

LOOKING FOR AN APPRENTICESHIP

Find



LANCASHIRE SKILLS  
& EMPLOYMENT HUB

LOOKING FOR AN APPRENTICESHIP: FIND



**Before you start  
searching make sure  
you know what you are  
looking for**

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**Careers  
Advice**

### Careers advice

If you are not sure what career or role you are looking for, you need to get Career advice from trained individuals. If you are still a student, your school/college/university should have someone who can deliver this advice.

The logo for the National Careers Service, featuring the text "National Careers Service" in white, bold, sans-serif font on a magenta square background.

**National  
Careers  
Service**

Alternatively, contact/visit the [National Careers Service](#). Available to anyone of any age and is accessible either online or via phone. The image aside will take you to their careers advice page or you can call 0800 100 900.

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# Understanding Levels

### Understanding Levels

**Level 2** – No experience or transferable skills related to the profession. Prior qualifications at the same or higher level that are not in a relatable field would not be applicable. Example – Level 2 Metal Welding would be suitable for anyone, regardless of qualification, if they have never welded two pieces of metal together!

**Level 3** – Has some qualification/experience that may be applicable. Qualifications or prior experience show that they can undertake the tasks required with some knowledge of the fundamentals. Example – Level 3 Business Administration. Has some office/retail experience, has been studying A Level English, or level 2 Business studies.

[CLICK HERE](#)



**This link** shows an overview of apprenticeships covering:

What is an apprenticeship? **What are the 4 types of apprenticeships?** Which industries offer apprenticeships?

**What is the most common apprenticeship?** What are the benefits of an apprenticeship?



## Understanding Levels

**Levels 4 and 5** – Would be the next step for those who have attained a BTEC Level 3 extended diploma in the same industry or sector. Has sufficient prior knowledge to be able to undertake more complex tasks.

Example – Lead engineering maintenance technician (level 4) Has prior experience in engineering maintenance to be able to instruct others and oversee more complex issues.

**Level 6** – This can be for career entrants but is only for those who can translate their academic studies to the area of their chosen career very quickly. Applicants would have grades good enough to secure a university place (3 x BBB or better).

Be able to demonstrate good Communication skills, IT skills, Attention to detail, Organisation skills, Problem solving skills, Analytical skills, Team working, Initiative, Personal responsibility, Openness, and more.

[CLICK HERE](#) 

**This link** provide some further reading on apprenticeship levels from Not Going To Uni.



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# Understand you and apprenticeships

### Position yourself

Choose the right starting level. **Be objective about your abilities, experience, and qualifications for the role.**

Consider your competition – BTEC Level 3 Extended Diploma students with a distinction in IT are probably going to be more attractive to an IT company, than say a student with Psychology, History, and Spanish A\* A Levels. A Level 3 IT-related apprenticeship may be the best route in this example.

**It is not a race! Getting a degree can be an end goal but there is no deadline.** The journey is more important and valuable!





CLICK HERE



This link provides some further advice on residency status and international qualifications together with some digital resources to help your application.

## Apprenticeship Basics

**An apprenticeship has to be for a minimum of 12 months. They can last for six years.** The duration varies on the subject, not the level. You can get a Level 6 degree in engineering through an apprenticeship in the same period as a Level 3 Metal Fabrication.

Look at the apprenticeship standard to understand the duration and content. Understanding the apprenticeship you are applying for is helpful, but also can show other standards in the same discipline. Broadening your options and allowing you to plan your future progression upon completion of the apprenticeship. To find and view the apprenticeship standards look at the [Institute for Apprenticeships and Technical Education](#).

You can only do one apprenticeship at a time but there is no limit to how many apprenticeships you can during your career.

## Apprenticeship Basics



**How do they work?** Training is divided into two parts. **80% of the training is “on-the-job”, learning by doing, and being supported by a mentor within your business. 20% is “off-the-job”.** Being taught by a qualified educator. This is usually by a provider and not your employer. However, some employers have their own training academies. This is study time and learning that you can put into practice during the 80%.

**CLICK HERE**



**This link** shows a great overview of searching for and applying for apprenticeships. Beware this is a blog from 2022 and things do change.

**Do I have to attend college or University?** It depends. We live in a hybrid world and technology allows learning to be delivered via video and online. **Some providers operate a national delivery and will travel to your employer’s workplace.** Some skills can only be taught in physical locations that have machines and facilities to allow you to be trained safely without disrupting production.



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# Searching for apprenticeship vacancies

**Searching for apprenticeship vacancies is hard work and time-consuming. Below you will find some information and links that will make the search a bit easier.**

### Search Engines / Portals

These websites cover the majority of apprenticeship vacancies. There will be some repetition of the vacancies either because of sharing agreements between them or because an employer can post their vacancies in as many places as they wish.

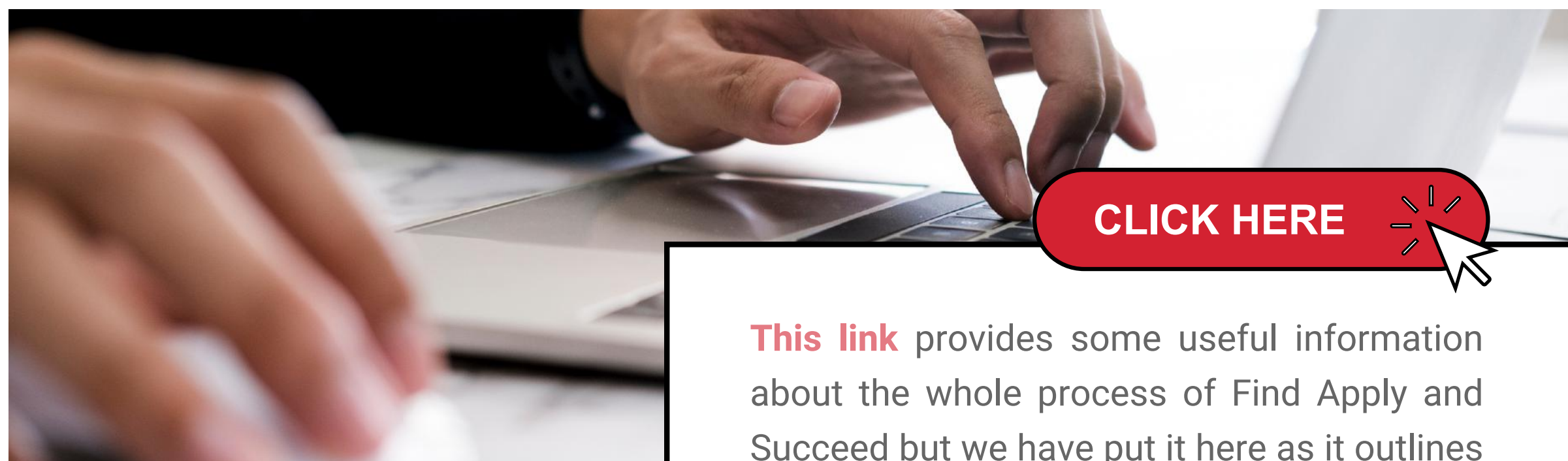
#### [Find An Apprenticeship](#)

#### [UCAS](#)

#### [Not Going To Uni](#)

#### [Rate My apprenticeship](#)

#### [Get My First Job](#)



**CLICK HERE**

**This link** provides some useful information about the whole process of Find Apply and Succeed but we have put it here as it outlines details about the different tests that are used before being shortlisted for interview.

## Employers

Not all employers will advertise their vacancies on search engines or portals. They believe they have enough presence and external marketing/promotion that those looking for an apprenticeship will visit their careers page or spot their post on [LinkedIn](#).

Research your chosen sector, and find those businesses that have operations in your geographical search area.

[LinkedIn](#) is a great starting point, use it as a search engine to find those businesses, trade associations, and even the training providers that serve that industry/sector.

For apprenticeship vacancies that we know of in Lancashire that are not advertised on Search Engines or Portals. [CLICK HERE](#)



### Providers

Some employers will simply use their chosen provider to do all of their recruitment for them. **Again, some providers will not advertise their vacancies on search engines or portals. Some will only post some of their vacancies on the search engines.** So, don't assume that because "Trumpton College" has some vacancies on the "Find An Apprenticeship" portal that all of their vacancies are listed there.

There are over 1,800 registered providers of apprenticeships in England. Find those providers that deliver your chosen apprenticeship standard/s by using the [Find Apprenticeship Training](#) service.

We partner with some local providers and we have links to their vacancy pages [here](#).

Use [LinkedIn](#) again to follow those providers that deliver apprenticeships because they may post vacancies or information that may help you.



### Other places

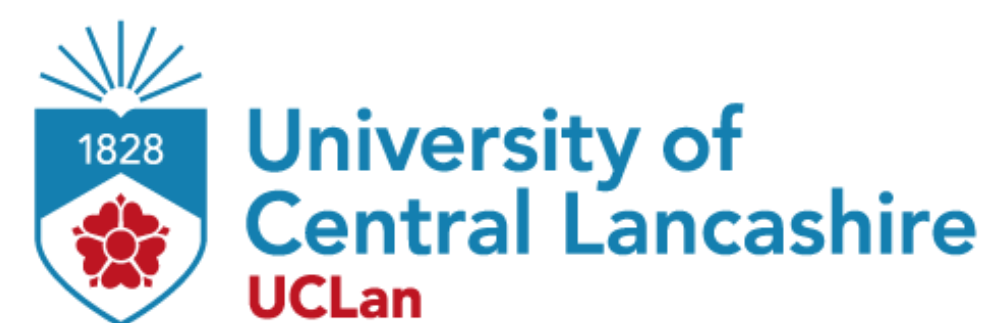
**Higher & Degree Listing - Amazing Apprenticeships** is a publication that comes out twice a year listing most of the apprenticeships across England. Note however that this is only a snapshot and is only really useful in the first few weeks of its publication.

Jobs Boards, there are numerous and we have only listed a few, as examples, but employers will advertise apprenticeships here also.

- **Totaljobs**
- **Monster Jobs**
- **Indeed**

## Local Providers

- [Blackpool and The Fylde College](#)
- [Blackburn College](#)
- [Burnley College](#)
- [Nelson & Colne College](#)
- [Myerscough College](#)
- [Apprenticeships - Preston College](#)
- [Lancaster & Morecambe College](#)
- [West Lancashire College](#)
- [Runshaw College](#)
- [UCLan](#)
- [Training 2000](#)
- [Get Set Academy](#)



**SPARK**

**The Apprenticeship Marketplace**

**UCLan**

**18th April 2024**



### Careers Fairs, Open Days

Attending events is a good way to see those employers and providers who may be able to help you find a vacancy.

At career events such as the [NW Apprenticeship & Career Expo](#) don't just speak to those employers that best match your chosen career. Speak to all employers that attend.

They will have suppliers and customers who may be looking to recruit but are not at the event. As an example, don't think of NHS just as nursing and care, they will have digital, admin, project management, HR, and construction-related roles also.

Attend the event, talk to employers, ask about their business, and ask if they could provide you with details of their suppliers that may suit you.



### When should I be looking?

There is no calendar or deadline that apprenticeships work to. They are advertised based upon the need of the employer and with apprenticeships being delivered by providers throughout the year they are advertised all year round.

The vacancies can be advertised for any length of time, with closing dates sometimes only a few weeks after posting, but can be as long as three or more months.

**WARNING** – an employer can close a vacancy early. If the employer has received enough applicants and believes they can appoint a candidate from those who have applied. They can close the advert and stop any further applications.

### When should I be looking?

If you are a student, vacancies with a summer start, after your exams, can be advertised as early as September the year before. However, the peak period is from October through to the end of March.

This period covers the university application window, the National Apprenticeship Week in February, and National Careers Week in March. Some employers, still assume the best time to recruit a school leaver is June – September and there will be a number of vacancies advertised in the summer.

[CLICK HERE](#) 

**This link** provide a summary of how to find an Apprenticeship from Baltic Apprenticeships.



## How often should I be looking?

**As often as you can and regularly. Not less than once a month.** The search engines, particularly “Find an Apprenticeship” and UCAS get updated daily. Employers (and Providers) can post a vacancy whenever suits them and for as long as they wish. Typically, vacancies are advertised for at least a month.

As pointed out, however, you are looking across different portals, using LinkedIn, and keeping an eye on providers vacancy pages. There are lots of places to search. To do all of this on one day a month means it becomes a very big task. It is easier to set a regular routine, of little and often. For example, a 4 week repeating:

	Week 1	Week 2	Week 3	Week 4
Mon	Find an Apprenticeship	Not Going To Uni	Rate My Apprenticeship / Get Your First Job	UCAS
Wed	LinkedIn	Employers	LinkedIn	Employers
Thu	Provider 1	Provider 2	Provider 3	Provider 4