

# Apprenticeship Toolkit

## 2021-2022



**Sandringham School**

*'Everybody can be Somebody'*



I proudly support

**Apprenticeships**

as an Apprenticeship Champion

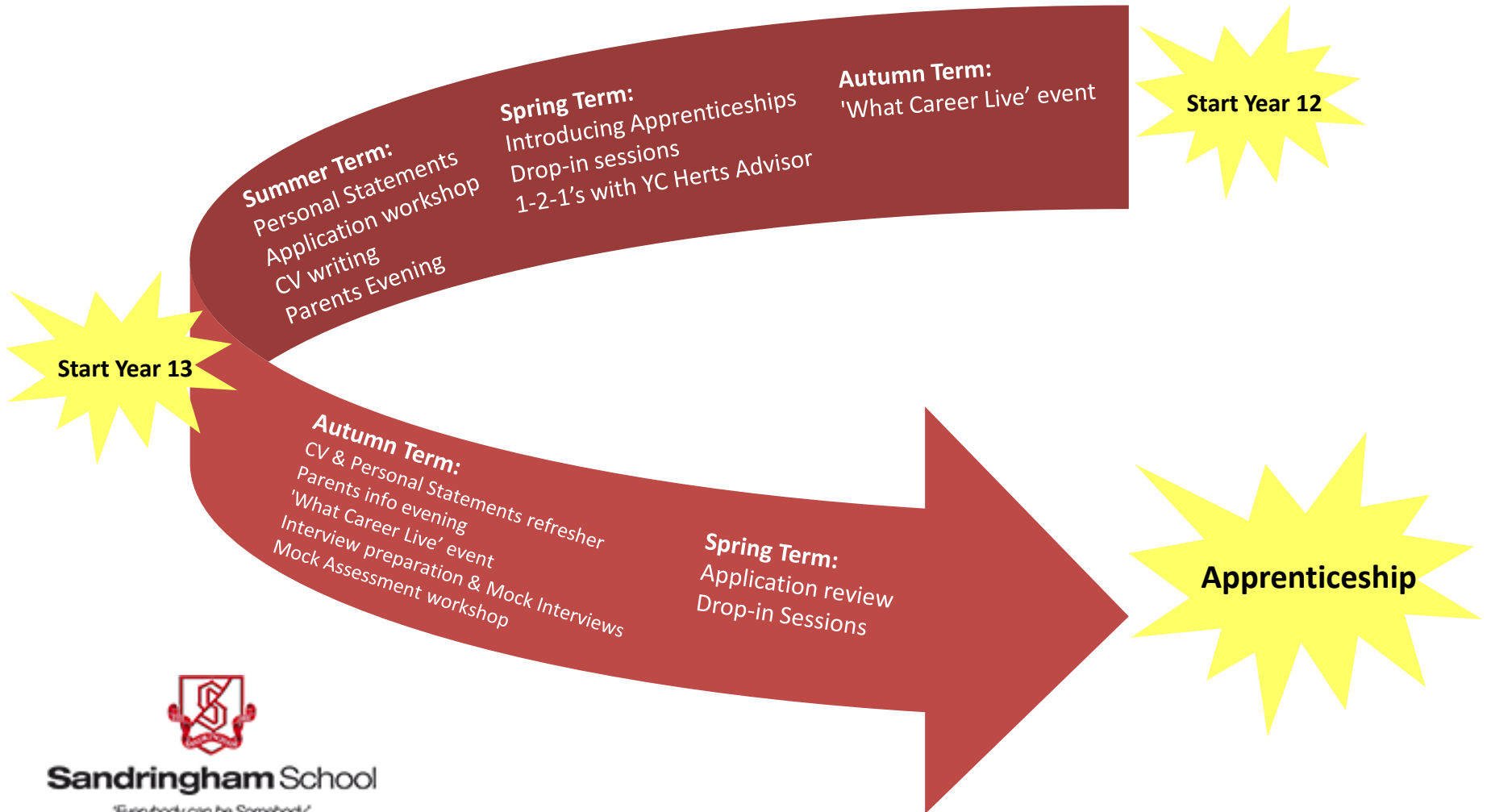
# Apprenticeships – The Toolkit

## What is the Toolkit?

A range of information including support offered in school to help you decide if you want to pursue an apprenticeship and to help you prepare your application.

Item	Contents
Apprenticeship Journey	Termly overview of support offered in the sixth form
Calendar	Events and activities throughout years 12 & 13
What are Apprenticeships?	An explanation of what apprenticeships are
Higher & Degree Apprenticeships	A more detailed look at apprenticeships at level 4 - 7
Apprenticeship employers	Some examples of apprenticeship employers
What do I need to do?	An explanation of the steps you need to follow if you are interested in applying for an apprenticeship
Useful Websites	Information that you may find helpful

# Apprenticeships – The Journey



# Apprenticeships – The Timetable

School Year	Activity	Date
Year 12	What Career Live show – visit to Olympia, London (Years 12 & 13)	Oct
	Introducing Apprenticeships	Feb
	Drop-in sessions	Feb/Mar
	1-2-1's with YC Herts Advisor	Mar/Apr
	CV Writing Workshop	June
	Application workshop	June
	Personal Statements – making a start	June
	Parents Info Evening	June
Year 13	CV & Personal Statements - refresher	Sept
	Parents info evening	Sept
	What Career Live show – visit to Olympia, London (Years 12 & 13)	Oct
	Interview Preparation & Mock Interviews	Oct/Nov
	Mock Assessment workshop	Dec
	Application review	Jan - Mar
	Drop in sessions	Jan - May

# What are Apprenticeships?

- An apprenticeship is a job where you train and gain hands on experience with the opportunity to gain qualifications while you work. This could be a degree and/or industry recognised standards or qualifications.
- You will be paid a salary (the amount depends on the sector, region and apprenticeship level)
- All apprenticeships include on and off the job training and can last from 1 – 6 years (again depending on the level)
- Apprenticeships are available in a wide range of industries including; accounting and business; pharmaceuticals; engineering; advertising and marketing; journalism; legal services; surveying and many more.
- There are various levels of apprenticeships you can apply for, as follows:-

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes
Advanced	3	2 A level passes
Higher	4 & 5	Higher Ed. Certificate/Diploma or a Foundation degree
Degree	6 & 7	Bachelor's or Master's degree

# Higher and Degree Apprenticeships

- Higher and degree apprenticeships are available at levels 4 – 7
- The number of universities and employers offering degree apprenticeship programmes is growing and new programmes are being developed all the time.
- Employers are working with universities to create bespoke degree programmes which leads to a degree but is also tailored to meet the specific vocational needs of the employer. (The recruitment of degree apprenticeships is managed by employer's HR and recruitment teams, in the same way that a job application would be handled).
- These are now being seen as a real alternative to traditional university study, the attraction being that the costs are co-funded by the government and the employer, so as an apprentice you will gain a degree without needing to pay any student fees and you are building your career at the same time.
- Apprentices employed on these programmes combine working with studying part-time at a university. This could be in blocks of time (e.g working for 3 months, studying for 3 months), working 4 days a week and attending university on the other day, or being at university during term time and working for the employer in the holidays, but this is all dependent on the programme and requirements of the employer.
- You are not guaranteed a permanent job at the end of the programme but you will be 'work ready' and highly employable.
- A degree apprenticeship is as challenging academically as a traditional degree and also has the additional pressures of working at the same time – you need to be disciplined, have good time-management skills and be mature enough to handle responsibilities in the workplace!

# Some apprenticeship employers....



...and many more. Go to <https://amazingapprenticeships.com/vacancies/> for employer info.

# What do I need to do?

- Start planning early
- Get some work experience in the sector you are interested in – this will look great on your CV!
- If you are considering an apprenticeship but are unsure of what area, have a look at the websites listed later on in this toolkit
- Investigate what employers and universities offer apprenticeship programmes
- Go to university open days and talk to the people who are delivering the programmes to find out more
- There are a range of different study options so think about what would suit your learning style
- Set up an account on [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) This is a free ‘find an apprenticeship’ service where you can search and apply for apprenticeship jobs (jobs are advertised throughout the year). If you’re not quite ready for an apprenticeship but you see a job you would love to apply for, make a note of the employer’s details and see if they can offer you some work experience, a tour of their facilities or even to shadow an apprentice for the day.



# Useful websites

There are many websites giving information on apprenticeships. Here are a few we think may be useful.

## **Useful starting points if you are unsure of the area/sector you are interested in:-**

- [www.apprenticeshipguide.co.uk/choosing-by-school-subject](http://www.apprenticeshipguide.co.uk/choosing-by-school-subject) - gives info on the different types of apprenticeships and also helps to find the right apprenticeship for you, either through a school subject you enjoy or by choosing what you are interested in (e.g - working with people, working outdoors, etc)
- [www.successatschool.org](http://www.successatschool.org) – search career paths, explore career zones to obtain lists of different jobs/sectors and how to get there (whether you're going to uni or not).
- [www.allaboutschoolleavers.co.uk](http://www.allaboutschoolleavers.co.uk) - here you will find current apprenticeships and school leaver programme opportunities but you can also complete a careers test and 5 industry sectors will be suggested for you to explore.

## **This is the main website for you to register on for up to date vacancies and information:-**

- [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) - 'find an apprenticeship' is the national government website that advertises apprenticeship vacancies. Register and activate your account and then set up alerts to be notified of new vacancies.

## Other suggestions:-

- [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk) – provides advice & guidance on apprenticeships, school leaver jobs, training schemes, employer-funded degrees, etc. You can refine your search by clicking on the employment sector you are interested in.
- [www.careerfinder.ucas.com](http://www.careerfinder.ucas.com) – allows you to search for apprenticeships, work and internships. You can also register for job alerts and placement schemes.
- [www.ratemyapprenticeship.co.uk](http://www.ratemyapprenticeship.co.uk) – apprenticeships, jobs, reviews and careers advice. You can subscribe and get jobs emailed to you.
- [www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk) – gives an overview of what apprenticeships are (including the different types available) and you can search and apply for an apprenticeship or traineeship. You can also access the ‘Higher and Degree Apprenticeship Vacancy Listing’ here.
- [www.amazingapprenticeships.com](http://www.amazingapprenticeships.com) - use ‘Vacancy snapshot’ which provides useful information on well-known employers which may help you with your application.
- [www.milkround.com](http://www.milkround.com) – a career resource where you can search for higher and degree apprenticeships, sponsored degrees, school or college leaver schemes, traineeships, entry level jobs, including careers advice pages.
- [www.youthconnexions.org](http://www.youthconnexions.org) (jobs & careers section) - job, apprenticeship and training opportunities for young people in Hertfordshire. (The apprenticeships are added to the site from gov.uk/find an apprenticeship, so there will be some overlap here).

The following are just a few of the many websites who publish job listings where you can search by city/region/industry/company/salary. Some also have careers advice information.

- [www.monster.co.uk](http://www.monster.co.uk)
- [www.fish4.co.uk](http://www.fish4.co.uk)
- [www.jobsite.co.uk](http://www.jobsite.co.uk)
- [www.indeed.co.uk/browsejobs](http://www.indeed.co.uk/browsejobs)