrate diversity as they will want you to know about it! browse their website, do they have a separate section on diversity? Is LGBT+ included in their ethos or policies? Do they share information on support groups or societies they have for LGBT+ individuals?

### 2. Check out their social media

Look through their social media channels, particularly for smaller employers who may not have as much information on their websites. Do they support campaigns, such as Pride, or just give a general tone of inclusion and support?

### 3. What do their employees say?

Does the organisation share case studies of LGBT+ employees? If you know a current employee, they might be able to give you an idea of how inclusive the employer is and the support they offer. You could also look up reviews that employees may have written about diversity and inclusion in the workplace.

### 4. What does the LGBT+ community say?

Websites such as Stonewall are a great place to start your research, as they publish a list of their 100+ inclusive employers. Don't forget other awards for diversity and inclusion, not all employers can feature in the top 100, but might still be brilliant!

### 5. Visit the employer - have a look for yourself

Challenge any stereotypes you may have about a sector or organisation by seeing it for yourself! Arrange a visit to get a feel for what the workplace is like. Smaller businesses who may not promote a lot on their website, could still be the perfect employer for you.



# 7. Finding an apprenticeship



## Apprenticeships for disabled individuals

Apprenticeships are open to a wide range of people, including those with a disability, health condition or learning difficulty. Employers understand that it's important to give everyone a fair and equal chance and are also seeing that this means they can select candidates from a wider pool of talent.

Almost all apprenticeships can be made accessible and being disabled should not restrict job choices. It's possible, for example, for deaf people to work in music publishing, visually impaired people to take apprenticeships in photography and apprentices with dyslexia to support teaching and learning in schools.

Apprenticeships can be a great, direct route for disabled people to get skilled jobs and careers.

## Telling employers about your disability

Many young people are happy to be open about their disability, learning difficulty or health condition because they had support at school. The application process should give you an early opportunity to do this.

The training provider or employer will usually have an Equal Opportunities form where you can mention your disability. This form is separate from your main application. It can be used to let the Human Resources (HR) department know about any support you might need in a job interview.

When you apply for a vacancy through the Find an Apprenticeship service website, there is a question in the 'Tell us more about you' section which asks if there is anything they can do to support your interview. It gives examples such as providing a signer, information in braille or another person to come with you. This section also includes asks 'Do you have learning difficulty, disability or health problem? In both cases, you can choose to answer 'Yes', 'No' or 'Prefer not to say'. Your answer will be passed to the employer and provider.



### What help is available?

For further help and tailored advice, Disability Rights uK has created a helpful guide which can be downloaded free: <https://tinyurl.com/WGGBUKY>

They also offer a Disabled Students Helpline, free to call from a landline: <https://tinyurl.com/Y9SNq854>

The government Access to Work scheme can provide grants for specialist equipment and support costs in the workplace.



Employers who are part of the 'Disability Confident' scheme will guarantee all disabled candidates an interview if they meet the apprenticeship criteria.



# 7. Finding an apprenticeship

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## Are you ready?

Tick below when you have completed each step:

I've set up my Find an apprenticeship account

I've set up my Find an apprenticeship alerts

I've looked on apprenticeships.gov.uk and browsed opportunities by interest

I've looked on the Higher & Degree listing and added the vacancy opening dates I like to my calendar

I've followed the employers I like on social media

I've sent a message to my family and friends as k if they know of any apprenticeships I've attended open

days/careers events I've organised work

experience I've started to prepare my Cv

## More general hints and tips for finding apprenticeships

- Try to have your Cv and some key points to include in applications ready for September in the year you wish to apply.
- Try not to restrict yourself to thinking in the 'academic year'. Some employers might have start dates of March the year after you have finished sixth form, so you don't have to start in September.
- Some employers will want you to start as soon as you have finished your exams, so be prepared that you might not have a long summer break before commencing your apprenticeship.
- utilise your university personal statement. There will be sentences that you can re-use for your apprenticeship applications with just a bit of tweaking.
- Ask for help. Your teachers and careers leaders will want to support you and they are brilliant at proof reading applications and helping you to prepare for interview.



# 7. Finding an apprenticeship

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Is there anything about finding an apprenticeship that you are still not sure about?

use the box below to make a note of anything that you would like to discuss with your teacher or research further.

I have discussed this with my teacher/parent/other



# 8. Applying for apprenticeships

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## The big question ... is it competitive?

Securing an apprenticeship is the same as getting any other job; there will be other candidates and you will need to impress the employer to get shortlisted.

Higher and Degree apprenticeships are particularly growing in popularity and are still quite new, so there can be lots of interest for the same vacancies.

However, there are lots of ways to stand out in the application process and employers ultimately, are looking for the candidates who are most passionate and suited to their organisation.

This section will help you to prepare for the application process and be ready to compete.

## What should I expect from the recruitment process?

There are many different methods of recruitment that employers will use, ranging from the traditional interview to a multiple stage application. Each employer will vary and timescales for the whole process will also vary.

## The application process

Some employers might use some or all of the below, so it's important to understand the timescales and what's involved. Tick which methods you have a better understanding of after watching the video.

Application form

Online assessment/test Telephone

interview

video interview

Assessment Centre (group day)

Group task(s)

Interview with employer Interview with

apprentice

## Check your understanding

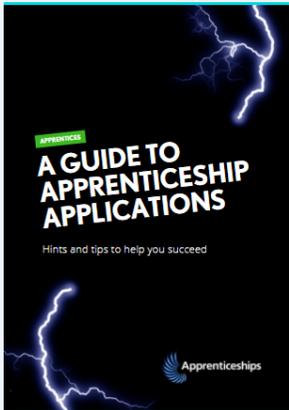
There are lots of resources that can help you to learn more about the different recruitment methods, some of which are included in the next few pages of this guide.



# 8. Applying for apprenticeships

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## Different application methods



### More information

Click on the image or visit: [www.apprenticeships.gov.uk/downloads/PDF-a-guide-to-apprenticeship-applications.pdf](https://www.apprenticeships.gov.uk/downloads/PDF-a-guide-to-apprenticeship-applications.pdf) to read in more detail about the types of application methods you may be asked to complete during the application process.

## How to stand out

There are lots of resources available and hints and tips from employers and apprentices about how to be successful in the application process.

- Look at the recruitment section or employer websites as they may provide hints and tips and case studies.
- Look at online forums like 'The Student Room' (<https://www.thestudentroom.co.uk>) for feedback and tips from apprentices.

## Other resources you can use:

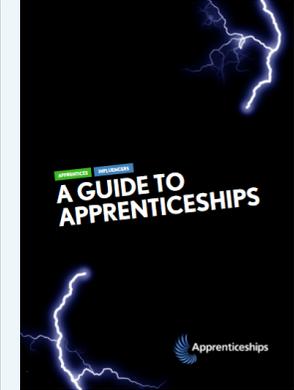


### [A guide to apprenticeship interviews](#)

#### Helpful hint and tips



### [Preparing for your first day of work](#)



### [A guide to apprenticeships](#)

We've collected helpful tips from and resources to help you succeed in finding the right opportunity which you can browse at [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)



# 8. Applying for apprenticeships

## How to ace an interview

### Hints and tips from Network Rail

Network Rail enables more than 4.6 million journeys to be made every day in the UK. This wouldn't be possible without their team of apprentices. We spoke to Network Rail to find out how to succeed at interview and secure a fantastic Engineering apprenticeship.



#### TIP 1 - Do your research

Always check out the organisation. Try to understand who their customers are and what they offer them. Take time to learn what makes them different and make sure you're clear on why you would like to work for them. We suggest going direct to the Network Rail Careers page to find out all about the company and our apprenticeship opportunities: [www.networkrail.co.uk/careers/apprenticeships](http://www.networkrail.co.uk/careers/apprenticeships)

#### TIP 2 - On the day

Wear something that makes you feel good and is appropriate for the job you are interviewing for. Most importantly, it should make you feel confident and look professional.

#### TIP 3 - Types of interview

There are many different types of interview used by employers:

- Competency based interviews
- Technical interviews
- Panel interviews

Make sure you are prepared and don't be afraid to ask what style of interview it's going to be.

#### TIP 4 - Use the STAR technique

use the STAR technique to give your answers structure.

##### **S = situation**

Give general background to the situation you found yourself in

##### **T = task**

Think about a problem you solved or a task you faced

##### **A = action**

Describe the decisions you made and why. Talk about the key skills and qualities you demonstrated

##### **R = result**

What did you achieve?

#### TIP 5 - Example interview questions

You need to be prepared to talk about:

- Yourself
- Your skills and competencies
- The role and the organisation

#### TIP 6 - Prepare for the unexpected

You should be prepared for some potentially difficult or awkward questions. If you do find yourself in such a situation, remain calm and take your time consider the question before responding.

#### TIP 7 - Closing with confidence

Leave your interviewer with the right picture of you. Think of at least three skills or qualities you want them to remember. Finally, take the time to say thank you!



# 8. Applying for apprenticeships

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## Preparing for interview

Consider how you would answer the typical interview questions below.

### Questions about yourself

1. What are your strengths and weaknesses?

2. How would you best describe yourself?

3. What skills have you developed from work experience/previous jobs?

4. If I asked a friend or family member to tell me what your three best qualities are, what do you think they would say?



# 8. Applying for apprenticeships

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## Questions about the employer

5. What research have you carried out about our company?

7. What do you know about our products or services?

6. Why do you want to work here?

8. What do you know about the apprenticeship programme that we run?



# 8. Applying for apprenticeships

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## Questions about the job/apprenticeship

9. What do you think the main tasks and responsibilities will be?

11. Which part of the job do you think will be most enjoyable?

10. Are there any aspects of the job description you're not sure about?

12. Which part of the job do you think will be most challenging?



# 8. Applying for apprenticeships

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## Preparing for interview - Interview tips

Employers use an interview to get to know you. You can also use it to see if the employer feels like the right fit for you. Take a look at our top tips to help you make a good impression.

### Be early

Prepare your route to the interview in advance. Plan to arrive 30 minutes before the interview time and make sure you've built in time for any potential traffic problems. When you arrive, greet the receptionist with a smile to show that you are open and friendly.

### Double check what you are asked to bring

Remember to bring any important documents that the employer has requested, such as ID, certificates or a portfolio. If you haven't got a document they have requested, let them know in advance, you may be able to arrange to bring an alternative.

### Go over the application and prepare some notes

Take a copy of your application with you so that you can remind yourself of what you may be asked. Remember any key facts / notes from your research to help to impress the interviewer.

### Check the dress code

Dress smartly to show that you are taking the interview seriously. Most people will wear a smart pair of trousers or a skirt with a shirt or blouse. If you are not sure, check with the person that has invited you to the interview.

### Prepare some examples

The interviewer will ask you about your previous experience and also what you feel your strengths are. Have some relevant examples prepared from times that you have been part of a team, used your initiative and met deadlines.

### Be passionate and enthusiastic

Start with a firm handshake at the beginning of the interview and speak clearly. Show genuine interest in the company by sitting up straight, smiling and making good eye contact. Remember to thank them at the end and shake their hand again.

### Prepare some questions for the interviewer

A question such as, 'What have been some of your favourite moments in your role so far?' is a great choice, or a question that shows research, for example, 'I noticed from your website ..., can you tell me more?'

Use the below space to think of a question that you could ask the employer at the end of the interview

“

”



# 8. Applying for apprenticeships

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## Be ready to sell yourself

There are a variety of ways you can describe yourself and your strengths. Select which of the following words you feel most closely reflects your personality and skills:

- |                     |                   |                       |             |
|---------------------|-------------------|-----------------------|-------------|
| Able                | Creative          | Friendly              | Objective   |
| Accurate            | Decisive          | Good communicator     | Organised   |
| Adaptable           | Dedicated         | Gifted                | Patient     |
| Alert               | Dependable        | Hardworking           | Perceptive  |
| Ambitious           | Desire to succeed | Helpful               | Persistent  |
| Analytical          | Determined        | Highly motivated      | Polite      |
| Articulate          | Diplomatic        | Honest                | Positive    |
| Assertive           | Diverse           | Imaginative           | Practical   |
| Astute              | Drive             | Impressive            | Pro active  |
| Bright              | Dynamic           | Insightful            | Punctual    |
| Capable             | Educated          | Inter personal skills | Rational    |
| Calm                | Effective         | Independent           | Reliable    |
| Confident           | Efficient         | Innovative            | Resourceful |
| Committed           | Energetic         | Initiative            | Responsible |
| Common sense        | Enjoy a challenge | Intelligent           | Supportive  |
| Competent           | Enthusiastic      | Intuitive             | Tactful     |
| Computer literate   | Fast learner      | Keen                  | Team player |
| Consistent          | Fast worker       | Knowledgeable         | Tenacious   |
| Cooperative         | Flexible          | Leadership skills     | Thorough    |
| Cope under pressure | Focused           | Loyal                 | Trustworthy |
|                     |                   | Mature                | Versatile   |
|                     |                   | Methodical            | Willing     |



# 8. Applying for apprenticeships

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## Make a statement about your strengths

Employers are looking for various qualities and characteristics in a potential employee. using the eight phrases below, finish each sentence to best describe yourself. Remember to back it up with an example.

1. I am skilled at...

2. I am excellent at...

3. I am able to...

4. I am competent in...

5. I am very good at...

6. I am extremely good at...

7. I am talented at...

8. I am qualified to...



# 8. Applying for apprenticeships

## Hobbies that work for employers

Hobbies are a great way to showcase skills and attributes. Employers are always interested in what your skills and interests are, and how they may positively impact the work environment.

Take a look at some of the ideas below and think about how they may help you to stand out in the application and recruitment process.

Hobby	Skills	Relevant to me
Art/photography 	Creativity, eye for detail, techniques, passion, patience, idea development.	
Comedy 	Initiative, resilience, creativity, idea development, humour and confidence.	
Cooking 	Creativity, attention to detail, patience, self-expression, multitasking and fast-paced decision making.	
Dance 	Creativity, dedication, perseverance, motivation, resilience, discipline, confidence and self-belief.	

Drama 	Confidence, self-awareness, presentation skills, dedication, resilience, teamwork, communication skills and creativity.	
Gaming 	Communication skills, analytical, resourcefulness and adaptability, technical skills and problem solving.	
Make up, fashion 	Creativity, following trends, research, techniques, interpersonal skills, confidence and attention to detail.	
Music 	Dedication, creativity, teamwork (if in a band/orchestra), perseverance, memory, listening, collaboration and confidence.	
Reading 	Imagination, empathy, creativity and attentiveness.	
Sports/fitness 	Motivation, communication, passion, dedication, teamwork, leadership, time-management and competitiveness.	
Volunteering 	Motivation, passion, dedication, communication, interpersonal skills, networking, sense of community and empathy.	



# 8. Applying for apprenticeships

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## Application hints and tips

use the checklist below to learn about some hints and tips when applying for apprenticeships. Tick the box to record that you have read and understood the statement.

If you are applying for university, you can use a lot of the same information from your personal statement in your apprenticeship applications.

Ensure that you provide an answer for all questions within the application form - do not leave any boxes blank. If you do not think that the question is relevant, you can write Not Applicable or n/a.

Try to keep a log of examples of your employability skills. You will have built up lots of experience in your time at school, such as organising, meeting deadlines, working under pressure, working as part of a team etc.

Research the company before the assessment day or interview. Write down 10 facts about them that show that you have read about them (in more detail than their homepage). For example, which products or services do they offer? Have they been in the news recently? When were they established? How many sites do they have?

When looking at the job description, look out for the buzzwords. A buzzword is a key word that the employer will expect you to repeat back to them within your application.

Read the employer's literature - learn more about them so that you can reference them in your interviews and show greater interest in the sector.

Read the competency framework and apprenticeship standard - know exactly what the employer is looking for and reference those keywords in your application.



# 8. Applying for apprenticeships

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Is there anything that you are still not sure about?

use the box below to make a note of anything that you would like to discuss with your teacher or research further.

I have discussed this with my teacher/parent/other



# 9. What happens if it doesn't work out?

## Try not to feel discouraged

Apprenticeships are competitive and it can take a few attempts to secure the right apprenticeship for you – it isn't standard to get the first apprenticeship you apply for, so try not to worry!

## Can I change my mind?

It is completely ordinary for young people to change their mind about what they want to do. Not everyone will know what they want to do at a young age.

However, if you do secure an apprenticeship and decide it is not right for you, it will be just like any other job. You will be expected to work your notice period, but could then go on to seek other employment or study elsewhere and would be supported by your training provider should you wish to find another apprenticeship.

Hopefully though, you will secure the perfect apprenticeship for you and won't need to change your mind.

## Help and support



If you are experiencing mental health crisis and need urgent help, you can call Samaritans on 116 123. They're available to offer

support 24/7 every single day of the year. Alternatively, you can text 'SHOuT' to 85258.

If you are concerned about the mental wellbeing of yourself, a friend, family member or someone you know, you can visit <https://www.headstogether.org.uk/getsupport> to find out about charity partners who are there for you.

## Apprenticeships are available all year round – don't panic!

There is no set timeline on when you should get an apprenticeship. The important thing is to keep looking and applying! Click on the image or visit: [www.apprenticeships.gov.uk/downloads/PDF-a-guide-to-apprenticeship-applications.pdf](http://www.apprenticeships.gov.uk/downloads/PDF-a-guide-to-apprenticeship-applications.pdf) for more advice on how to cope with rejection.



## Review your options

Are you applying for lots of apprenticeships and at lots of levels? Make sure you are not limiting your options by only applying for certain schemes or jobs.

## Extra support available



If you have had a few unsuccessful application attempts via Find an apprenticeship, you can call the National Careers Service for further support.

Call 0800 100 900 to speak to an adviser. Lines are open from 8am to 10pm, 7 days a week. Calls are free from landlines and most mobile numbers.



# 10. Money, finance and funding

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## Salaries

Many people think that apprentices are low-paid, and this can sometimes be true, depending on the employer.

Legally, an employer must pay an apprentice the National Minimum Wage for apprentices, which will rise to £4.15 in April 2020. This is lower than the normal National Minimum Wage, but it recognises that some people will be going into their first job with no experience at all.

## National Minimum Wage

To read more about the National Minimum Wage click [here](#) or visit <https://tinyurl.com/9TR2369>

However, lots of employers pay a lot more than this!

Some apprenticeship schemes in big organisations have starting salaries of £15,000 - £20,000. Some London based or larger employers pay even more than this!

It is also important to remember that there is room for progression and many apprentices will receive pay increases throughout their apprenticeship.



## Further information

For further information on funding support for apprenticeships visit [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

# 10. Money, finance and funding

## Discounts for apprentices

There are some fantastic money saving schemes available to apprentices. The 'NuS Apprentice extra' is the discount card for uK Apprentices with loads of discounts in-store and online. Click on the image below or visit <https://tinyurl.com/Y2D4x6LN> to find out more.



## Setting a personal budget

Setting out a personal budget for when you start earning money as an apprentice is a good way to work out how much income you will be earning, and what your likely outgoings might be.

use the template below to estimate your monthly costs, then add them up at the end.

## My monthly outgoings

Rent	£
Travel	£
Lunch	£
Mobile phone	£
Gym membership	£
Motor insurance	£
Toiletries	£
Household food	£
Going out	£
Clothes	£
Other:	£
<b>Total</b>	£

# 11. Preparing for the first day of your apprenticeship

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## Tips for your first day

If you've been successful in receiving an offer for an apprenticeship, congratulations! The transition from full-time education to employment is a big one and you may be feeling nervous. We asked some apprentices for their top-tips on what new apprentices can do to prepare so that the first few days and weeks run smoothly.

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**Find out as much as you can about the company**

Even when you have secured the job and have been given a start date, you should not stop researching the company. Follow the company on Twitter and Instagram, sign up for any news alerts via their newsletter, and visit their website. This will help you to keep up to date about what's going on in their business.

Alice, Hertfordshire

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““

**Talk about the workplace**

It helps to talk through work scenarios that could occur and how you might deal with them in a professional way. It could be anything from arriving on time, when it's ok to use humour, how to look interested in a meeting (even if you don't understand what's being discussed) etc. If you're not sure there are loads of online chats you can join to get a feel for what to expect.

Sian, Yorkshire

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““

**Think through and plan the journey**

I remember that I researched all of the different transport routes and I even tried out a few different buses before the big day so that I could have a couple of different options for how to get to work. You never know if there might be delays or cancellations. This planning was really useful so on the first day I wasn't stressed about being late or getting the journey wrong..

Steven, London

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““

**Look smart and get a haircut**

before I started my first apprenticeship, I went shopping and got myself a new suit because I knew I was going to be in an office and I wanted to make sure I looked smart. I already had loads of shirts from when I was at school sixth form, so I carried on wearing those. I also made sure that I went for a new haircut!

Kyle, Birmingham

””



# 11. Preparing for the first day of your apprenticeship

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The first few days in a new job are really important for you to make the right impression and to get settled into the company. Follow this 10-point checklist for our hints and tips on acing the first few days.

## Use the day/night before to prepare

The night before your first day, make sure that your clothes are ready, your packed lunch is made and that you have a pen and notebook with you to take notes. Remember to check for any travel disruptions too!

## Eat breakfast

This will set you up for the day ahead. Try to have something nutritious like fruit or cereal and avoid sugary treats.

## Arrive early

You wouldn't want to be late on your first day! Make sure you get there early and make a really good impression that you are keen and hard working. If they have said that you should start at 8:30am, aim to be there at least 15 or 20 minutes early.

## Introduce yourself to colleagues

Don't be afraid to speak to your new colleagues, even if you haven't been introduced yet. Shake their hand, make eye contact and smile. Your colleagues will also be able to answer questions that you may have such as what people usually do for lunch or any groups that you might like to get involved with.

## Listen to what is happening around you

If you're in an open plan office where people wear headphones - don't! The first few weeks are crucial for you to listen to what is happening around you and to get used to how the company works. Make sure that you pay attention to the conversations happening around you - but remember not to listen in if it looks like the conversation is not aimed at you.

## Be interested

Make sure you make notes about everything. If you are given a task, ask when they need it by and aim to get it to them before the deadline so that you can delight them! Make sure you keep your phone put away and that you only use it to reply to messages during breaks.

## Show your enthusiasm

You've got the job - hooray! be enthusiastic, be interested, make notes about everything and ask lots of questions.

## Have ideas

Depending on your role, you might start to notice things about certain aspects of your job that you feel could be improved. Make a note of your ideas and be ready to share them at a later time. Don't do this straight away though, you need to wait until you've settled in first and feel certain that your ideas will be welcomed.



# 12. Track my applications

## Tracking your applications

use this space to write down all of the apprenticeships you are applying/going to apply for and check off at what stage you are at with each. Show this to your teacher regularly so that they can support you

Name of apprenticeship applied for	Preparing my application	Submitted initial application	In recruitment round				Waiting to hear back	Success		Did you receive any feedback?
			Tests	Telephone/video interview	Assessment day	Interviews		Successful	unsuccessful	
1.										
2.										
3.										
4.										
5.										



**For more information and other free  
resources**

**Visit our website:**  
[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

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