

# **A GUIDE TO APPRENTICESHIPS**

## **Now is the time to choose an apprenticeship**

Get your career started. Find out what it's really like to be an apprentice - the opportunities, the benefits of earning now and just how far an apprenticeship can take you in the future.

**There has never been a better time to consider an apprenticeship. Young people can 'get in and go far' with an apprenticeship at some of Britain's biggest and brightest companies. They can gain the skills and knowledge they need to succeed, in some cases up to degree level, while working and earning.**

## **AS AN APPRENTICE I'M BECOMING A SOFTWARE ENGINEER FROM THE INSIDE** (and getting my dad back onside)

PALLAVI BOPPANA, Apprentice Software Engineer, Capgemini

When Pallavi (age 20) was offered an apprenticeship at Capgemini, a global IT consultancy, her father still wanted her to accept her university place instead. Two years on, Pallavi is on her way to becoming a Software Engineer. As for her father? Well, he couldn't be more proud.

## **APPRENTICESHIPS - THE FACTS**

If you live in England and are over 16 you can apply for an apprenticeship. There are various levels of apprenticeship you can undertake depending on your current skills and qualifications:

- **Intermediate apprenticeship (level 2)**
- **Advanced apprenticeship (level 3)**
- **Higher apprenticeship (levels 4-7)**
- **Degree apprenticeship (levels 6-7)**

All apprenticeships are real jobs so all apprentices earn a salary. You must be paid at least the national minimum apprenticeship wage - and many employers pay significantly more.

Apprentices should work for at least 30 hours per week and an apprenticeship takes between one and five years\* to complete, depending upon the level of apprenticeship and the industry sector.

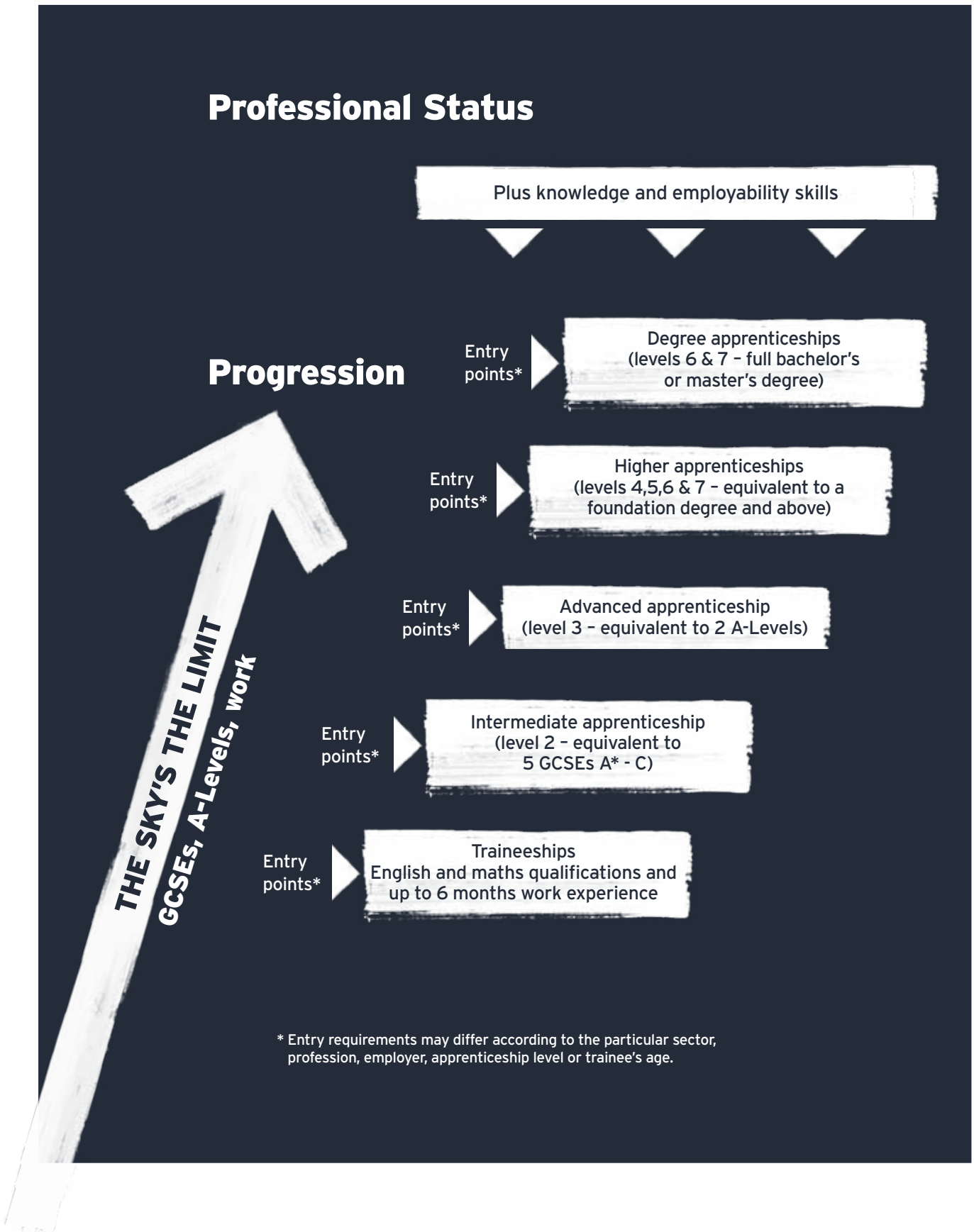
Most of the training is delivered in the workplace, so you will learn the skills you need to do the job well. The rest of the training is given by a training organisation, either at the workplace, off-site (perhaps at college) or via e-learning.

The training is specifically tailored to ensure you develop the skills the employer wants, giving apprentices a real advantage in the workplace. This means that apprentices not only have better long term salary prospects, but they also have excellent progression opportunities, whether looking to study further or climb the ranks within the workplace.

If you are not quite ready for an apprenticeship, a traineeship might be for you. A traineeship is designed for young people who want to get a job and the skills and experience to boost their career prospects. A traineeship will provide the essential work experience, work preparation training, and English and maths support (if needed) to secure an apprenticeship or other employment.

\* The duration of an apprenticeship depends on prior skills, the framework or standard, and the sector.

## PROGRESSION CHART



## QUALITY

Quality is key to apprenticeships - providing high quality training that benefits both apprentices and employers. More than 850,000 people have been earning and learning on an apprenticeship in 2013/14, in 240,000 workplace locations across England.

**As an apprentice, Ged has been working inside IBM while still gaining the relevant qualifications in a number of areas, from software to telecoms to I.T. and at the same time he's earning a salary. Find out what it's really like to be an apprentice. Follow him and others at [apprenticeships.gov.uk](http://apprenticeships.gov.uk)**

## JOB ROLES

Apprenticeships are available in more than 170 industries covering over 1,500 job roles. There are up to 27,000 vacancies available across England on the [apprenticeships.gov.uk](http://apprenticeships.gov.uk) website right now.

## THE SKY'S THE LIMIT

With the growth of higher and degree apprenticeships, you now have a real alternative to traditional university study, with the opportunity to move your career forward, gain professional skills, status and accreditation - all while in a job and earning a salary.

Higher and degree apprenticeships offer an exciting new way to enter professional careers and gain valuable work experience and you can even achieve a degree-level qualification. This gives you a clear pathway to reach your career ambition in the workplace and will result in higher earning capacity, recognition and professional status.

Today there are 75 higher and degree apprenticeships available, including foundation degree, HNDs and full honours degrees. These cover more than 100 different job roles, ranging from legal services to banking and engineering, with many more in development.

Higher and degree apprentices typically split their time between college or university and the workplace. As with other apprenticeships they are employed throughout and the cost of the fees are shared between government and their employer.

Higher and degree apprenticeships are widening access to the professions and building the high level technical skills needed for the jobs of the future.

## SUPPORT

There are a number of different schemes available to support you financially while you are looking for an apprenticeship and when you have found one.

Jobcentre Plus provide assistance for the unemployed, towards travel costs to interviews and for the first three months of their apprenticeship. Contact your local Jobcentre for more information.

In some local authority areas you may be entitled to a travel discount, such as the apprentice Oyster photocard in London (visit [tfl.gov.uk](http://tfl.gov.uk) for more information). Check to see if there are similar schemes available in your local area.

Apprentices are entitled to an NUS Card through the National Union of Students. For just £11 you are entitled to discounts at many of your favourite high street and online retailers. Visit [apprenticeextra.co.uk](http://apprenticeextra.co.uk) for more details.

## **EMPLOYERS THINK THAT APPRENTICES ARE 15% MORE EMPLOYABLE THAN THOSE WITH OTHER QUALIFICATIONS**

Your employer will also be there to support you once your apprenticeship begins. It is in your employer's interest to help you succeed and many have formal structures to help you get the most out of your apprenticeship.

Your training provider will also be there to help you. If you attend college or university you will also be able to access the help and support that they provide.

There is a network of support to help you before and during your apprenticeship. The National Careers Service provides information about learning and work, with a helpline giving professional advice on making the right choices. Visit [nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk) for a webchat with an adviser or phone 0800 100 900 (free from a landline).

## THE LIFE OF AN APPRENTICE

An apprenticeship isn't like going to college or university. As an apprentice you will be doing a real job in a real workplace - and getting paid for it. You will have responsibilities to your employer and your colleagues and you'll be working as part of a team.

**MY HIGHER APPRENTICESHIP IN ACCOUNTING HAS INCREASED MY CONFIDENCE IN THE WORKPLACE AND IN MY PERSONAL LIFE. IT HAS ALLOWED ME TO LEARN IN A WORKING ENVIRONMENT WHILST EARNING MONEY.**

Caroline Young, Trainee Business and Finance Manager, Rosy Apple Childcare

Many companies that employ apprentices have a range of outstanding facilities for their staff. These include sporting and social activities and a range of other opportunities. It's always worth finding out about these benefits from an employer at your interview or once you've started your apprenticeship.

Every apprenticeship role is different, but you can expect your working day to be varied, stimulating and challenging. You will be learning new skills and meeting new people in a new environment and you may be working with colleagues or the general public for the first time. You will also be getting used to working for your employer, which can be a very different environment from school or college. But whatever your role you know that everybody is working towards the same goal - your success and the success of the business you are working in.

**IT'S THE HANDS ON EXPERIENCE THAT MAKES APPRENTICESHIPS STAND OUT. THEY GIVE YOU A HIGH LEVEL OF RESPONSIBILITY WHILST YOU'RE LEARNING ON THE JOB, WHICH MEANS YOU DEVELOP SKILLS VERY QUICKLY.**

Jenny Westworth, Manufacturing Engineer, BAE Systems

**There are up to 27,000 apprenticeship vacancies and many traineeship opportunities on the website right now. It's free to register. Once you have set up your account you can apply for your dream job and manage your application online.**

## **APPLY**

Follow these easy steps:

### **1. Searching**

Go to GOV.UK and search 'Find an apprenticeship' and click on the 'Search' link. You can search by keyword (job title, employer or reference number), by location (postcode, town or city), apprenticeship level, or category to suit your criteria.

You can also search for traineeship opportunities by clicking on the 'Find a traineeship' link.

### **2. Create an account**

Before applying for a vacancy you will need to sign in (if you already have an account) or create a new account. It's easy to register.

To set up your account you will need an active email address and a password. Your password should be something you can remember and consist of upper and lowercase letters, a number and at least 8 characters. Once your account is set up you will use the same email address and password to log in to both services.

### **3. Account activation**

When you register for the first time you will receive a confirmation email through your registered email address, which will contain a 6-character activation code. Put this activation code into the relevant box to activate your account.

### **4. Found a position?**

Once you have found the position you want applying is easy. The application form is simple, secure and reusable. You can view the status of your applications and manage them online. You can also set up alerts to tell you about new opportunities that may interest you.

If you are successful with any of your applications and you accept the apprenticeship or traineeship offer, remember to withdraw your remaining live applications.

### **For any assistance using the job site:**

**Telephone:**

08000 150 400

**Email:**

[nationalhelpdesk@findapprenticeship.service.gov.uk](mailto:nationalhelpdesk@findapprenticeship.service.gov.uk)

**Tweet us:**

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