

Guide

to

Apprenticeships

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**What are Apprenticeships:**

Apprenticeships allow you the opportunity to work and gain recognised qualifications at the same time (e.g. NVQ’s).

They are available in a range of occupational areas. Some examples are **retail, business administration, catering, childcare, motor vehicle, engineering, construction, customer care and hairdressing.**

Your qualification will help you develop the skills you need to do your job effectively. This could be for instance:-

* learning how to wash and cut hair in a hair salon
* plan and deliver activities to children in a childcare setting
* or learning how to read plans and diagrams in a construction trade

To help you with your learning and work towards your relevant qualification you may attend a College or Training Centre on a day release or block release.

Apprentices are paid the minimum wage of £5.28 per hour.

**Levels Apprenticeships Are Offered At:**

**Available at 4 levels:**

* **Intermediate – level 2**
* **Advanced – level 3**
* **Higher – level 4/5/6**
* **Degree – level 6/7**

Higher and degree apprenticeships will mean you can study and work towards university level qualifications at the same time as working. It is likely your employer will cover the costs of the fees for your qualification.

**How To Find An Apprenticeship:**

There are three main ways to apply for apprenticeships:-

1. Register with the relevant Training Providers (ask your Connexions Adviser for a list of who these are)
2. Look for advertised vacancies:

[www.gov.uk/apprenticeships](http://www.gov.uk/apprenticeships)

[www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk)

1. Contact employers with your CV and a covering letter (ask your Connexions Adviser if you need help with this) speculatively to see what opportunities there might be

**Things to Consider:**

* Apprenticeships are competitive to secure
* Employers will be looking for academic requirements (normally GCSE’s levels 4 and above in maths and English, possibly science for engineering and science based apprenticeships)
* In additional to academic requirements employers will be keen to see the skills and qualities you can offer as a person. The top ten skills employers have said they want are: communication, problem solving, initiative, working under pressure, organisation, team working, adaptability, numeracy, negotiation and valuing people
* **Always** apply to college for a full time course, even if this is only your back up choice – remember, apprenticeships are difficult to secure, therefore self-motivation and determination will be essential

**Seddons Aldi Thales**

**Network Rail** **United Utilities** **Vauxhall**

**NHS**

**Thomas Cook Barclays**

**George Cox & Sons MBDA Kelloggs**

**Employers who may recruit apprentices**

**Stateside Foods Heinz Royal Mail**

**Totoya British Gas Keoghs**

**BBC** **Warburtons** **Heineken**

**Stagecoach**  **GMP** **Story Homes**

**Hitachi**  **VW British Telecom**

**BAE National Grid Fords**