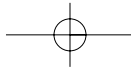
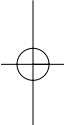
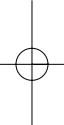


Want good training, good career prospects and a good wage?
Take a look at Apprenticeships.



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.

Even if you have left school, you still have options, whether you have started work or not. Whatever your current situation, and whatever you choose to do, it is important that you continue to learn. Becoming skilled is how to ensure you get the best possible start to your career. These are your options:

Stay on at school

If your school has a sixth form, this gives you the chance to study your chosen subjects at a place you know and feel comfortable in. You can do A levels and AS levels, GCSEs and many other courses.

Go to college

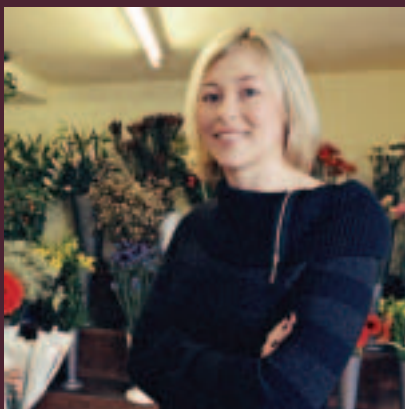
Colleges offer different surroundings, new courses and new friends. You can choose to study from a huge number of courses covering jobs such as catering, engineering, accountancy and sports studies. Colleges offer GCSEs, A levels, AS levels and many more types of qualification.

Leave school and look for work

You could leave school and look for a job. You might already be working. 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 achieve higher levels of training and skills in order to succeed. Always ask whether training is provided and search out jobs that do provide good training.

Start an Apprenticeship

If you've decided on the work option, Apprenticeships allow you to combine working and training. So, if you want to learn and earn, and kick start your career, read on.



Apprenticeships – where can they take you?

Gemma Magson started her career as an apprentice in floristry and has been so successful that at the age of 25 she now jointly owns two shops in Yorkshire.

She was so impressed with her own Apprenticeship that when it was time to take on her first employee she recruited another apprentice – Gemma Piercy.

“Gemma's just fantastic – a real asset to the business. I couldn't manage without her. I like the fact that when she goes to college she's being taught properly and is getting up to speed to help me in the shop.”

Gemma is equally pleased with her choice “I think it's brilliant” says Gemma “because you can earn money while you qualify”. Gemma will be qualified by the time she's 18 and won't have any student loans to pay off.

“This is the best way to get qualifications and get the practical experience of being in a shop. I'd like my own business eventually and this is definitely the best way to learn.”

What are Apprenticeships?

Paid jobs where you get good training and qualifications.

If you are aged 16-24 you'll want to achieve things in life. 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. 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 National Vocational Qualifications (NVQs). Employers all over the country recognise and value NVQs as they show 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 your employer is supporting you and you are making progress.

You also spend time off the job with a learning provider – often a local college – 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 aged 16-24 living in England and not taking part in full-time education.

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

Two levels of Apprenticeship

There are two different levels of Apprenticeship available:

- **Apprenticeships**
You gain a National Vocational Qualification (NVQ) Level 2 and possibly a higher qualification. This provides the skills you need for your chosen career and provides entry to:
- **Advanced Apprenticeships**
Advanced apprentices work towards NVQ Level 3 and Level 4 in some occupational areas. To do 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

School years can be frustrating when all you want to do is get out into the world, start working and earning a living. Apprenticeships give you the chance to do just that. It's an exciting feeling to be starting a new job and getting paid. And it's even better when each day you are continuing to learn new things.

Start earning

You'll be earning good money sooner than your friends who don't take up an Apprenticeship. There is no set rate of pay for Apprenticeships, you'll be paid the going wage according to the role, so, like any job, what you get paid depends on your employer and the type of work you do.



As your skills develop your pay will increase. You may also get extra money for essential books, clothing or equipment, or to help you with a disability. As a full-time apprentice you could receive benefits such as pension contributions and 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.

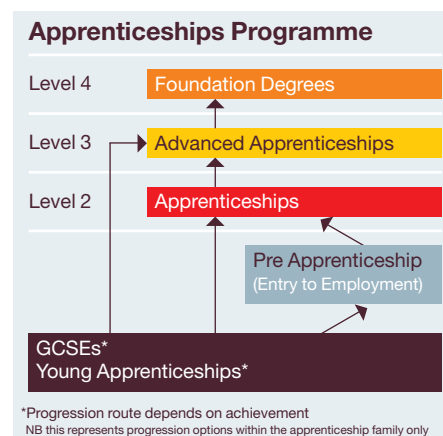
Support during training

Learning providers will make sure you have a mentor. Their job is to ensure your training fits your personal requirements, offers the skills needed for the job and satisfies national standards.

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:



Qualifications

You'll get a package of qualifications when you finish your Apprenticeship that 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 NVQ, which for Apprenticeships will be either an NVQ Level 2, or an NVQ Level 3/4. Examining bodies award these through the learning provider college where you study.

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

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 City & Guilds Progression Award.

You'll also learn about Communications, Information Technology, Problem Solving, Application of Numbers and Personal Skills. These skills will help you do any job and make you more employable whatever career you choose to follow.

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 like British Gas, BMW and Orange to smaller local companies. There are now 180 career choices in 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.



Buying and selling houses

- Estate agency

Working in the beauty industry

- Hairdressing
- Beauty therapy
- Management
- Customer service

Working in shops and with customers

- Retail
- Management
- Customer services
- Barbering

Working in the arts and media

- Arts & entertainment
- Broadcast, film video & multimedia
- Ceramics
- Cultural heritage
- Newspapers
- Photo imaging
- Jewellery silvermithing and allied trades
- Museums, galleries and heritage sector
- Clothing textiles

Working in telecommunications

- Call handling
- Telecommunications
- Customer service

Working in the travel industry

- Travel Services
- Telecommunications
- Customer service

Working in business

- Accounting
- Business and administration
- Customer service
- Management
- Health & safety

Working with trees and plants

- Horticulture
- Floristry
- Environmental conservation
- Agricultural & commercial horticulture
- Retail
- Customer service

Working on the land and sea

- Agriculture
- Agriculture & commercial horticulture
- Agriculture & garden machinery
- Amenity horticulture
- Animal care
- Pig farming
- Livestock production
- Sea fishing
- Environmental conservation
- Marine industry

Working with animals

- Veterinary nursing
- Animal care
- Horse industry
- Customer service

Working with food and drink

- Catering
- Hospitality
- Food & drink manufacturing
- Meat industry
- Bakery
- Food & drink service
- Retail
- Customer service

Working in hotels, restaurants & pubs

- Hospitality
- Customer service
- Business administration
- Retail

Working in construction

- Carpentry
- Construction
- Plumbing
- Painting & decorating
- Distribution, warehousing & storage

Working in the armed forces

- Information technology

Caring for people

- Dental nursing
- Health & social care
- Care
- Customer service
- Advice and guidance
- Personnel

Working with children

- Early years care & education
- Customer services
- Management

Working in manufacturing and chemicals

- Manufacturing operations
- Laboratory technician
- Manufacturing (engineering)
- Printing

Working with computers

- Information technology
- Computer aided design

Working in sport and recreation

- Sport & recreation

Working in the electrical, gas and engineering industry

- Engineering
- Engineering construction
- Electrotechnical
- Electrical & electronic servicing
- Electrical installation and engineering
- Electricity supply industry
- Aviation

Working with motor vehicles

- Business administration
- Customer service
- Management
- Motor industry

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 your National Vocational Qualification (NVQ), Key Skills and Technical Certificate. On average, Apprenticeships last between one and three years.

How much time do I spend at work?

You'll be at work for most of your time as most training is on-the-job. The rest usually takes place at a local college or a specialist learning 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. Classroom training will usually start at the beginning of the academic year in late summer or early September.

When should I apply?

Apply as early as you can. It can take time to find an employer offering the Apprenticeship you want.

What's the role of local learning providers?

A learning 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 the training is up to the standard of the NVQ. Once you've begun your Apprenticeship, your mentor will follow your progress and deal with any issues which may arise.

What's the role of the employer?

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. You choose with the help of your learning provider.

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. It's free and you get paid.

What's involved in the selection process?

Getting an Apprenticeship is like getting a job. You could be interviewed a few times 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 learning providers near you. These learning 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 want to talk about which career might be best for you then your local Connexions service can help. Visit www.connexions.gov.org for more information. If you have trouble finding your nearest Connexions office, the careers adviser at your local school or college should be able to put you in touch.

Approach local employers and/or learning providers

This is a good route if you know what type of career you want. Just 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 that's available for employers who offer Apprenticeships.



Case study

Nicole Matthews left school and successfully applied for an Apprenticeship in nursery nursing.

"I'd always been interested in working with young children and made sure I included Child Development among my GCSE options."

Nicole's training has involved studying for level 2 and 3 NVQs in child care, these qualifications are recognised throughout the child care sector. While working towards her NVQs Nicole has learnt both practice and theory, so she's well versed in all aspects of child care.

"At first I found working and studying at the same time quite tiring but I soon got into a routine and have found it a great way to learn valuable skills and gain nationally recognised qualifications. What's more on an Apprenticeship you get paid while you learn."

