



APPRENTICESHIP GUIDE BOOK



WHAT IS AN APPRENTICESHIP



A working job that provides the training

You instantly become a member of staff! This means you get holiday pay, sick pay, are expected to work hard and given real responsibilities. Whilst learning on the job you are also working towards a qualification in that field, this may take 2 years, 4 years or more, it depends on the employer, job, training and level of qualification.

The qualification part

The company you are working for will be supported by a training provider so you will gain a qualification. This is usually provided by a college or university that you'll attend one day a week.

There are MANY apprenticeships

Apprenticeships are becoming much more popular and companies are offering more routes into the working world. Trades such as construction and engineering are well known but you can now train to be a solicitor, paramedic, accountant, HR manager.

What about degree apprenticeships

They are the same as standard apprenticeships with the difference that you also study at University and achieve a degree when you complete it. All your fees will be paid for so you will have no student debt.

Applying for degree apprenticeships

You can do this whilst applying for university. Each employer will be different so you'll need to read the advert carefully but it's a good idea to keep your options open and apply for as many different vacancies as you can – you can always turn offers down.

What is your role in applying for Apprenticeships?

1. Research industries and companies you are interested in.

(Why? - Because some advertise early, often a year earlier)

2. Your CV must be created professionally and tailored to each application.

(Why? - An unprofessional CV will not even be looked at - first impressions DO COUNT!)

3. Gain work experience in the industry you want to apply for.

(Why? - This shows you are interested in your apprenticeship choice, 2/3rds of employers look for relevant work experience)

4. Check the dates of applications, make sure you are aware of any prior assessments or portfolios you need to prepare.

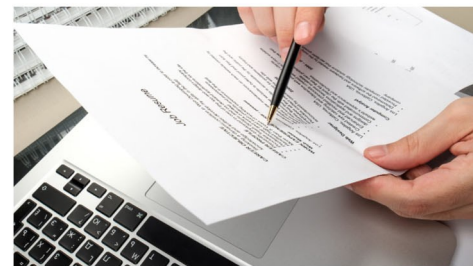
(Why? - If you miss a deadline - it is too late for that job. You may have to wait another year)

5. When you think you are ready, check your application, CV and covering letter.

(Why? - Any mistakes - spelling, grammar may hinder your application)

6. When you are ready APPLY either:
-Directly through the company website.
-Through government websites.

(see page 4)



Smaller Organisations

-Many small companies will advertise through job websites or the government websites:

- **indeed.co.uk**

-**findapprenticeship.service.gov.uk/
apprenticeshipsearch**

-It is essential that when you look at these sites that you filter your search (e.g. through location, field etc) be cause there are 100's if not 1000's of vaccancies depending on the time of year you are applying.

-**BE CAREFUL**, these smaller companies offer aprenticeships with immediate starts. SO applying for an apprenticeship in October, the start date may be November. You haven't finished yet :)

-Apply either through gov. website, job website or company but check your application first.

-Check emails regularly to see if companies have responded (including junk). You must respond swiftly to the email, shows enthusiasm.

-If there is a company you might like to work for it is often it is a good idea if you send your CV (make sure it is professional) off to companies to inform them of your interest in working for that particular organisation.



BE MINDFUL

Some larger organisations will offer vacancies a year before you start your apprenticeship. You will need to apply very early for these:

For example:

- Rolls Royce
- Price Waterhouse Coopers
- BT
- AMRC
- Deloitte
- KMPG
- Marks & Spencer
- Jaguar Land Rovers
- Tesco
- Morrisons
- John Lewis
- Ernst & Young



CONSIDER OTHER OPTIONS

- Apply for university if you are unsure.
- Look at other opportunities for example: management training programmes in bigger corporations.

USEFUL WEBSITES



Apprenticeships

National Government website for all vacancies

indeed®
Search for vacancies

theguardian
careers

Advice on cover letters and CVs

PROSPECTS

Use job profiles to help with your CV

notgoingtouni.co.uk

Ideas on next steps and careers advice

Vacancies and careers advice

UCAS
Apprenticeships

**APPRENTICESHIPS
IN THE UK**

ucas.com/apprenticeships



TIMELINE

September: Research companies (all of them you are interested in)



October: CV must be produced accurately and professionally. Covering letter drafted up and checked. Continue to check company websites. Start to send out speculative enquiries IF CV ready.



November: Check company and government websites. Check emails. Check if any assessments need completing.



December: Check websites. DEADLINES FOR MANY LARGER COMPANIES. Check emails.



Jan-March: Check company and government websites. Check emails.



Apr-June: Gov. website will be full of vacancies. You must regularly check. Good vacancies will be snapped up.



July: Congratulations on your NEW JOB & GOOD LUCK

