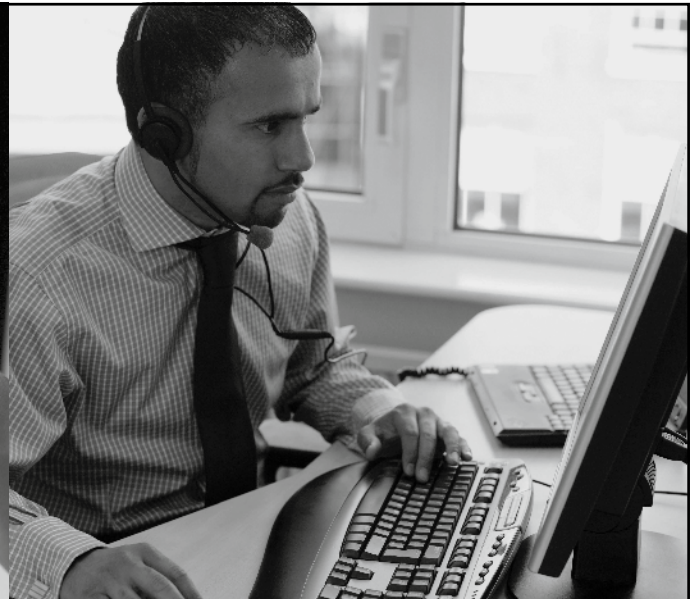


## Apprentices

Interested in earning while  
you're learning?

Take a look at Apprenticeships



# Get a head start in your career

## Get an Apprenticeship

The world is changing fast. With economic uncertainty and fierce competition for jobs, there's never been a greater need to have marketable skills. But you don't need to sit in a class all day to get them. With an Apprenticeship, you can earn while you're learning and gain recognised qualifications as you work.

### What is an Apprenticeship?

If you're leaving or have already left education, are in work and want a change in career, an Apprenticeship could be a great debt-free way for you to start work and gain qualifications in your chosen industry. If you are already in work, an Apprenticeship can help you improve your skills and increase your chances of promotion and a better career.

### Is this for me?

Yes, if you're the sort of person who likes to learn through experience and wants to make things happen. You could be a school leaver, or already in employment and looking to improve your skills. An Apprenticeship can help you get where you want to go and pay you while you do it.

### What do I get out of it?

You'll get a decent wage (up to £210 a week in some industries), as well as paid holidays, recognised qualifications and full support during training. And you'll be in good company. More than 200,000 people choose to become apprentices every year in over 80 business sectors. Unlike other employment statistics, that number is still growing.

### How do I progress?

An Apprenticeship doesn't just train you for work, it also opens up a range of career and learning options. Once you've completed your Apprenticeship, you can choose to carry on working, undertake more advanced training or even go on to higher education.

### How do I get started?

It's easy. Just go to [apprenticeships.org.uk](http://apprenticeships.org.uk). You can find out more about Apprenticeships, search for vacancies, or find a contact if you want to talk to someone. You can also apply for Apprenticeships using our new online service (see yellow box), a great way to find the perfect job.

### Apply for Apprenticeship vacancies online

You can now apply for Apprenticeship vacancies online – a new system that lets you search for, view and then apply for Apprenticeships that interest you. Just go to the home page of [apprenticeships.org.uk](http://apprenticeships.org.uk), click on 'Apprentices' and follow these easy steps.

- 1 Register online and create your own 'My Home' page.
- 2 Search online and get alerts to your inbox when there's a vacancy that matches you.
- 3 Apply online – the application form is quick and re-usable. You can apply for as many vacancies as you like and save and manage your applications online.



# How does it work?

## Earn, learn, gain qualifications

Apprenticeships are increasingly recognised as the gold standard for work-based training. Already, more than 130,000 employers offer Apprenticeships, and by 2020, one in five young people will take an Apprenticeship.

### **Earn while you learn**

Apprentices do real jobs for real employers, so you're paid while you learn. The average weekly wage for an apprentice is around £170 a week, while most apprentices will earn around £100,000 more throughout their lifetime than other comparable employees.

### **National qualifications**

You learn on the job, building up knowledge and skills, gaining qualifications and earning money at the same time. You work towards a nationally recognised qualification. Employers all over the country recognise and value Apprenticeships as they show that you've been trained in the skills they need.

### **Training that employers want**

Apprenticeships are designed with the help of the employers in the industry, so they offer a structured programme that takes you through the skills you need to do a job well. There are targets and checks to make sure that your employer is supporting you and you are making progress.

You also usually spend time off the job with a training provider – often a local college or a work-based learning provider – studying for vocational qualifications. So all the things you study will be useful in your job and help you succeed in your future career.

### **Who can do Apprenticeships?**

Apprenticeships are now open to anyone over the age of 16 living in England and not taking part in full-time education. There is no upper age limit. Entry requirements are flexible and vary according to the job role because Apprenticeships are not just based on academic achievement. Your practical skills and your interest in the area of work you've chosen also count. Employers value keenness to work and desire to learn.



### Equal opportunity

Applications are welcomed from everyone, regardless of factors like ethnicity, gender, disability, religion, age or sexual orientation. If you are from a group that is currently under-represented because of one of these factors, you may be able to get extra help, such as a mentor who can support and advise you throughout your experience.

### Three levels of Apprenticeship

There are three levels of Apprenticeship available for those aged 16 and over:

#### 1 Apprenticeships (equivalent to five good GCSE passes)

Apprentices work towards work-based learning qualifications such as an NVQ Level 2, Key Skills and in some cases, a relevant knowledge-based qualification such as a BTEC. These provide the skills you need for your chosen career and allow entry to:

#### 2 Advanced Apprenticeships (equivalent to two A-level passes)

Advanced apprentices work towards

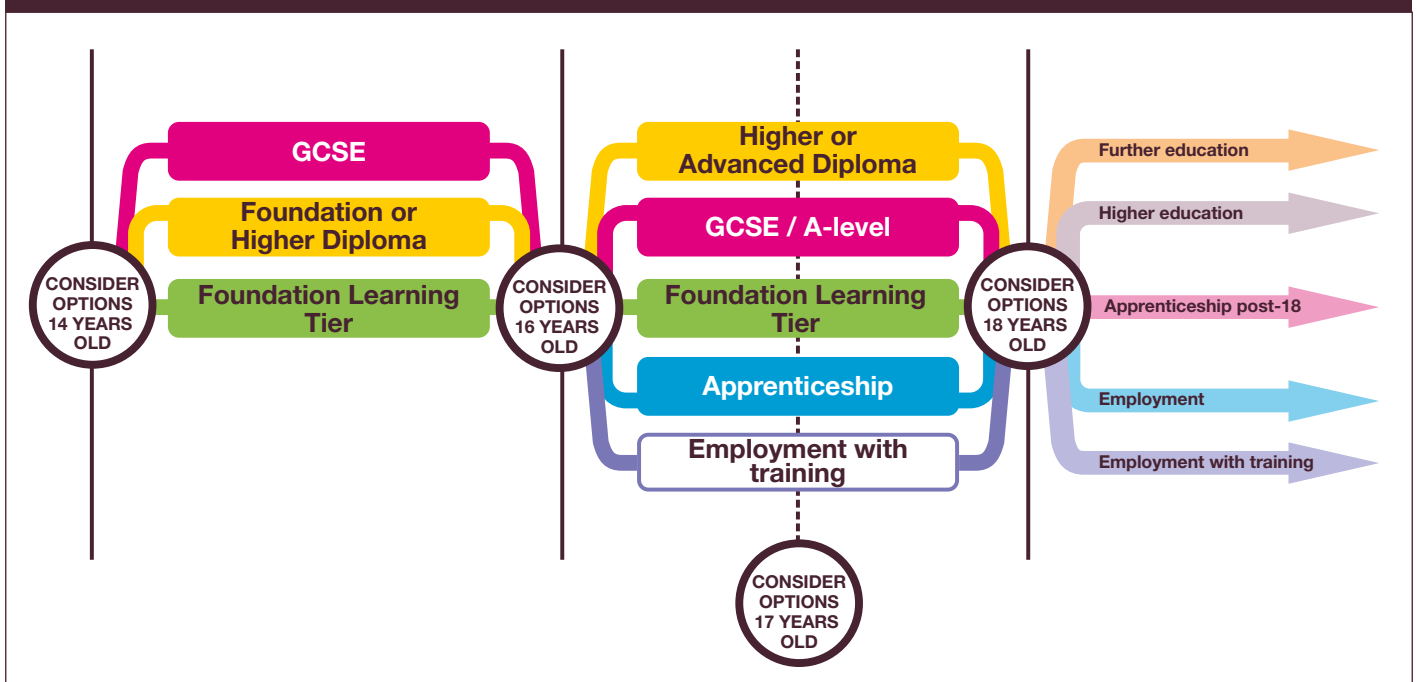
work-based learning qualifications such as NVQ Level 3, Key Skills and, in most cases, a relevant knowledge-based certificate such as a BTEC.

To start this programme, you should ideally have five GCSEs (grade C or above) or have completed an Apprenticeship.

#### 3 Higher Apprenticeships

Higher Apprenticeships work towards work-based learning qualifications such as NVQ Level 4 and, in some cases, a knowledge-based qualification such as a Foundation degree.

## Choices in education and training from age 14 to 19



# What do I get out of it?

## The benefits of work while you learn

### Enter the world of work

For many, school years can be frustrating, especially if all you want to do is get out into the world, start working and earning a living. Apprenticeships allow you to get started in work while learning useful skills and keeping your career and learning options open.

### Improve your career

If you are already in employment, an Apprenticeship can be a good way to increase your skills and knowledge and progress up the career ladder. Or you could try something new altogether by re-skilling.

### Help and benefits

As your skills develop, your pay will increase. You may also get additional money for essential books, clothing or equipment, or to help you with a disability. As an apprentice, you will receive the same benefits as other employees such as pension contributions, and subsidised canteen and leisure facilities.

### Paid holidays

Like most other full-time employees, you will be given at least 20 days' paid holiday per year as well as bank holidays.

### Support during training

Your employer or training provider will make sure you have a mentor. Their job is to ensure that your training fits your personal requirements, offers the skills needed for the job and satisfies national standards. They will also be there to help you through any difficult times.

### Career and learning options

Apprenticeships can be demanding but they are very rewarding. Because Apprenticeships train you in the skills employers want, they give you choices in your career. When you've finished you can carry on working, maybe get promoted or go on to higher education at a college or university.

If you are unsure whether an Apprenticeship is right for you, contact your local Connexions service (for ages 14–18), nextstep office or Careers Advice Service (19+) for help with planning your future career (0800 100 900; [careersadvice.direct.gov.uk](http://careersadvice.direct.gov.uk)).



# More than 80 sectors

## Whatever you're interested in, there's an Apprenticeship for you

### A choice of industries and employers

Apprenticeships are available in a wide range of industry sectors, with employers from large national companies such as Pendennis, BMW and Orange to smaller local companies. There are now over 180 career choices in over 80 different industry sectors, although not all Apprenticeships are available across England. That includes a wide range of jobs such as accountancy, engineering, veterinary nursing, business administration and consultation.

A = Apprenticeship

AA = Advanced Apprenticeship

HA = Higher Apprenticeship

<b>Agriculture, Horticulture and Animal Care</b>	A	AA	HA
Agriculture Crops & Livestock	✓	✓	
Amenity Horticulture	✓	✓	
Animal Care	✓	✓	
Animal Technology	✓		
Environmental Conservation	✓	✓	
Equine	✓	✓	
Farriery		✓	
Floristry	✓	✓	
Game and Wildlife Management	✓	✓	
Land-based Service Engineering	✓	✓	
Production Horticulture	✓	✓	
Saddlery	✓	✓	
Veterinary Nursing	✓	✓	
<b>Arts, Media and Publishing</b>	A	AA	HA
Creative Apprenticeship	✓	✓	
Design	✓	✓	
QA Games Testing	✓		
Staff Photographers		✓	

<b>Business, Administration and Law</b>	A	AA	HA
Accounting	✓	✓	
Advising on Financial Products		✓	
Business Administration	✓	✓	
Community Justice		✓	
Contact Centres	✓	✓	
Customer Service	✓	✓	
Marketing and Communications	✓	✓	
Payroll	✓	✓	
Providing Financial Services	✓	✓	
Purchasing and Supply Management	✓	✓	✓
Sales & Telesales	✓	✓	
Team Leading and Management	✓	✓	
<b>Construction, Planning and the Built Environment</b>	A	AA	HA
Building Services Engineers		✓	
Construction	✓	✓	
Dry Stone Walling	✓		
Electrical & Electronic Servicing	✓	✓	
Electrotechnical	✓	✓	
Fencing	✓		
Gas Industry	✓	✓	
Gas Network Operations	✓	✓	
Heating, Ventilation, Air Conditioning and Refrigeration	✓	✓	
Nuclear Decommissioning		✓	
Plumbing	✓	✓	
Set Crafts		✓	
Trees and Timber	✓		

<b>Education and Training</b>	A	AA	HA
Learning and Development (Direct Training & Support)		✓	
Supporting Teaching and Learning in Schools	✓	✓	
<b>Engineering and Manufacturing Technologies</b>	A	AA	HA
Apparel	✓	✓	
Building Products Occupations	✓	✓	
Ceramics	✓		
Coatings Operations	✓	✓	
Driving Goods Vehicles	✓	✓	
Electricity Industry	✓	✓	
Engineering	✓	✓	
Engineering Construction	✓	✓	
Food Manufacture	✓	✓	
Footwear and leathersgoods	✓	✓	
Furniture, Furnishings and Interiors Industry	✓	✓	
Glass Industry Occupations	✓	✓	
Industrial Applications	✓		
Marine Industry	✓	✓	
Metals Industry	✓	✓	
Passenger Carrying Vehicles Driving - Bus and Coach	✓		
Polymer Processing Operations	✓	✓	
Print & Printed Packaging	✓	✓	
Rail Transport Engineering	✓	✓	
Rail Transport Operations	✓		
Retail Motor Industry: Roadside Assistance and Recovery	✓	✓	
Retail Motor Industry: Vehicle Body and Paint Operations	✓	✓	
Retail Motor Industry: Vehicle Fitting	✓	✓	
Retail Motor Industry: Vehicle Maintenance and Repair	✓	✓	
Retail Motor Industry: Vehicle Parts Operations	✓	✓	
Retail Motor Industry: Vehicle Sales	✓	✓	
Signmaking		✓	
Specialised Process Operations (Nuclear)	✓		
Textiles	✓	✓	
Traffic Office	✓	✓	
Transport Engineering and Maintenance	✓	✓	
Trial Higher Apprenticeship (L4) Engineering			✓
Water Industry	✓	✓	

<b>Health, Public Services and Care</b>	A	AA	HA
Advice and Guidance	✓	✓	
Children's Care, Learning and Development	✓	✓	
Community Development	✓	✓	
Dental Nursing		✓	
Emergency Fire Service Operations		✓	
Health and Social Care	✓	✓	
Housing	✓	✓	
Laboratory Technicians	✓	✓	
Optical	✓	✓	
Pharmacy Assistants and Technicians	✓	✓	
Public Services (Temporary Framework)	✓		
Security Industry	✓	✓	
Spa Therapy		✓	
Support Services in Healthcare	✓		
Youth Work	✓	✓	
<b>Information and Communication Technology</b>	A	AA	HA
IT and Telecomms Professionals	✓	✓	
IT User	✓	✓	
Trial Higher Apprenticeship ICT Professional			✓
<b>Leisure, Travel and Tourism</b>	A	AA	HA
Active Leisure and Learning	✓	✓	
Aviation Operations on the Ground	✓	✓	
Cabin Crew	✓	✓	
Events	✓	✓	
Sporting Excellence		✓	
Travel & Tourism Services	✓	✓	
<b>Retail and Commercial Enterprise</b>	A	AA	HA
Barbering	✓	✓	
Beauty Therapy	✓	✓	
Carry and Deliver Goods	✓		
Extractive and Mineral Processing	✓	✓	
Hairdressing	✓	✓	
Hospitality & Catering	✓	✓	
Mail Services	✓		
Nail Services	✓	✓	
Property Services	✓	✓	
Retail	✓	✓	
Storage and Warehousing		✓	
Warehousing and Storage	✓		
<b>Science and Mathematics</b>	A	AA	HA
Process Technology	✓	✓	

# The low-down on Apprenticeships

## Your questions answered

### **Can I become an apprentice?**

Yes, you can if you live in England and are not taking part in full-time education. You won't have to pay anything – the Learning and Skills Council and sometimes the employer cover the cost of training, though not always 100 per cent.

### **How do Apprenticeships work?**

They generally fall into one of two categories: an Apprenticeship, equivalent to GCSE level or an Advanced Apprenticeship equivalent to A-levels. You will work alongside

experienced staff to gain job-specific skills. Off-the-job, usually on a day-release basis, you can receive training with a local training provider such as a college. You could later progress to a Higher Apprenticeship, (see final question).

### **How long does an Apprenticeship take?**

This will depend on the employer's requirements and your ability. Most Apprenticeships average between 12 to 36 months, but some, such as Engineering, can take up to four years.

### **What's involved in the selection process?**

Getting an Apprenticeship is like getting a job. You will be interviewed, perhaps asked to take tests to see if you're the right person. You'll need to sell yourself and convince the employer that an Apprenticeship is right for you.

### **What's the role of the employer?**

Your employer will give you an induction in the company and your role. They also provide on-the-job training and pay your wages. You will have a manager at work who will be responsible for helping you throughout your training.

### **What's the role of local training providers?**

A training provider is usually a local college or specialist training organisation responsible for your training. They will appoint a mentor who will work with your employer to make sure that your training is well planned. Your mentor will follow your progress and deal with any issues that may arise.

### **Can an Apprenticeship lead to university?**

Yes. Some Apprenticeships already attract UCAS points and we are improving this system to ensure that qualifications gained during an Apprenticeship can count towards your university application. In some sectors, you can opt for a Higher Apprenticeship programme, which allows you to study for a Foundation degree, learn new skills and earn a living at the same time.



# Your first step to a better future

## Contacts and information

### **National Apprenticeships Helpline**

Call 08000 150 600 and ask for more details about the areas of work you are interested in. It's a freephone number so the call won't cost you anything. You'll be sent more information, including a DVD containing interviews with apprentices and employers.

### **Connexions**

If you are under the age of 19 and want to talk about which career might be best for you, then your local Connexions service can help. Visit [connexions-direct.com](http://connexions-direct.com) for more information. Or, if you are over the age of 19, contact your local Jobcentre Plus for opportunities in your area.

### **Approach local employers and/or training providers**

This is a good route if you know what type of career you want. Look in local newspapers or approach local employers or local colleges of further education directly and ask if they offer Apprenticeships. For local job listings, check papers and company websites, and listen to local radio. You can also visit local recruitment agencies or search for Apprenticeships online at [apprenticeships.org.uk](http://apprenticeships.org.uk).

### **Ask your employer**

If you're already working, your manager or human resources manager may be able to provide advice about Apprenticeships. If they don't have a programme, they can contact the National Helpline on 08000 150 600 for more information. The Helpline staff will also be able to provide details of the funding available for employers who offer Apprenticeships.

### **See for yourself**

Watch videos of real apprentices telling their stories of working life in sectors from Administration to Automotive, from Construction to Customer Service. Go to [apprenticeships.org.uk/Types-of-Apprenticeships](http://apprenticeships.org.uk/Types-of-Apprenticeships) and see for yourself.



# Notes



**Our  
future.  
It's in  
our hands.**



Funded by:



**Call 08000 150 600**  
or visit [apprenticeships.org.uk](http://apprenticeships.org.uk)