

# YOUR GUIDE TO APPRENTICESHIPS

2023/24



# WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job where you gain experience in the transferable skills that come from being in the workplace alongside learning and achieving a valuable qualification.

## YOU WILL ALSO:

- Earn a wage
- Be treated the same as any other employee but given the time to concentrate on your studies
- Get the chance to learn from the people that you work alongside and have a mentor for support

## WHERE WILL I BE TRAINING?

Most of your training will take place within the workplace and then depending on your qualification, you will spend time in college, with a training provider or university.

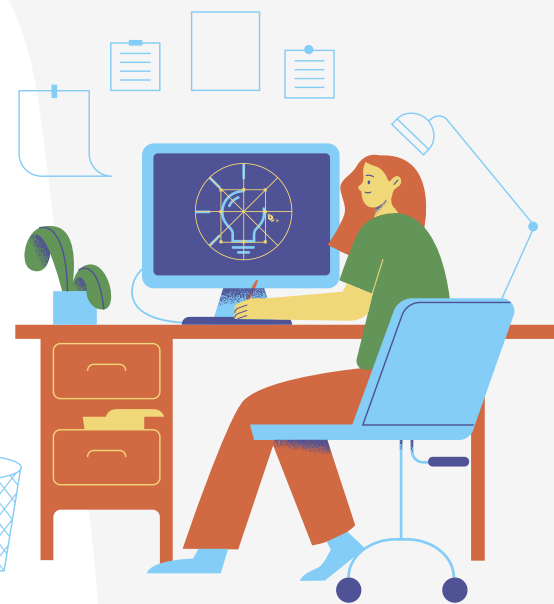
## HOW MUCH TRAINING WILL I DO?

This off-the-job training will equate to at least 20% of your working week. It will vary from one day a week to blocks of days per month depending on the qualification.

## HOW LONG WILL IT TAKE TO GET A QUALIFICATION?

The time to complete the qualification will also vary, dependent on the level that you are doing.

For example, on a level 2 Intermediate Apprenticeship you will be on the programme for 12 – 15 months. A Degree level 6 or 7 can take between 3 – 6 years.



## WHAT LEVELS ARE THERE?

### **INTERMEDIATE** - Level 2

Equivalent to 5 GCSE passes at grade A\*-C or 9-4.

### **ADVANCED** - Level 3

Equivalent to 2 A Level passes/Level 3 Diploma/International Baccalaureate.

**HIGHER** - Equivalent to Level 4, 5, 6 and 7 Foundation Degree and above.

**DEGREE** - Equivalent to Level 6 and 7. Bachelor's or Master's Degree.

## WHAT CAN I DO AN APPRENTICESHIP IN?

There are **over 600** different apprenticeships over the 4 different levels.

Plus there are more than 87 universities, 200 colleges and many private providers that are approved to deliver higher and degree apprenticeships.

To find out more about available apprenticeships go to:

[\\* GOV.UK/become-apprentice](https://www.gov.uk/become-apprentice)

[\\* INSTITUTEFORAPPRENTICESHIPS.ORG](https://www.instituteforapprenticeships.org)

## SOME COMPANIES THAT OFFER APPRENTICESHIPS



## SOME OF THE UNIVERSITIES YOU COULD STUDY AT

Your employer will have links with a university, here are some of the universities you could study at...



## HOW AND WHEN DO I APPLY FOR AN APPRENTICESHIP?

There is no specific time to apply for an apprenticeship, they appear all year round. However, some of the larger companies have an intake at the same time every year for example September or January.

If you are considering an apprenticeship it is a good idea to start looking throughout Form 6 so you are aware of the kind of opportunities that exist, to research companies you may be interested in and see when they start to advertise their vacancies.

Thinking about what you want to do and where you would like to work, will help you narrow down your options and make your search more refined.

Remember, applying for an apprenticeship is like applying for a job, it may not be there when *you are* ready to apply, so **preparation is key**.

# ENTRY REQUIREMENTS

## APPRENTICESHIP LEVEL

## REQUIREMENT

### Intermediate (Level 2) and Advanced (Level 3)

Applicants need to be over 16 years old. Some companies require Maths and English GCSE minimum grade 4. If you don't have these grades, some do allow you to re-take your exam as part of the apprenticeship placement, you will need to pass to complete the qualification.

### Higher (Level 4 and above)

Entry requirements can include at least five GCSEs grades A-C (9-4), and Level 3 qualifications, including A levels, NVQ/SVQ Level 3, or a BTEC National. Some companies will expect or require applicants to have subjects related to the particular apprenticeship.

### Degree Level 6 to 7

Enable apprentices to achieve a full Bachelor's or Master's Degree as part of their apprenticeship. As above, some employers have specific entry requirements. For example, some IT apprenticeships require an A level (or equivalent) grade range of ABB to CCC. Most employers will expect or require applicants to have qualifications in subjects related to the particular apprenticeship.

## WHAT DO APPRENTICES GET PAID?

An apprentice, like with all job roles has to receive at least the minimum wage. You are paid for all of the hours that you work including the time spent at university/college.

Here are the current minimum rates for National Minimum Wage and National Living Wage, they are updated annually in April:

	Over 23	21-22	18-20	Under 18	Apprentice
<b>April 2023</b>	£10.42	£10.18	£7.49	£5.28	£5.28

*The average starting salary for a degree apprentice in 2022 was £20,536 per year (source: Incomes Data Research)*

Every apprenticeship is tailored to the person doing it. Not only that, but pay varies dramatically based on the sector you are in, your employer, and your level of study. Apprenticeships around London and the South East tend to pay a bit more too, as the cost of living is higher. Different employers will offer different salaries, as long as pay meets the minimum wage requirements, there are no upper limits, in some sectors pay is quite competitive.

## STATISTICS

In a survey in 2018, which questioned over 5,000 apprentices, it was found that:

After finishing their scheme, as many as 85% of apprentices will stay in employment, with two-thirds (64%) remaining with the same employer.

One in three (32%) of all former apprentices received a promotion within a year of completing their apprenticeship, whilst three-quarters (75%) stated that they were given more responsibility in their role.

Half (51%) the companies stated that it takes an apprentice approximately five years to reach management level.

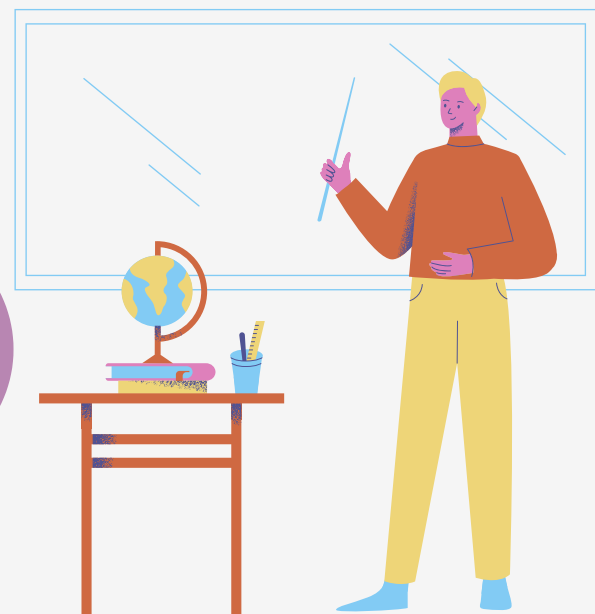
92% of apprentices report of being 'satisfied' with their apprenticeship.



## PROS AND CONS OF DOING AN APPRENTICESHIP

- ✓ You work in a real job for a real employer
- ✓ You gain valuable work place skills and experience
- ✓ You are paid a salary and get paid holiday
- ✓ You achieve a qualification
- ✓ You get support from colleagues and an organisation
- ✓ You become more employable
- ✓ You have no university debt

- ✗ Will not experience university life
- ✗ Shorter holidays
- ✗ Greater responsibility earlier
- ✗ Apprenticeships are more competitive
- ✗ Harder to change careers at a later date
- ✗ Starting salary is lower



## WHERE TO LOOK FOR AN APPRENTICESHIP?

It can be quite daunting to know where to look or even which apprenticeship would suit you best. It does take a while to find the right one so be prepared to put the research in.

Apprenticeships do not just appear on one website and some companies *only* advertise on their own website. Each company will have its own application process and there is not a set application form to fill in. You can be more prepared by having your CV up-to-date as you may have to attach it to your application form when you apply.

**Here are some suggestions on where you can start to research and look for vacancies:**

[www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk)

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

<https://targetcareers.co.uk/search/jobs>

<https://www.notgoingtouni.co.uk/apprenticeships-223>

<https://www.getmyfirstjob.co.uk/>

<https://www.ucas.com/apprenticeships-in-the-uk>

<https://www.allaboutschooleavers.co.uk/jobs>

<https://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships>

<https://www.ratemyapprenticeship.co.uk/apprenticeships>

[www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)

<https://www.milkround.com/jobs/apprenticeships?s=recentsearch>

<https://www.studentladder.co.uk/apprenticeships/>

[www.unifrog.org](http://www.unifrog.org)

<https://www.ucas.com/>

<https://www.bestapprenticeships.com/find-apprenticeships/>

*Job sites like **Indeed** or **TotalJobs** carry Apprenticeship roles.*

**Creative:**

<https://www.screenskills.com/education-training/apprenticeships/>






**Law:**

<https://www.irwinmitchell.com/recruitment/apprenticeships>

**NHS:**

<https://www.healthcareers.nhs.uk/career-planning/study-and-training/apprenticeships-traineeships-and-cadet-schemes>

## AN APPRENTICESHIP IS NOT A SOFT OPTION BECAUSE...

-  You will have to apply for multiple vacancies to be in with a chance of success. This means a lot of time spent filling in company application forms.
-  You may have to attend assessment days as part of the application process, and this may require preparation.
-  It is good practice to apply for university as well as applying for apprenticeships, which means filling in the UCAS form as well as the apprenticeship job application forms.
-  You have to be prepared to go straight into the work environment and must study along with working full time.
-  Whilst the experience will be worthwhile, you are not guaranteed a position at the end of the apprenticeship.

## YOUR CAREERS TEAM

Please do **come and talk to us**, we are here to offer you help and guidance and talk through all your options.



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**The Careers Department is based at the back of the Smallbone Library**  
Students are always welcome to pop in or make appointments with a member of our team