



Higher  
Horizons+



# Higher and Degree Apprenticeships Explained



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# What is a Higher/Degree Apprenticeship?

- An apprenticeship is a career option where you train and learn while working in a related role (and you earn a wage)
- Approximately 80-90% of the time will be spent in the job itself – the rest of the time will encompass some form of learning
- With degree apprenticeships, the learning will be with a university
- Once you complete the apprenticeship your qualification will be the equivalent of a university degree
- A Higher or Degree Apprenticeship can take 3-6 years to complete

## 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

# What is a Higher/Degree Apprenticeship?

- Gives you the chance to gain the same level of qualification that someone studying purely at University will get, while also earning money and gaining work experience
- Higher/Degree Apprenticeships can be extremely competitive to get into, with a demanding workload
- But they are a chance to gain a headstart in your chosen profession

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# Advantages of an Intermediate/Advanced Apprenticeship



The government  
and your employer  
pays for your  
apprenticeship

No student loan to  
pay back

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

# 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 a degree apprenticeship or going to university to do a standard degree
- 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, firstly 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

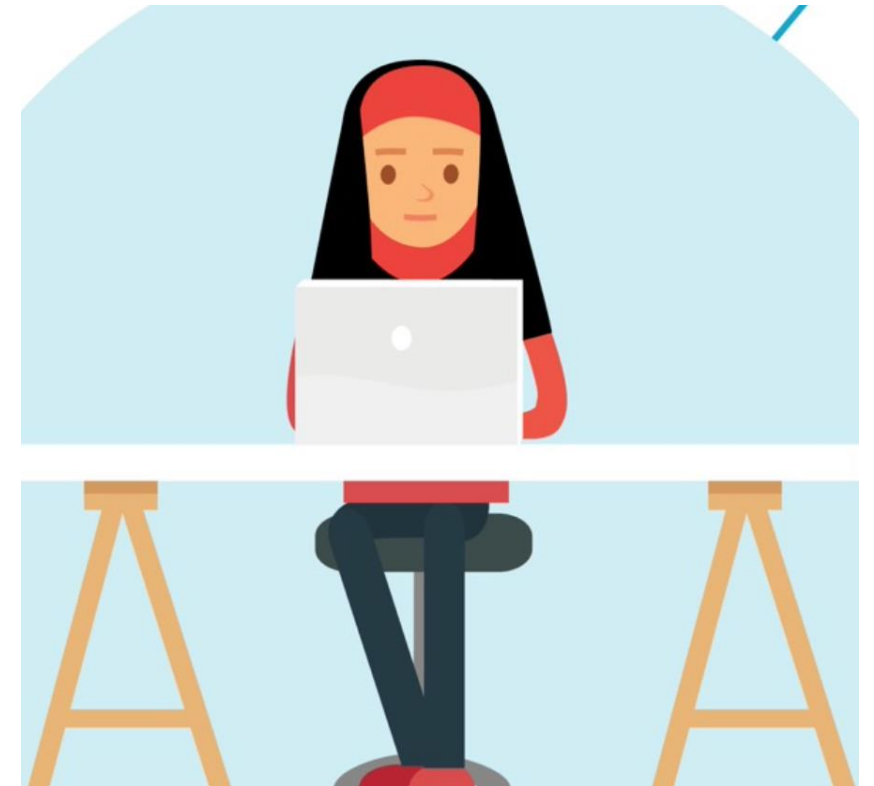
The screenshot shows the 'Find an apprenticeship' search results page on the Gov.UK website. The search criteria are: Keywords: 'Nursing Associate Apprenticeship', Location: 'ST42DE', and Within: '40 miles'. The results show one apprenticeship: 'Nursing Associate Apprenticeship' at Shropshire Community Health NHS Trust. The job description states: 'We are seeking to recruit committed, dynamic, enthusiastic and motivated health care assistants/support workers with a desire to undertake a 2 year Nursing Associate Apprenticeship programme in March to gain a foundation degree and Band 4 Nursing Associate post within Shropshire Community Health NHS Trust upon qualifying and NMC registration.' The distance is 32.9 miles, the closing date is in 6 days, and the possible start date is 25 Mar 2019. There is also a 'disability confident' logo and a map showing the location near Bowbrook.

# 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

Numerate

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 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.

If you went back to college or university as an older learner and have relevant work experience or skills from past jobs, you might want to highlight these ahead of your recent qualifications.

# Example CV



## Example Student/Graduate CV

### Michael Davies

14 Any Road  
London, M72 1DE  
01 230 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.

#### 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>

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

#### 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.



# Universities offering apprenticeships

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- There are many universities all around the UK which offer degree apprenticeships
- The university website will have a section specifically on the degree apprenticeships that are on offer – the number of these may vary throughout the year
- It will also give you information on how to find out more about the apprenticeship
- It is very important to do your research and look at a range of options – not all universities will offer the same subjects or apprenticeships

# Universities offering apprenticeships

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## Staffordshire University

<https://www.staffs.ac.uk/apprenticeships>

- Staffordshire University partner with a range of employers including the NHS, BT, Siemens, NHS, Police Forces, and Bentley Motors to offer apprenticeships
- Business Administration, Care Services, Digital, Health and Science, as well as Policing Apprenticeships are all on offer



# Universities offering apprenticeships

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## Keele University

<https://www.keele.ac.uk/apprenticeships>

- Keele University currently offer Nursing Associate Apprenticeships
- Keele are currently working to develop more apprenticeship offers



# Universities offering apprenticeships

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## Harper Adams University

<https://www.harper-adams.ac.uk/courses/apprenticeship/>

- Harper Adams University offer specialized apprenticeships focused on areas such as Food Production and Engineering, Chartered Surveying and Digital Technology



**Harper Adams  
University**

# Universities offering apprenticeships

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## Chester University

<https://www1.chester.ac.uk/study/degree-apprenticeships/>

- Chester University offer specialized apprenticeships focused on areas such as Nursing, Health and Social Care, and Business Leadership



University of  
Chester

# Apprentices' thoughts



We asked some current Higher and Degree 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. What is the difference between a Higher Apprenticeship and a Degree Apprenticeship?**

A. In qualification terms, the Higher Apprenticeship is Level 5 and the Degree Apprenticeship is Level 6. The Higher Apprenticeship is the same level as studying a full-time Foundation Degree or Higher National Diploma whereas a Degree Apprenticeship is the same level as a full-time Degree programme.

## **Q. Do I apply for a Higher/Degree Apprenticeship through UCAS?**

A. No, you need to gain the job first and the employer will help you to apply to the university that they want you to study with.

## **Q. Will I get paid whilst I'm on a Higher/Degree Apprenticeship?**

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

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

A. Look upon any apprenticeship as a normal job opportunity. So employers will be advertising 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.

Plus apprenticeships are advertised on the GOV.UK 'Find An Apprenticeship' site and also on the UCAS apprenticeships page.

## **Q. I want to apply for a Higher/Degree 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.



## **Q. Can I apply for a Higher/Degree Apprenticeship 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 (see our 'All About Apprenticeships' resource pack for more information on Intermediate and Advanced Apprenticeships).

## **Q. What age do I need to be to start a Higher/Degree Apprenticeship?**

A. You can start a Higher or Degree Apprenticeship around 18 years of age or at any age older than that.

**Q. Will I need to pay tuition fees to the university 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 Degree programme at University or look for an apprenticeship?**

A. Do both! It's always good to keep both options open. So apply through UCAS for your full-time Degree, but also be looking for Higher/Degree Apprenticeships. If you manage to get an apprenticeship that you are happy with, then withdraw your UCAS application. If you don't manage to get an apprenticeship then you will still have your place at University to go to in September.

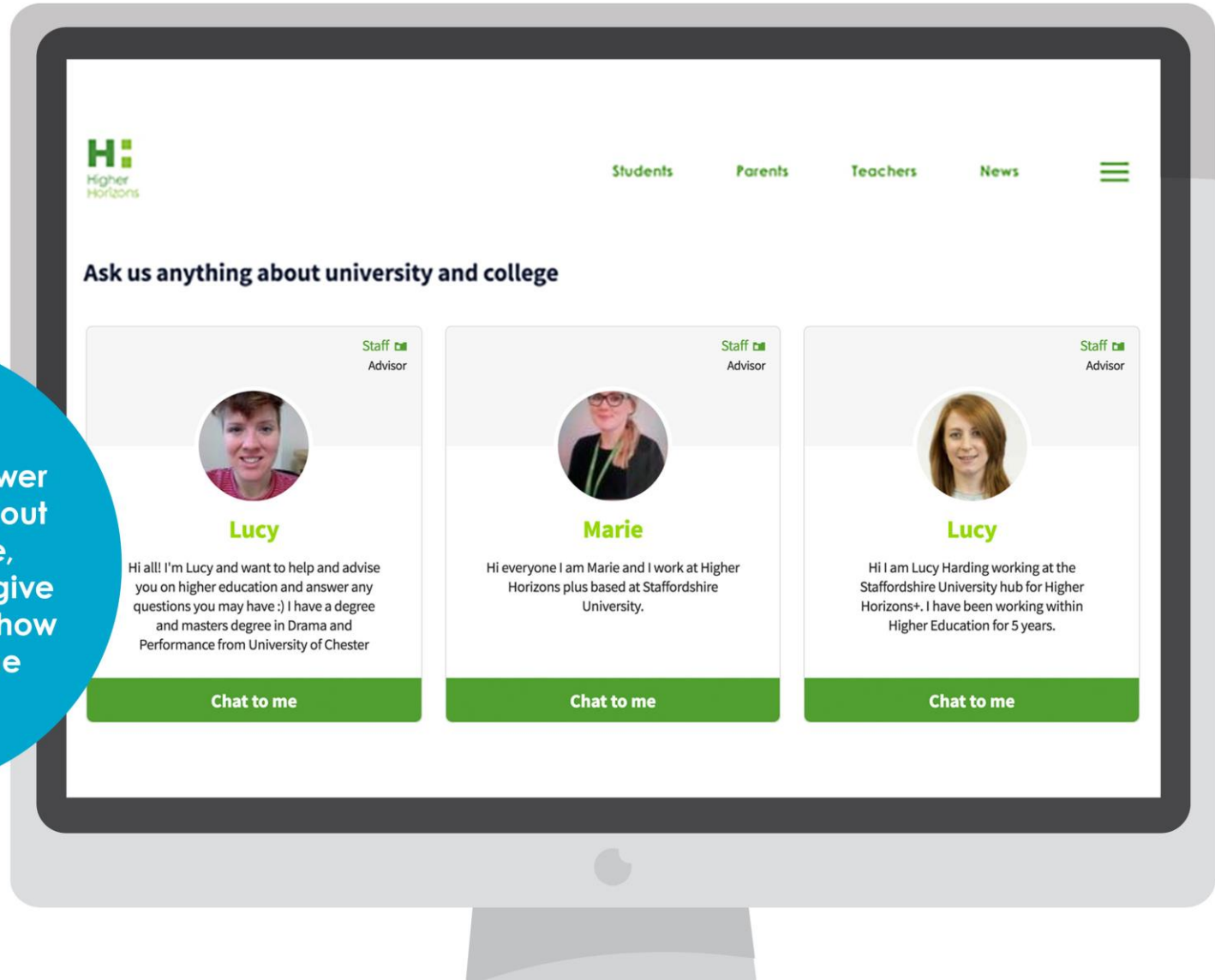
If you have any questions we haven't answered you can ask them at [www.higherhorizons.co.uk/ask](http://www.higherhorizons.co.uk/ask)

# 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.officeforstudents.org.uk/for-students/degree-apprenticeships-guide-for-apprentices/>

Information specifically about degree apprenticeships and important points to consider

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

Official government website for apprenticeships – information about current vacancies

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

Breakdown of both higher and degree apprenticeships, with case studies from current apprentices

# 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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