

Please come and chat to the

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for advice

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WE ARE HERE TO HELP YOU!

CAREERS ... at George Abbot



Apprenticeship Information Guide

post A-Level

Use the Apprenticeship tool
on your Unifrog Account to
find out more about
apprenticeships and look
for some opportunities



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

What is an apprenticeship?

One of the options available to you after you leave Sixth Form is an apprenticeship. They are increasingly popular with students who are eager to jump straight into the world of work and get 'earning and learning'. Or, it is another option for those who know that university life is not going to be for them.

An apprenticeship is...

A real job, with a real employer where the apprentice will work full time whilst studying towards a qualification. Apprentices are doing real jobs across a variety of sectors and are having a huge impact on projects across the country. Apprentices are not just making the tea!

Traditionally, apprenticeships emerged for manual work such as mechanics, electrical work, construction or carpentry. Nowadays, many more industries are involved and apprenticeships can be found, with varying qualifications, in many fields including accounting, finance, marketing, legal, policing, IT and many other professional fields.

For example, you could work for Amazon in Buying and Merchandising whilst studying towards a qualification in Buying. You will be earning money—some starting salaries for a Level 4 apprentice can start at around £20k rising to up to £30K for a Level 6.

Sometimes you might have to be prepared to travel to take on a Higher Degree Apprenticeship as they may only be available in a specific areas, or through a specific university. They are also highly competitive so it is a good idea to get your standard university application in at the same time as you are looking for an apprenticeship, so you have a Plan A and a Plan B!

Benefits of a higher/degree apprenticeship

- **No tuition fees** as the costs are paid by the employer and the government - this could save you student debts of over £30,000;
- Earn while you learn;
- You will develop real skills for the job through doing the actual job;
- You will study for a nationally recognised qualification;
- You will get paid holidays and other employee benefits ;
- If you're new to the world of work, you can develop your employability skills in team work, time management and so on.

As well as a salary you will get a contract, holiday pay/annual leave and all the other benefits a company can offer.

You can work your way up the apprenticeship ladder too. You may be offered a permanent position with the company at the end of your course.

The opportunities will be fantastic and research conducted by the National Apprenticeship Service shows that more than 90% of apprentices stay in employment at the end of their apprenticeship, either in this role or by applying for a higher level role in the company.

An apprenticeship can last between 1- 6 years depending on the level / industry (for example policing / law may be longer). The total time depends on:-

- *The delivery model the employer selects (for example how they will divide the time between the study and the work. The minimum time spent studying will be six hours a week);*
- *The level of the apprenticeship;*
- *The subject you are studying.*

The study element is undertaken by an independent training provider or college/ university (for a degree).

As with university, for an apprenticeship you can choose to stay at home and work or find a position in another part of the country. Your employer may be able to link you up with other apprentices or help you relocate.

Apprenticeship levels

An apprenticeship is based on the LEVEL, the name will reflect the QUALIFICATION that it will offer.

Don't get hung up on the name and what you think is the expected progression; for example, journalism is only offered at Level 3. Therefore, although you will come out of Sixth Form with Level 3 qualifications – you would have to start this course on a Level 3 again, as the subject is new to you, and then work your way up the progression scale. Other apprenticeships may be offered, straight away, at for example Level 6 (degree-Level or higher). Or it may be that because you are entering an industry with no skills in that sector, that the apprenticeship may be offered at Level 2/3 to start.

Sources

www.ucas.com/apprenticeships

www.gov.uk

<https://www.careerpilot.org.uk/information/apprenticeships/higher-and-degree-apprenticeships>

www.indeed.com

www.amazingapprenticeships.com

www.rma.coluk (rate my apprenticeship)

<https://www.PwC.co.uk/careers/early-careers.html>

<https://www2.deloitte.com/uk/en/pages/careers/articles/early-careers-programmes.html>

www.parentguide.co.uk

Sue Taylor – ALPS/Dept of Education/Apprenticeships

What can I do now?

- Pick up the USIC guides on interviews and assessment centres and study them. Use all the suggested links and guidance;
- Register with the government portal;
- Keep an eye on any vacancy lists - George Abbot website (Apprenticeship opportunities), company websites, other apprenticeship websites and so on. Use the government Higher / Degree apprenticeship listing which is also on the school's website and hard copies can be found in the Careers Hub in USIC;
- Keep an eye on your Student Careers Bulletin and any other announcements via Satchel One or during Y12 Next Steps week;
- Start a folder that includes information on the following: your research on any companies you are interested in working for, business news about upcoming apprenticeships and up-to-date industry news.

Start on your CV. Start by thinking and writing down all your strengths, challenges, initiatives, achievements and so on. Think about how you overcame any obstacles. Think about your transferable skills. Write your ideas and thoughts down on paper and then put them into a structured CV/interview document.

- Research different types of interview questions and ask for some interview practice. The more practice you get now the smoother they will become;
- Practice doing some presentations out loud.
- Undertake some work experience if you can or gain some more super-curricular skills.
- Book a 1-1 session if needed for general career / industry guidance, with the careers advisor. These can be booked through the careers team in USIC;
- Speak to Mrs Nash, Careers, for help and guidance on applying, next stages and so on;
- Look at the careers pages and Next Steps pages on the school's website;
- Assessment centre information is also on the school's website with examples of the tests;
- The Careers Hub in USIC holds information and books on apprenticeships, testing and interviews.

Level	Qualification / educational route				
8	Doctorate (PhD)		NVQ 8		
7	Masters degree (MA)		Degree apprenticeship / NVQ 5, 6, 7		
6	Bachelors degree BA or BSc				
5	Foundation degree FdA or FdSc	Higher National Diploma (HND)			
4		Higher National Certificate (HNC)	Higher apprenticeship / NVQ 4		
3	A levels Grades A-E	International Baccalaureate	T Levels	BTEC diploma BTEC certificate	Advanced apprenticeship / NVQ 3
2	GCSE Grades 4-9 (C, B, A or A*)		BTEC first diploma	Intermediate apprenticeship / NVQ 2	
1	GCSE Grades 1-3 (D,E,F or G)		Foundation diploma / entry level qualifications	Traineeship / NVQ 1	
	Academic route		Vocational route	Applied / work route	

<https://www.theparentsguideto.co.uk/post/levels-of-education>

What is the difference between a degree and a higher apprenticeship?

As you can see apprenticeships run from Level 1-8. Higher and Degree apprenticeships (Level 4-7) have increased in popularity and are expected to grow each year.

Today, these apprenticeships are available in almost every industry sector and provide exciting, high quality opportunities in all types of careers.

Higher Apprenticeships

Include any apprenticeship between Levels 4—7. The actual qualification can include for example a foundation degree, NVQ, Higher National Certificate / Diploma or the industry's own qualification. If you study and work for a Level 6 higher apprenticeship, although you will not awarded a BA (Bachelor of Art) or BSc (Bachelor of Science) you will still have a qualification which is highly desirable and the same Level as a degree (if Level 6 plus).

Degree Apprenticeships

In a Level 6 apprenticeship, when you finish and pass, you will be awarded either a BA or a BSc. In addition you will have gained extensive industry knowledge and experience. They can take up to six years to complete as you are combining studying for a degree part-time with work. Introduced in 2015 they are highly competitive however, not all companies offer them. Your learning provider is the university and you may be restricted as to the location of the university so you will need to bear this in mind although increasingly the learning may be completed on-line.

You may also do professional qualifications too, such as in law or accountancy, alongside the apprenticeship. Look at each individual employer's information.

More than 100 universities in England offer degree apprenticeships as your learning institute. If you do your degree apprenticeship with a university, you will also be entitled to everything that the more typical undergraduates get. You'll have library access, academic support, student accommodation, all of the sports groups, societies and most importantly graduation! This means you won't be missing out on student life one bit – you may just struggle to find time to do everything you want to do!

In the past going to university was seen as the best way to advance your career to a higher level. But with the current level of competition for jobs amongst graduates it may not be the best route for you. With an apprenticeship you gain the competitive edge of gaining at least three years work experience. You'll feel extra proud when throwing your mortar board in the air that you'll have experienced the best of both worlds; you'll have a great degree and a 'boatload' of experience to back it up, too.

You are learning the same theory as the degree, but are able to put the theory into practice straight away in the workplace whilst learning from colleagues and keeping up to date with latest industry trends.

There are some new variations... Do your research!

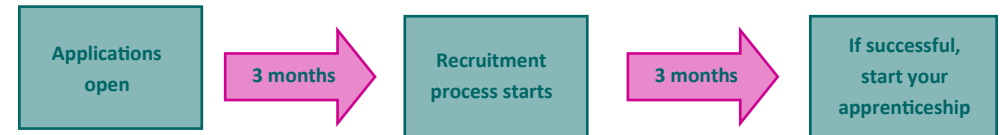
As an example, **Deloitte** and **PwC** (both large corporate professional services, tax, audit accountancy and management consultants) have introduced some new schemes and programmes which cross over between university and apprenticeships.

READ CAREFULLY ABOUT HOW TO APPLY, CHOICE OF UNIVERSITY, THE FINANCES, COMMITMENT and so on.

The recruitment process

Applying for an apprenticeship is like applying for any other job and degree apprenticeships, in particular, can be very competitive as they are relatively new and fewer in number. You will need to make sure you have spent a good deal of time and concentration on your application form and that you have demonstrated that you have all the skills and attributes that the employer has included in the advert.

Once the closing date is reached, the company will review all the applications and short list those that they would like to progress further. The recruitment process will then start for those candidates which may involve an assessment centre (in person or on-line) and / or interviews. Apprenticeships are becoming more and more competitive.



In most cases the journey will look like this...

First, you'll fill in an online form with your **personal details, education and any work experience** and / or a **CV**. You may have to answer questions about your strengths and interests too.



Next for some companies ... psychometric tests. These on-line tests measure your suitability for a job based on your **skills, knowledge and personality**. Practice makes perfect, so make sure you come to them fully prepped!



You've made it to the interview. You're almost there! All you have to do now is **showcase your skills in person**.



Some companies will also invite you to participate in a day of **tasks and activities**, sometimes called an **assessment centre/morning/day** at their office, or online. Expect things like ice-breaker exercises, group projects, presentations, psychometric tests and 1-2-1 interviews.

When should I apply?

Finding an apprenticeship job is very different to applying to sixth form, college or university. The jobs are not all advertised on one date and they do not all start in September. Jobs are advertised throughout the year. You will need to check the websites regularly to view the different opportunities available. If you are applying for a degree apprenticeship this will most probably start in September in line with universities.

DEGREE APPRENTICESHIPS WILL NORMALLY START IN LINE WITH UNIVERSITY TERM DATES OF SEPTEMBER / OCTOBER

They will start to be listed from the previous September. The Government's Degree and Higher apprenticeship listing is normally published in November, however a number of the roles won't be open or be advertised until January / February, or even March. This allows for the recruitment process to take place over several months with a start date in the autumn. There is a copy of this listing available in the Careers Hub, USIC and on the school's website careers pages

THIS WILL NOT BE THE CASE FOR EVERY APPRENTICESHIP AND IT IS IMPERATIVE YOU KEEP A TRACK ON ALL APPLICATION DEADLINES

Some HIGHER apprenticeships however open before this, or at any time of the year. If they had, for example, a start date of Feb / March you would not be able to apply for this as you would still be studying and taking exams until June.

However, it is still worth logging on and registering with the Government website. You will then be able to search and get alerts when apprenticeships that you would be interested in become available. When you log on you will be selecting your criteria in terms of type of job / location and so on.

You can track other recruiting updates via their own company websites and social media.

This is a general model of timings but please note every company / role is different so please make sure you check all the deadlines and work within them.

REMEMBER, YOU CAN APPLY FOR AN APPRENTICESHIP ALONGSIDE YOUR UNIVERSITY APPLICATION.

To illustrate...

PwC Flying Start Accountancy Degree programme

You apply via UCAS (university application), pay your own fees (some universities may reduce fees for this programme) BUT use all the holidays to work in PAID placements. So, it is full time university for a degree that includes 80% of an accounting qualification, and then you work in the holidays for money and experience. This is similar to gaining the apprenticeship experience / pay. It lasts four years and fast tracks the accounting programme and you are likely to be able to continue to work with PwC afterwards. There are about six universities to choose from.

However, compare this to the...

PwC Flying Start Business Management Degree programme

This is a full time apprenticeship programme, being in work most of the time and university one day a week. Currently (2023) you will be paid nearly £24k plus your university fees will be paid for you. However at the moment this opportunity is limited to one university.

Compare this also to the...

PwC Flying Start Technology Degree programme

These are a mixture of both of the above and offer different blocks of work / study, fees, etc. You will need to look at each one individually.

An apprenticeship is NOT an easy option!

It's hard work! You will be studying and undertaking course work alongside working. Around 80% of your time will be in the workplace and 20% will be studying. For example, you might go to university one or two days per week, or in short blocks, such as a week at a time. You will have course work and assessments to complete too which will have to be done outside of your working hours. Holding down a full time job whilst studying takes a certain amount of skill, time, discipline and commitment.

As a degree apprentice, you'll take on quite a bit of responsibility in your role, whether that's managing your own team or handling official processes associated with your organisation. Don't be put off by this! You'll have support from your manager or workplace mentor to make sure that you're not overwhelmed.

Undertaking a degree apprenticeship may mean that you also get an industry qualification too – this might be part of the apprenticeship or it could be sponsored by the employer. At the end of your apprenticeship, you could go onto a Level 7 apprenticeship or you'll be ready to go onto a full-time position.

Which companies offer apprenticeships?

The Institute for Apprenticeships lists the Higher and Degree Apprenticeships that are currently available.

The range of employers offering apprenticeships is incredible!

It could be that you end up working with a large company who you may have heard of, or it could be that you end up working with a smaller business that is unknown to you.

It's important that you do your research and see what you can find out about the company before you start applying.

Some companies that look really small can have amazing opportunities for their apprentices where you might work on some really innovative and creative projects, or even travel overseas.

How do you find an apprenticeship?

One of the best ways to find an apprenticeship is by using the Government's apprenticeship portal / website:

'Find an apprenticeship' www.gov.uk/apply-apprenticeship

On this website, you will see the free service called Find an Apprenticeship where you can set up an account to search and apply for different jobs that you may see. As these are real jobs, you will need to apply for the vacancies by submitting a job application. This can be completed online through your personalised account. By registering, and setting up an account you can set up alerts for the types of apprenticeships you are interested in, in a specific location and set up text and email alerts to let you know when a new job is added to the site.

Nearly all apprenticeship vacancies are listed on this government site.

The Government also has another website: Amazing Apprenticeships with lots of useful information and help in finding apprenticeships.

However, whilst the Government website is a great place to start looking for an apprenticeship it is not the only place as some companies will only recruit through their own in-house process. Their jobs and opportunities will be found on their company websites and these are also sent out to other platforms including schools and colleges – so keep an eye on your GAS emails, Satchel One and bulletins.

Therefore, visit individual company websites and see if you can sign up for recruitment alerts or if they send out a newsletter. Check social media pages including X to follow @apprenticeships, training providers, LinkedIn and so on.

Examples of some of the companies that offer apprenticeships via the Government's website.



Other apprenticeship websites include:

www.careerfinder.ucas.com UCAS also offers an apprenticeship search option

www.ratemyapprenticeship.co.uk this website also includes reviews on apprenticeships

www.aat.org.uk/apprentices - for accounting and finance AAT qualifications and apprenticeships

www.careerpilot.org.uk/information/apprenticeships

www.indeed.com

www.monster.co.uk

www.cityjobs.com for jobs in the City of London

www.jobs.nhs.uk/candidate for NHS jobs

<https://www.jobsgopublic.com> for public sector jobs

<https://www.notgoingtouni.co.uk/opportunities>

<https://www.totaljobs.com/jobs/apprenticeships>

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

<https://www.thestudentroom.co.uk> – provides useful reviews from applicants on apprenticeships and industry insights.