

NEED TO KNOW MORE ABOUT APPRENTICESHIPS?

WHAT IS AN APPRENTICESHIP?

An apprenticeship is a job where you learn, gain experience and get paid. They are available to anyone over 16 years old regardless of whether you are just leaving school, have been working for years or are looking to start a new career. You need to be living in England and not taking part in full-time education.

Apprenticeships can take between one and five years to complete depending on the level of apprenticeship, the apprentices' ability and the type of job.

Apprentices:

- Earn a wage and work alongside experienced staff to gain job-specific skills.
- Receive training to work towards related nationally recognised qualifications.
- Must be paid the [national minimum wage](#).
- Should work for at least 30 hours a week

[Find out more about Apprenticeships](#)

WHAT IS A TRAINEESHIP?

Traineeships are designed to prepare students for a future career, by helping them to get ready for the world of work and improving their chances of getting an Apprenticeship or other job.

Traineeships last anything from six weeks to a maximum of six months and can include:

- Work preparation training.
- English and maths support (except people who already have an A*- C in these subjects) to provide the literacy and numeracy skills needed for the workplace.
- Meaningful work experience which provides insight and experience of the world of work and makes students more attractive to potential employers.

[Find out more about Traineeships](#)



THERE ARE THREE LEVELS OF APPRENTICESHIP AVAILABLE:

1 - Intermediate Level Apprenticeships

Apprentices work towards work-based learning qualifications such as a Level 2 competence Qualification, Functional Skills and, in most cases, a relevant knowledge-based qualification.

2 - Advanced Level Apprenticeships

Apprentices work towards work-based learning qualifications such as a Level 3 Competence Qualification, Functional Skills and, in most cases, a relevant knowledge-based qualification.

3 - Higher Apprenticeships

Apprentices work towards work-based learning qualifications such as a Level 4 Competence Qualification, Functional Skills and, in some cases, a knowledge-based qualification such as a Foundation Degree.

How do I get an Apprenticeship?

There are three ways of applying for Apprenticeships.

1. Applying through the Gov.UK website

All apprenticeship vacancies are advertised on the Gov.UK website and locally through college sites

[Find an Apprenticeship here](#)

Search for vacancies by keyword, job or occupation. You can narrow your search by postcode or location.

You will need to register and create your own account before you can make any applications.

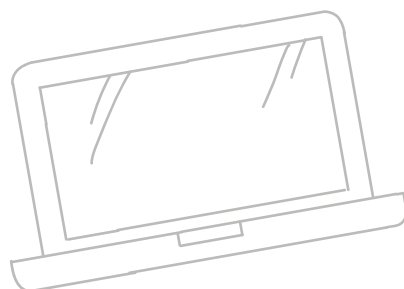
2. Applying through a training provider/further education college

Training providers are companies that work with employers to make sure their apprentices receive the right training.

Type in your postcode, filter by the distance you are prepared to travel, yr 11 and type of course - apprenticeship.

Use the extra filter to refine your search by levels and provider type.

Training providers may be able to help you find an apprenticeship by suggesting local employers to contact.



3. Applying for vacancies with local companies

Some local companies will advertise job through local papers, in schools and colleges as well as on the apprenticeships website.

Make sure you apply for any vacancies that interest you.

If you find a job, your employer may be prepared to offer you training through an apprenticeship.

Important!

Apply through all these routes.

Don't just apply for one vacancy – apprenticeships are very popular and you may not be successful straightaway.

Make sure you have the right entry qualifications. Some opportunities will ask for particular grades in English, Maths &/or Science.

Interviews and selection tests are arranged to select suitable applicants. If you're invited to a test, this could be at a local training centre with lots of other people.

Apprenticeship vacancies are advertised throughout the year. Apply to those that interest you as soon as possible. As some vacancies are advertised for several months, you may not hear whether you've been successful for a while.

WHAT HAPPENS AFTER I'VE APPLIED?

You may be invited for an interview and perhaps asked to sit an assessment test.

Apprenticeships are very popular; don't just apply for one vacancy at a time, you may not be successful straightaway.

WHAT HAPPENS IF I CAN'T FIND AN APPRENTICESHIP?

If you don't have an employer, some work-based training providers can start you on a Programme Led Apprenticeship. These allow you to start working on the skills and knowledge you need as an apprentice whilst continuing to look for an apprenticeship vacancy.

HOW CAN I FIND OUT MORE?

Visit the [apprenticeship website](#) for more information on apprenticeships and to search and apply for apprenticeship vacancies.

Research the training provided by work-based training providers and apply to those who offer the courses you want to do.

Talk to your Transitions or Careers Adviser they can help you find out more about your options and tell you about local opportunities.



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GOOD LUCK!