

# **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, are over 16 and not in full time education you can apply for an Apprenticeship. There are three levels of Apprenticeship you can undertake depending on your current skills and qualifications:

- **Intermediate Level Apprenticeship (Level 2)**
- **Advanced Level Apprenticeship (Level 3)**
- **Higher Level Apprenticeship (Level 4 or above)**

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.

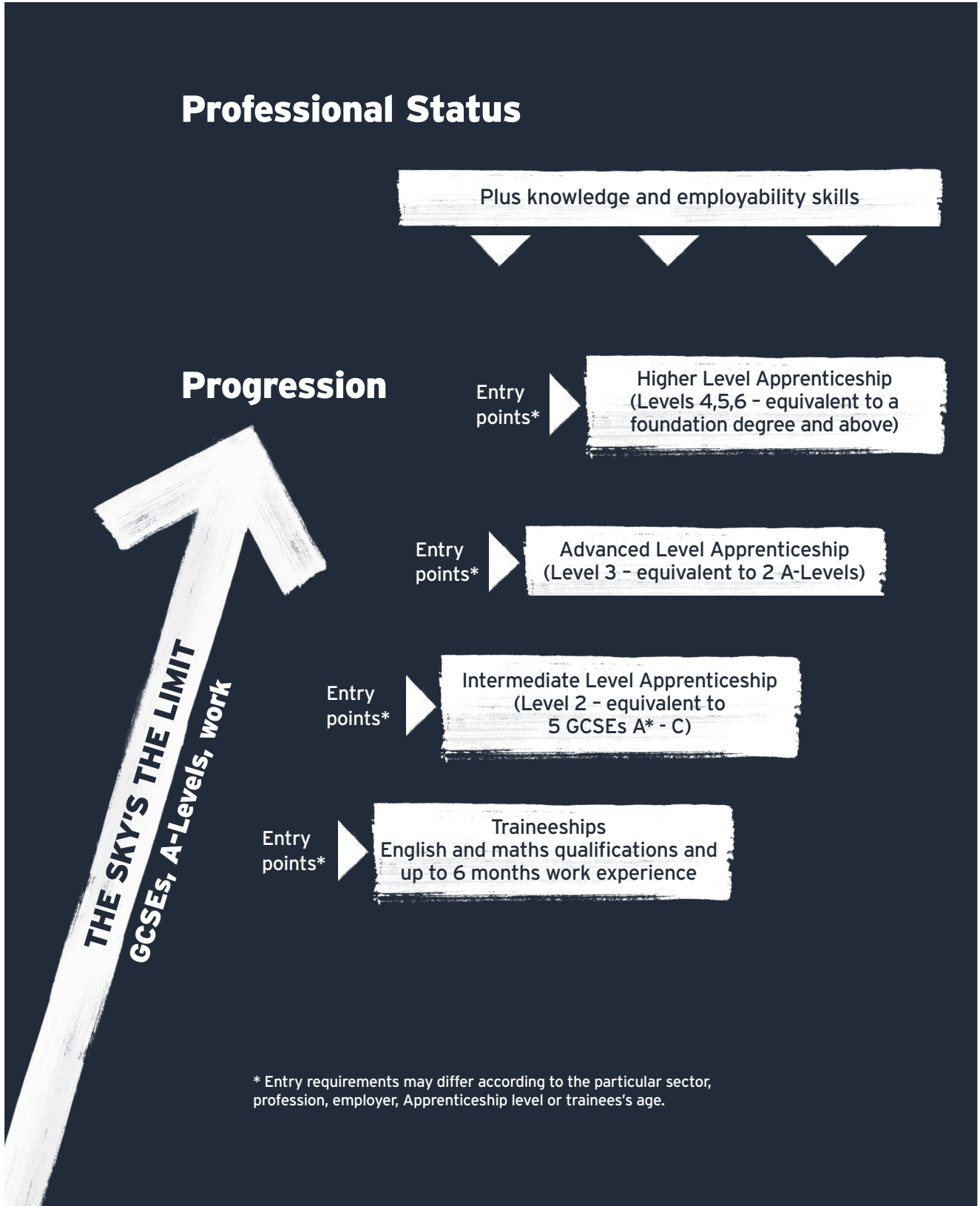
Most of the training is delivered in the workplace, so you will learn the skills you need to do the job well. The rest of the training is given by a training organisation, either at the workplace, off-site (perhaps at college) or via e-learning.

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, or a job, a Traineeship will help unlock your great potential. A Traineeship will give you the work preparation training to prepare you for the world of work, English and maths skills and work experience needed to get an Apprenticeship or other job.

\* The duration of an Apprenticeship depends on age, prior skills, framework and sector.

## PROGRESSION CHART



## QUALITY

Quality is key to Apprenticeships. All Apprenticeships lead to a national qualification that is respected by employers around the world. Over 220,000 employer workplaces employed an apprentice in 2012/13, covering an extensive range of skills.

**Matt Gardiner (age 20) is an Aerospace Engineer at Airbus. His parents started their careers as apprentices, so when he told them he wanted to do the same they already knew the advantages and opportunities that lay ahead. Now, after two years at Airbus, he's about to take his final exams and get his engineering degree. And his mum is bursting with pride.**

## JOB ROLES

Apprenticeships are available in more than 170 industries covering over 1,500 job roles. There are up to 25,000 vacancies available across England on the [apprenticeship.gov.uk](http://apprenticeship.gov.uk) website right now.

## OPPORTUNITIES

Many successful careers start with an Apprenticeship. On completion 86% of apprentices stay in employment, with 67% staying with the same employer\*.

With the introduction of Higher Apprenticeships, you can now progress your career to degree level and beyond. Higher Apprenticeships are available at a range of levels, from the equivalent of a foundation degree to a bachelor's degree and soon to master's degree level in some sectors.

Higher Apprenticeships are a way for businesses to train their employees in the key, high level skills that are going to be vital in the future. It's also a way for you to learn at the highest level while getting paid, developing the skills employers want and making you the ideal candidate for the best jobs later in your career.

Over 80 pathways are available in a range of different subjects representing hundreds of job roles, ranging from commercial airline piloting to legal services, with more in development. They provide an alternative route to professional qualifications and accreditation in industries including accountancy and law. They also deliver the high level technical skills that are required for successful careers in craft based industries such as engineering and IT.

\* Evaluation of Apprenticeships for Learners, BIS and DFE, August 2013.

## 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 25,000 Apprenticeship vacancies and Traineeship opportunities on the [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk) website right now. It's free to register and once you have set up your account you can receive alerts to tell you about new vacancies that may interest you.**

## APPLY

Follow these easy steps:

### 1. Register

Go to [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)

Click on 'How to Apply' and 'Apply Now' and register your details under 'New user?'

### 2. Logging in

Make sure your user name is relevant and your password is something that you can remember. Your password must be between 8 and 20 characters long and include a combination of letters, numbers and special characters such as % or {

### 3. Account activation

When you register for the first time you will receive a confirmation email through your registered email address. You must activate your account by clicking on the link in the confirmation email. Keep the username and password you used to set up the account in a safe place.

### 4. Searching

You can search for your ideal job by keyword (job role, occupation type, or Apprenticeship level) and/or by location, to suit your criteria. You can also search for Traineeship opportunities.

### 5. Found a position?

Once you've found the position you want, applying is easy. The application form is simple, secure and reusable, so you can view the status of your applications and manage them online. You can have up to ten live vacancies at any one time.

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 technical support using Apprenticeship vacancies:

**Telephone:**

08000 150 400 or 024 7682 6482

**Email:**

[nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk)

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[twitter.com/traineeshipgov](https://twitter.com/traineeshipgov)

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