



Higher  
Horizons+

# All About Apprenticeships



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# What is an Intermediate/Advanced Apprenticeship?



- An apprenticeship is a career option where you can train whilst on the job (and you earn a wage)
- Approximately 80-90% of the time will be spent in the job itself – the rest of the time will involve some form of learning
- The place you will be studying could be at a college, training centre or in the workplace
- Level 2 (Intermediate Apprenticeships) generally take around 12-18 months to complete and are equivalent to GCSEs
- Level 3 (Advanced Apprenticeships) can take around 2 years to complete and are equivalent to A Levels / BTECs.

## Levels of apprenticeship

Apprenticeships have equivalent educational levels.

Name	Level	Equivalent educational level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

# How to find an apprenticeship

- It's never too early to start research
- Consider what subject you are interested in and if you could see yourself in that career
- Weigh up the pros and cons of doing an apprenticeship, or going to sixth form or college and doing A levels or BTECs
- Gain work experience
- Build up transferable skills and keep a list of examples of these skills – you can use them to show why you have the skills to work in different jobs and study for an apprenticeship



# How to find an apprenticeship



- If you decide this is the right route for you, you'll need to approach an employer
- If you're currently employed, it may be possible to do an apprenticeship for that employer
- Look at the Gov.UK website – this will give you an idea of the apprenticeships available by location, as well as your particular vocation
- You can apply at [gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)
- Think about how your specific skill set applies to that apprenticeship

The screenshot displays the 'Find an apprenticeship' search results page on the Gov.UK website. The page header includes the Gov.UK logo and the title 'Find an apprenticeship'. Below the header, there is a 'Search results' section with the text 'We've found 1 apprenticeship in your selected area.' and a link to 'Receive alerts for this search'. The search filters are visible on the left side, including 'Keywords (optional)' with the value 'Nursing Associate Apprenticeship', 'Your location' with the value 'ST42DE', and 'Within' with the value '40 miles'. The search result for 'Nursing Associate Apprenticeship' is displayed on the right, showing the employer 'Shropshire Community Health NHS Trust' and a description of the role. The page also includes a 'Sort results' dropdown menu set to 'Best match', a 'Distance' of 32.9 miles, a 'Closing date' of 'in 6 days', and a 'Possible start date' of '25 Mar 2019'. A small map showing the location of the apprenticeship is also visible.

# Advantages of an Intermediate/Advanced Apprenticeship



The government and your employer pays for your apprenticeship

Benefit from ongoing and personalised support

Chance to kick-start your career

Your employer pays you a full-time salary

77% of employees believe Apprenticeships make them more competitive

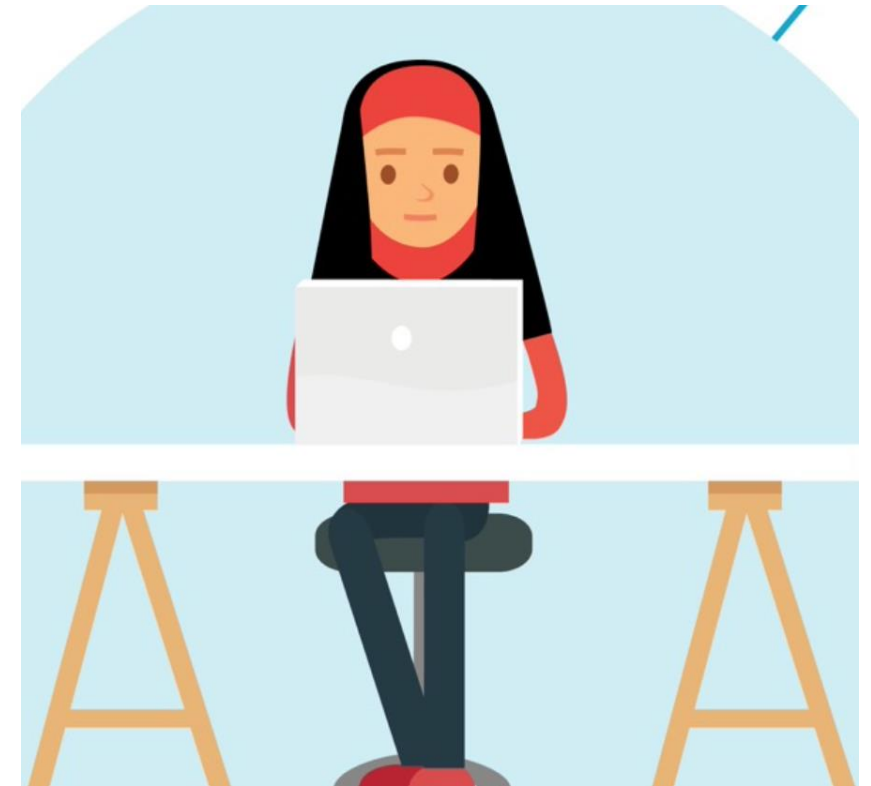
Train in the skills employers want

# Activity 1



Your skills are simply the things you do well. Many people feel that they have few skills although the reality is that we all use a wide variety of skills both in the workplace and at home. It is important to know your skills as these are a main feature of a good CV or Cover Letter.

- A lot of apprenticeship vacancies advertised will ask you to send a CV (curriculum vitae) and a covering letter
- Look at the skills listed on the following slide for inspiration
- When have you shown these skills?



# Skills



Interpersonal (relating well/ getting along with others)

Verbal Communications (explaining/advising)

Written Communications (reading and producing records/reports)

Customer Service (dealing with the public)

Flexible and Adaptable

Can work on own initiative

Listening and Communication skills

Team Worker

Well-organised

Able to prioritise workloads

Observant

Problem-solving

Attention to detail

Planning

Self-motivated

Safety awareness

ICT Skills

Excellent Telephone Manner

Good mathematical skills

Selling and Negotiating Ability

Calm and Approachable

Work well under pressure

Manual Dexterity (for practical work)

Imaginative and Creative

Persuading and Motivating

Can follow instructions and procedures

Accurate and Methodical approach

Process and Analyse Information and Data

Administrative Ability



# Activity 2



- Go onto the Gov.UK [Find An Apprenticeship](#) site and find an apprenticeship that you are interested in
- Write a 'mock' cover letter for an application for a particular apprenticeship
- Why should you be offered a place on the apprenticeship? Be persuasive
- Think about skills that you have shown that would make you suitable for that particular apprenticeship – be specific
- Only needs to be one side of A4!
- The following slides will give you some tips on CVs and cover letters



## What is a Student or Graduate CV format?

You might consider using a student or graduate CV if:

- you're still at school, college or university
- you've recently finished a full-time course.

In a student or graduate CV you highlight your qualifications first. If you've been in full-time education most of your life your qualifications will probably be your main achievement.

If you don't have a lot of work experience, try to make your course work relevant to the skills you'd use in the job. For example, you probably use time management, research and IT skills every day. You may also be able to say you're a fast learner, and are up to date with the latest equipment and techniques in your field.

# Example CV



## Example Student/Graduate CV

### Michael Davies

14 Any Road  
Anytown, M72 1DE  
0161 230 00200  
0782 5678567  
m.davies@email.co.uk

Your profile should summarise the skills you've gained from both academic and work experience.

#### Profile

A versatile and professional law graduate with wide ranging experience in a variety of law-related areas including youth offending, debt and benefits advice, employment law, and housing. Seeking to combine academic achievements and work experience in a challenging role within the voluntary sector.

You can include details of any modules, projects or placements covered in your degree that are relevant to the job you're applying for.

#### Education and Qualifications

2006 – 2009	<b>LLB (Hons) in Law</b> 2:1 Nottingham Trent University
	Optional course modules: Employment Law, Contract Law, Consumer Law, Law and Medical Ethics, European Law.
2004 – 2006	Nottingham Sixth Form College
	<b>3 A-Levels</b> English Language (A) Psychology (B) Business Studies (B)
1999 – 2004	Ashburton Secondary School
	<b>9 GCSEs Grades A - C</b>

#### Voluntary Experience

2007 – 2009	TGH Advice Centre	Volunteer Advisor
		<ul style="list-style-type: none"><li>• Providing independent, confidential and impartial advice to clients on debt, benefits, employment, housing, relationship and family issues for local voluntary organisation</li><li>• Interviewing clients face-to-face and over the phone to establish their needs</li><li>• Drafting letters and making calls on behalf of clients</li><li>• Referring clients to specialist caseworkers for complex problems or signposting to other agencies when appropriate</li><li>• Assisting clients to negotiate with companies and service providers to resolve any difficulties.</li></ul>

#### 2008 – 2009 Volunteer Mentor Youth Offending Team

- Providing one-to-one support, guidance and encouragement to young people who are at significant risk of offending or re-offending
- Maintaining confidentiality, whilst ensuring child protection procedures and issues of disclosure are followed
- Supporting mentees to set positive goals and work towards achieving these
- Establishing and maintaining regular and timely contact with mentees.

Separating the voluntary work from the paid work can help to make the voluntary work more prominent. In this instance the voluntary work is the most relevant.

#### Work Experience

#### 2007 – 2009 Bar Supervisor Student Union Bar

- Served customers, maintained excellent levels of customer service during busy periods
- Managed the bar in line with health and safety regulations
- Trained and supervised new bar staff
- Key-holder and responsible for opening and closing the bar within licensing hours
- Planned and organised staff rotas
- Ensured the bar area was stocked and well maintained.

Although this role may not be relevant to the new area of work, it highlights transferable skills and experience such as supervisory and management skills.

#### Additional information

- Confident with a range of IT packages including Word, Excel, Powerpoint, internet and e-mail.
- Fluent in Spanish and French
- Full, clean driving licence.

#### Interests

- Team captain of the University Hockey Team
- Active member of the University Student Union.

Positions of responsibility related to sport such as team captain may not be related to the job but highlight leadership qualities.

#### References

- Available on request.

# Cover letter

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- A CV should always be accompanied by a covering letter to encourage the employer to read your CV.
- You should think of the covering letter as an advertisement for your CV, highlighting your key 'selling points' that will make them want to find out more.
- The covering letter could be sent by email with your CV or printed and posted.
- Let's look at some Top Tips for Cover Letters...

# Cover letter – Top Tips

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- **Use a computer**

Usually, you should use a computer and print out your covering letters. Most employers prefer covering letters to be done this way, so they're easy to read.

- **Push your strengths**

Your covering letter can draw attention to your most relevant skills and achievements. You can provide more information on the skills and experience that are relevant to the job. You could explain how a particular experience helped you develop the skills you've put in your CV. For example, 'doing the weekly stock take during my Saturday job helped me to sharpen my maths skills and spot sales trends'.

- **Make it personal**

Don't send out identical covering letters without any detail about the employer. It's much better to show that you've done your research on the company and know what they do. Make it clear you've thought about which skills they want and how you can provide them. It's better to spend time writing ten personalised covering letters than sending out 50 identical ones.

# Cover letter – Top Tips

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- **Provide information if you have a disability**

If you've got a disability, it's up to you whether you mention this on the covering letter or CV or not – you're not legally obliged to do so. Although disclosing your disability at application stage can give you an opportunity to say which skills you've learned as a result of your disability.

- **Use the right language and tone**

When applying for most jobs you should use clear, business-like language. However, if you're applying for a creative role, such as an advertising copywriter, you could show your originality and word skills in the language and tone you use. Use your judgment, based on what you can find out about the company and their approach to recruiting.

# Cover letter – Top Tips

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- **Check it and then check it again!**

Always check your covering letter for spelling and grammar errors. Don't rely on spell checkers, as they don't pick everything up.

It might help if you leave some time after completing the letter before checking it. This way you'll look at it with fresh eyes. When you've been working on one piece of work for a while, it can be difficult to look at it objectively.

Even better, you could ask someone else to check it over for you. They'll be reading it for the first time (just like the employer will be) so they'll also be able to check that it flows well.

- **Keep it brief**

Keep your covering letter to a maximum of five short paragraphs. This makes it easy for employers to read it quickly.

- **Keep the format consistent**

If you use the same font and text size on your covering letter and CV it will look neat and professional.

# Colleges offering apprenticeships

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- There are many colleges which offer Level 2/3 Apprenticeships
- Their website will give you more information about the apprenticeships on offer – this can vary throughout the year
- It will also give you information on the process for making further enquiries about the apprenticeship
- Very important to do your research and look at a range of options – not all colleges will offer the same subjects/vocations
- The next pages give you some idea of the types of apprenticeships you can do at local colleges. These change all the time, so do your research to see if they're still on offer.



# Colleges offering Apprenticeships - Cheshire

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- **Cheshire Colleges Group** – Barbering, Bricklaying, Welding, Cabin Crew, Media, Motor Vehicle, Construction, Engineering
- **Reaseheath College** – Agriculture, Animal Care, Bakery, Construction, Craft Butchery, Dairy Technology, Food and Drink, Equine, Horticulture, Land Engineering, Property Maintenance, Veterinary Nursing
- **Warrington and Vale Royal College** – Accounting, Bricklaying, Business, Construction, Engineering, Manufacturing, Welding, Plumbing

# Colleges offering Apprenticeships - Shropshire

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- **North Shropshire College** – Agriculture, Horticulture, Customer Service, Business Administration, Motor Vehicle, Plumbing and Heating, Hospitality, Childcare
- **Shrewsbury College** – Accounting, Construction, Business, Law & Economics, Childcare, Electrical Installation, Engineering, Hair, Beauty & Therapies, Hospitality & Catering, Motor Vehicle, Plumbing
- **Telford College** – Business administration and law, Construction, Education and Training, Health and Care, Information and Communication Technologies, Sport and Leisure, Retail, Security, Management, Warehouse and Logistics, Food Manufacturing, Engineering

# Colleges offering Apprenticeships - Staffordshire



- **Burton and South Derbyshire College** – Hospitality, Teaching and Learning in Schools, Customer Service, Business Administration, Joinery, Manufacturing, Carpentry, Accounting, IT
- **Buxton and Leek College** - Business, Management & Finance, Computing & ICT, Beauty, Spa & Media, Make Up, Hairdressing & Barbering, Childcare & Education, Health & Social Care, Hospitality & Catering, Carpentry & Joinery, Engineering & Manufacturing, Motor Vehicle & Motor Sport
- **Newcastle and Stafford Colleges Group** – Beauty Therapy, Carpentry, Customer Service, Design, Engineering, Hospitality, Manufacturing, Mechanical, Retail, Teaching and Learning in Schools
- **South Staffordshire College** – Accounting, Business, Customer Service, Digital Marketing, IT, Engineering, Construction, Animal Care, Veterinary Care/Nursing, Hairdressing, Childcare
- **Stoke-on-Trent College** – Business, IT, Administration and Management, Construction and Building Services, Engineering, Healthcare, Childcare, Logistics, Servicing Industry

# Apprentices' thoughts



We asked some current apprentices what they think about their apprenticeship and why they chose this route.

You can watch what they had to say here:

<https://www.youtube.com/watch?v=OzZOUbJLVeY>



## **Q. Where do I find these apprenticeships advertised?**

A. Look at any apprenticeship as a normal job opportunity. Employers will advertise any apprenticeship vacancies in the same places they would do for any other job vacancy in their company e.g. job sites like Indeed; their own websites; local newspapers.

Apprenticeships are also advertised on the GOV.UK 'Find An Apprenticeship' site and also on College and Training Provider websites.

## **Q. I want to apply for an Intermediate/Advanced Apprenticeship but don't know my grades yet?**

A. This is the case for a lot of apprenticeships that are advertised (usually around April/May) and the employer will expect you to list your expected grades on the application, the same way you would when applying for College or Sixth Form.

**Q. Will I get paid while I'm on an Intermediate/Advanced Apprenticeship ?**

A. Yes! You will receive a full salary from the employer while studying.

**Q. Will I need to pay tuition fees to the College or Training Provider where I am studying on an apprenticeship programme?**

A. No! The employer and the government will fund your tuition fees.

**Q. I'm not sure if I should apply for a full time course at College/ 6<sup>th</sup> Form or look for an apprenticeship?**

A. Do both! It's always good to keep both options open. So apply to your chosen College/Sixth Form for your full-time course, but also be looking for Intermediate or Advanced Apprenticeships. If you manage to get an apprenticeship that you are happy with, then withdraw your College/Sixth Form application. If you don't manage to get an apprenticeship then you will still have your place at College/Sixth Form to go to in September.

## **Q. I've heard about Degree Apprenticeships? Can I apply for one after Year 11?**

A. Sorry, no! You need to have gained a Level 3 qualification before you apply for a Higher or Degree Apprenticeship. A Level 3 qualification is either A Levels, or a Level 3 BTEC Diploma (or other vocational qualification), or the completion of a Level 3 Advanced Apprenticeship.

For more information on Degree Apprenticeships go to [www.higherhorizons.co.uk/resources](http://www.higherhorizons.co.uk/resources) and find out Higher and Degree Apprenticeships info pack.

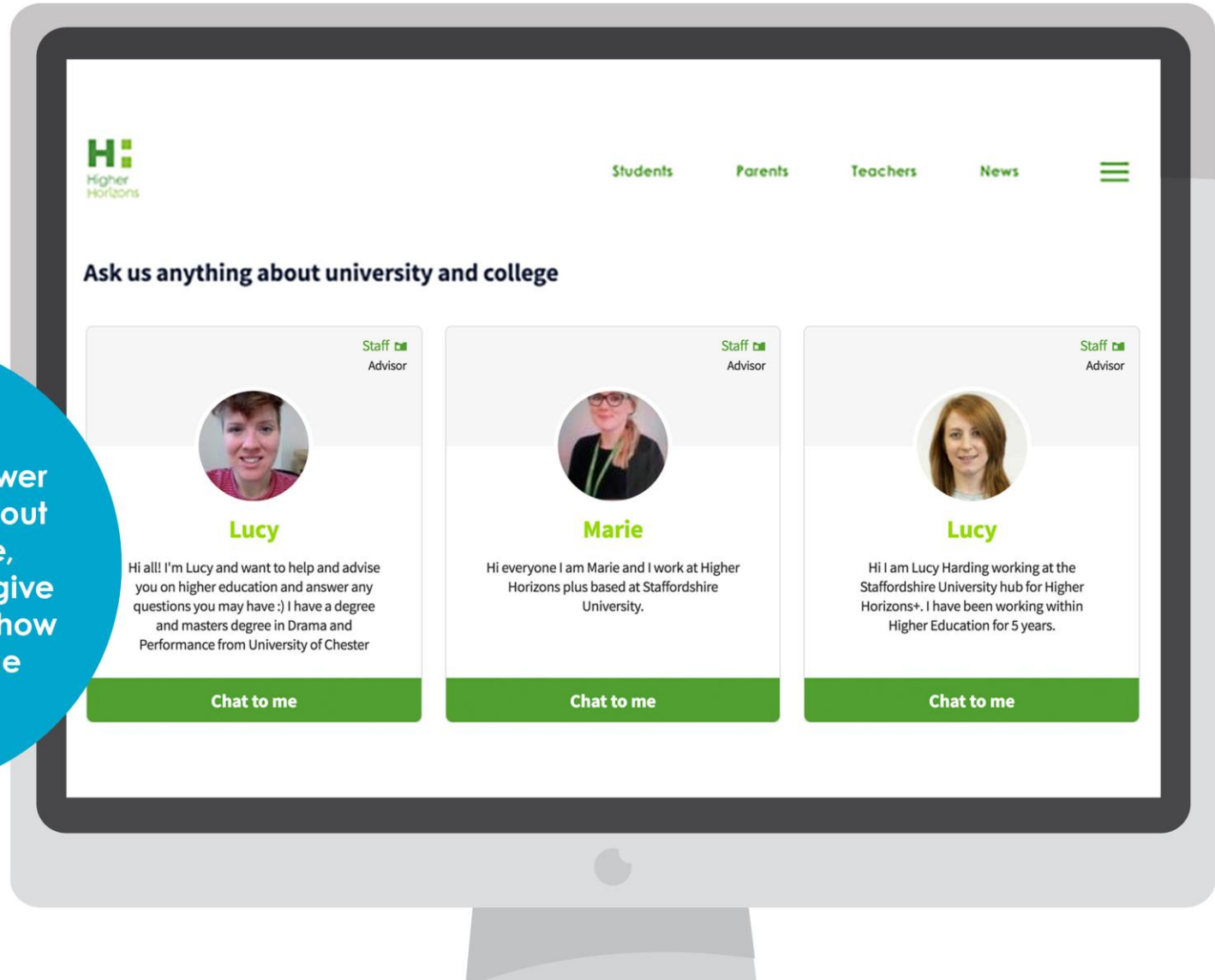
**If you have any other questions about Apprenticeships  
you can ask our friendly team at  
[www.higherhorizons.co.uk/ask](http://www.higherhorizons.co.uk/ask)**

# Get in touch



You can chat to our team at [www.higherhorizons.co.uk/ask](http://www.higherhorizons.co.uk/ask)

We can help answer any questions about school, college, university, or just give you some tips on how to study at home





# Useful Websites and Links

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<https://www.gov.uk/apply-apprenticeship>

Official government website for apprenticeships – information about current vacancies

<https://www.getmyfirstjob.co.uk/Choices/Apprenticeships.aspx>

Information about the process of finding the right apprenticeship for you

<https://www.ucas.com/alternatives/apprenticeships/apprenticeships-england/what-apprenticeships-are-available/intermediate-apprenticeships>

Specific information about Intermediate (Level 2) apprenticeships

<https://www.ucas.com/alternatives/apprenticeships/apprenticeships-england/what-apprenticeships-are-available/advanced-apprenticeships>

Specific information about Advanced (Level 3) apprenticeships

# We want your feedback!



Please help us by filling out our short feedback survey using the link below:

<https://survey.alchemer.eu/s3/90313164/OutreachOnline-secure>

It will take you no more than two minutes to complete. We'll use your feedback to help us design new resources for you and other young people.

Thanks for downloading our resources and working through the session. So we know whether this was useful for you, we'd love it if you could fill out our feedback survey





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Thanks for listening. Any questions?

[www.higherhorizons.co.uk/ask](http://www.higherhorizons.co.uk/ask)



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