

Interested in earning while
you're learning?
Take a look at Apprenticeships.



Our
future.
It's in
our hands.



Funded by:



Call **08000 150 600**
or visit www.apprenticeships.org.uk

It's your future and your choice. Get the best start to your career.

The world of work is changing fast. It's vital you get the skills to compete in today's job market.

Whether you are just about to leave school, are at college, about to start work or have been in work for some time, you still have a range of options open to you. Whatever you choose to do, it is important that you continue to learn and get the skills you need to ensure that you get the career you want.

Stay on at school

If your school has a sixth form, this gives you the option to continue studying in a place you know and feel comfortable in. You can do AS and A2 levels, Diplomas, GCSEs and many other courses.

Go to college

Colleges offer different surroundings, new courses and new friends. You can choose to study from a huge number of courses such as engineering, catering, accountancy and sports studies. Colleges offer GCSEs, AS and A2 levels and many other qualifications.

Enter the world of work

Perhaps you cannot wait to get out there and start earning, or have already started a new job. However, unskilled jobs are steadily decreasing and even if you have a job and want to move up the career ladder, you'll need to learn new skills to do so. Always ask whether training is provided and look for employers that are known to provide opportunities for further development.

Start an Apprenticeship

Whether you are looking for a job that enables you to carry on learning, or are already in employment and want to gain further qualifications, an Apprenticeship could be the option for you. They allow you to start work and earn a decent wage, while learning new skills that will lead to nationally recognised qualifications.

So, if you want to earn and learn, read on.

Case study

Hannah Worsley, Kidsunlimited

Twenty-seven-year-old Hannah Worsley of Manchester has made the move from being an apprentice to employing and training them herself.

Keen to build a career while she learned, Hannah began working as a management apprentice with Debenhams in 2000. After completing her Advanced Apprenticeship in 2002 – six months ahead of schedule – she became a qualified NVQ trainer and assessor, managing new apprentice recruits for Debenhams. Hannah asserts that her time as an apprentice has proven to be invaluable, both for her and for the new crop of trainees she's worked with.

"The fact that I've been through the same programme gave me added understanding and empathy," says Hannah. "I had insight into the company culture and that allowed me to make recommendations to improve the quality of training on offer."

Six years after completing her Apprenticeship, Hannah is a seasoned professional trainer, and now runs the delivery of another Apprenticeship programme as Learning and Development Manager for Kidsunlimited, a nursery based in Wilmslow, Cheshire.

Her former employer and training provider, SBC Training, says that Hannah makes the ideal trainer for young people looking to get their careers on track: "Hannah inspires her learners and is an excellent role model, helping learners to realise that what she has achieved can also be achieved by them. The training sector needs more people like Hannah to encourage others to learn."

Hannah is clear about what has made her successful: "Apprenticeships offer people of all ages the opportunity to learn new skills and develop existing ones on the job, while getting paid. For the apprentice, they provide more than can be said in words, but in the main they boost morale, motivate individuals to succeed and better themselves, and inspire and encourage good working practices."

"I doubt I'd have progressed this far in my career without the knowledge, opportunity and experience I gained through my Apprenticeship," says Hannah.

Hannah's list of achievements and accolades is impressive and includes being highly commended in the Advanced Apprentice of the Year category at the Learning and Skills Council's prestigious Apprenticeship Awards in 2004. The following year she was one of the judges. Now a veteran of the working world, Hannah often speaks on the benefits of Apprenticeships for people of all ages.

What are Apprenticeships? Paid jobs where you get good training and qualifications.

If you're leaving or have already left full-time education, you'll want to learn skills that will give you satisfaction at work. You'll also want to improve your prospects of finding a job in the industry you've chosen. If you are in work you may want to improve your chances of promotion and a better career. Apprenticeships allow you to do just that.

Learn on the job

Apprentices learn on the job, building up knowledge and skills, gaining qualifications and earning money all at the same time. You work towards a work-based qualification such as a National Vocational Qualification (NVQ) and other nationally recognised qualifications. Employers all over the country recognise and value Apprenticeships as they show that you've been trained in the skills they need.

Earn while you learn

Apprentices do real jobs for real employers. So you're paid while you learn.

Training that's useful

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 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 open to anyone living in England and not taking part in full-time education.

Entry requirements are flexible and vary according to the job role because Apprenticeships are not just based on academic achievement. What also counts are practical skills and your interest in the area of work you've chosen. Employers value keenness to work and desire to learn.

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.

Two levels of Apprenticeship

There are two levels of Apprenticeship available:

- **Apprenticeships (equivalent to five good GCSE passes)**
Apprentices work towards a work-based learning qualification such as a NVQ Level 2, Key Skills and in some cases a relevant technical certificate. These provide the skills you need for your chosen career and allow entry to:
- **Advanced Apprenticeships (equivalent to two A level passes)**
Advanced apprentices work towards a work-based learning qualification such as a NVQ Level 3, Key Skills and in some cases a relevant technical certificate. To start this programme, you should ideally have five GCSEs (grade C or above) or have completed an Apprenticeship.



What do I get out of it?

All the benefits of work while you learn new skills.



Enter the world of work and learn new skills

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. Likewise, if you are already in employment, you may be looking to increase your skills and knowledge to help you progress up the career ladder or try something new altogether. For both, Apprenticeships give you the chance to do just that. They enable you to enter or stay in the world of work, earn a decent wage and learn new skills.

Earn a good wage

If you are entering work for the first time, you will start earning from day one of your Apprenticeship. There is no set rate of pay for apprentices, however all employed apprentices must receive a wage of no less than £80 per week and a recent survey showed that the average wage per week for an apprentice is now around £170 and in some job roles around £210 per week.¹

As your skills develop, your pay will increase accordingly. 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, subsidised canteen and leisure facilities.

Holidays

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

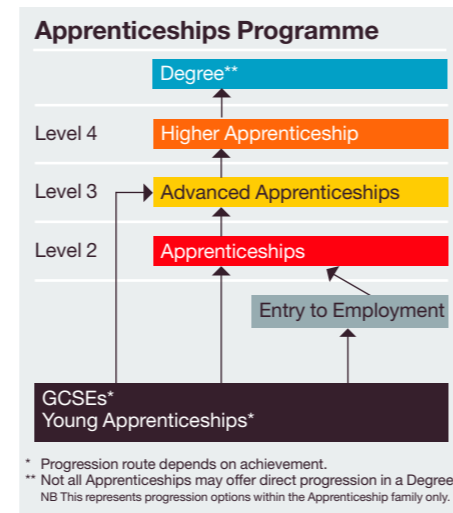
Support during training

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.

Prospects

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 in a college or university.

This is how you can progress:



Depending on the Apprenticeship you choose, you may also study for a Technical Certificate which will give you further knowledge and understanding of your job. This might be a BTEC National Diploma or a City & Guilds Progression Award.

You'll also learn about communications and application of numbers. These important transferable skills will help you in any job and make you more employable whatever career you choose to follow.

Qualifications

You'll get a package of qualifications when you finish your Apprenticeship which will be recognised by any employer, anywhere in the country. That means you can change jobs and take your skills and qualifications with you.

Your performance and knowledge are assessed on the job as you reach different levels. These assessments count towards your final qualification.

NVQ	Equivalent qualification
Level 1	5 GCSEs at grades D-G
Level 2	5 GCSEs at grades A-C
Level 3	2 A levels/ 1 vocational A level
Level 4/5	HNC, HND and degree level

There are Apprenticeships for all sorts of jobs.

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

A choice of industries and employers

Apprenticeships have been developed by a wide range of industry sectors and are available with different types of employers from large national companies such as British Gas, BMW and Orange to smaller local companies. There are now 180 career choices in over 80 different industry sectors. The right one for you will depend on your interests, your experience and the opportunities in your area. Not all Apprenticeships are available across the whole of the UK.

Business and professional services

Advising on financial products
Cleaning and support service industry
Design
Learning and development (direct training and support)
Mail services
Munition clearance and search occupations
Retail financial services
Security industry
Trial higher Apprenticeship ICT professional

Business functions

Accounting
Business administration
Contact centres
Customer service
IT services and development
IT user
Management and team leading
Payroll
Sales and telesales
Storage and warehousing
Wholesale, distribution, warehousing and storage

Construction and property

Construction
Construction diploma
Heating, ventilation, air conditioning and refrigeration
Highways maintenance
Housing
Property services

Engineering

Building services engineers
Electrical and electronic servicing
Electricity industry
Electrotechnical
Engineering
Engineering construction
Land-based service engineering
Marine industry
Mechanical engineering services: plumbing
Trial higher Apprenticeship (Level 3) engineering
Trial higher Apprenticeship (Level 4) engineering

Environmental activities

Agriculture, crops and livestock
Amenity horticulture
Animal care
Animal technology
Arboriculture
Dry stone walling
Environmental conservation
Equine
Farriery
Game and wildlife management
Production horticulture
Trees and timber
Veterinary nursing

Health and care

Children's care, learning and development
Dental nursing
Health and social care
Pharmacy assistants and technicians
Support services in healthcare

Manufacturing and production

Apparel
Building products occupations
Coatings operations
Extractive and mineral processing
Fitted interiors
Food manufacture
Furniture industry
Glass industry
Industrial applications
Industrial building systems
Metals Industry
Nuclear decommissioning
Optical
Polymer processing operations
Process technology
Saddlery
Signmaking
Textiles

Media

Events
Games testing
Print and printed packaging
TV production

Public sector

Advice and guidance
Community development
Community justice
Public services
Teaching assistants
Youth work

Retail and leisure

Active leisure and learning
Barbering
Beauty therapy
Hairdressing
Hospitality and catering
Nail services
Retail
Spa therapy
Sporting excellence
Travel and tourism services

Telecommunications and utilities

Communication technologies
Gas industry
Gas network operations
Water industry

Transport and automotive

Aviation
Cabin crew
Carry and deliver goods
Driving goods vehicles
Passenger-carrying vehicle driving – bus and coach
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
Traffic office
Transport engineering and maintenance



How do Apprenticeships work?

Answers to your questions.

How long do Apprenticeships last?

Apprenticeships and Advanced Apprenticeships last as long as it takes to achieve competence in the job for which you are training. This varies by sector but, in general, Apprenticeships last between one and three years.

How much time do I spend at work?

As an employee you will be in employment for most of your time as most training takes place on the job. The rest usually takes place at a local college or a specialist training organisation. You can complete this off-the-job training on day release or over a number of days in a block. The amount of time you spend varies according to your Apprenticeship. It could be anything from one day every other fortnight to two days every week.

What time of year can I start?

You can apply at any time of year. When you begin the work-based training depends upon the availability of a position at an employer.

When should I apply?

Apply as early as you can. It can take time to find an employer offering the Apprenticeship you want and, since an Apprenticeship is a job, you will have to be interviewed.

What's the role of local training providers?

A training provider is usually a local college or specialist training organisation responsible for your off-the-job training.

At the start, they will appoint a mentor who will work with your employer to make sure that the training is well planned. Once you've begun your Apprenticeship, your mentor will follow your progress and deal with any issues that may arise.

What's the role of the employer?

The employer is the most important part of an Apprenticeship. They give you an induction into 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.

Do I get to choose where to work?

Yes. It's up to you to choose an employer but training providers can help you decide.

I've already got a job – can I still do an Apprenticeship?

Yes. If your employer agrees, you can become an apprentice where you work now.

Do I have to pay anything to become an apprentice?

No. The Learning and Skills Council covers the cost of training.

What's involved in the selection process?

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



Where to get more information and what to do next.

Contacts.

To apply for an Apprenticeship or to ask for more advice and information, just contact one of the organisations opposite.

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. Within a few weeks, a local adviser will be in touch to set up meetings with training providers near you. These training providers have contacts with local employers who may have suitable vacancies.

Alternatively, you can visit the website at www.apprenticeships.org.uk.

Connexions

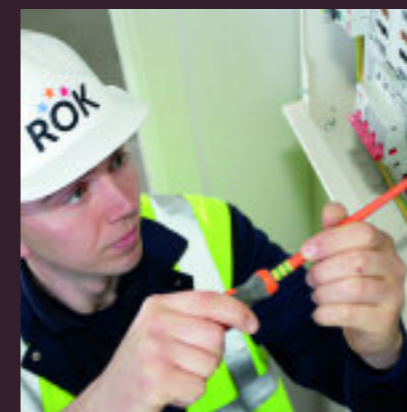
If you are under the age of 19 and want to talk about which career might be best for you, then your local Connexions service can help. Visit www.connexions-direct.com for more information. Or, if you are over the age of 19, contact your local Jobcentre Plus for opportunities in your area.

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.

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 150 400 for more information. The Helpline staff will also be able to provide details of the funding available for employers that offer Apprenticeships.



Case study

Gareth Moor, Advanced Apprentice
Advanced Apprentice of the Year 2007, Gareth Moor has flourished thanks to his Apprenticeship. The 23-year-old from Northumberland was promoted to site foreman an impressive two years into his electrical engineering training. Gareth also combines his Advanced Apprenticeship with working towards a degree in building services engineering at Northumbria University.

Gareth says: "One of the main benefits of doing an Apprenticeship has been the ongoing training I have received at college and at work."

"Being continually exposed to different teams and varying projects at work has taught me much more than I would have learnt if I didn't have on-the-job training."

Chris Burt, director of Gareth's employer Dougal and Railton, says: "Gareth has shown tremendous promise whilst working with us. He has been involved in major projects for the company, where he has had important roles of responsibility, and truly demonstrated the benefits of training on the job."

"He is a valuable asset to our team and has really benefited from his Apprenticeship. He has developed as an individual and has even managed his own project, as a site foreman, which he did to a very high standard."