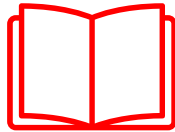




# Apprenticeship Support and Knowledge for Schools

# What are apprenticeships?



**WORK + LEARN = APPRENTICESHIPS**

- ▶ A REAL JOB WITH A REAL EMPLOYER
- ▶ PAID A SALARY
- ▶ QUALIFICATIONS AND EXPERIENCE
- ▶ CONTRACT OF EMPLOYMENT, HOLIDAY, SICK
- ▶ SUPPORT FROM A TRAINING PROVIDER
- ▶ 1 - 4 YEARS

# Some of the possibilities



ACCOUNTING | ADVERTISING & MARKETING  
AGRICULTURE | ANIMAL CARE | AVIATION  
BUSINESS ADMINISTRATION | CATERING  
CREATIVE & DIGITAL | DENTAL NURSING  
CONSTRUCTION | CUSTOMER SERVICE  
CYBER SECURITY | EVENTS MANAGEMENT  
FLORISTRY | HIGH PERFORMANCE ENGINEERING  
HAIRDRESSING | HEALTH CARE | HOSPITALITY  
HORTICULTURE | JOURNALISM | JEWELLER  
LEGAL SERVICES | GAMES TECHNICIAN  
POLICE OFFICER | PROJECT MANAGEMENT  
SURVEYING | SOLICITOR | TEACHING  
VETERINARY NURSING



# Levels of apprenticeship

## LEVELS

### TRAINEESHIPS

**INTERMEDIATE  
APPRENTICESHIP**

**LEVEL 2**

**ADVANCED  
APPRENTICESHIP**

**LEVEL 3**

**HIGHER/DEGREE  
APPRENTICESHIP**

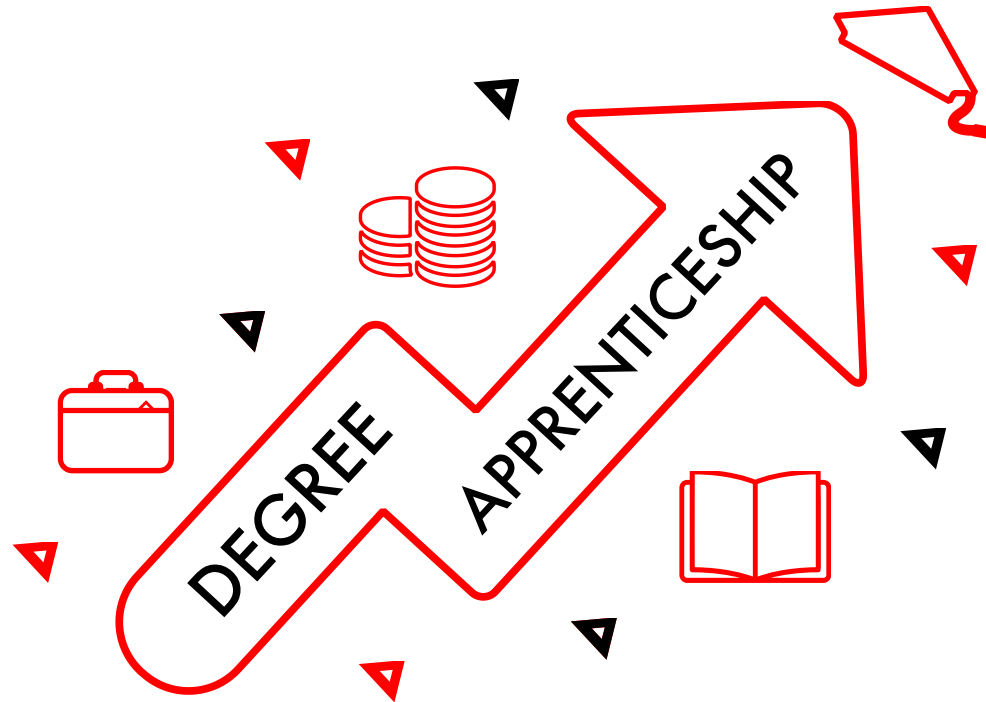
**LEVEL 4,5,6 & 7**

**SKILLS, KNOWLEDGE & COMPETENCIES**

Apprenticeship Type	Value of qualification	Equivalent to academic study	Typical entry Requirements
Degree Apprenticeship	Level 6 & 7	Bachelors degree or Masters degree	A Levels (UCAS points score 96+)
Higher Apprenticeship	Level 4 & 5	Certificate of Higher education/ Foundation Degree	A Levels (UCAS points score 48+)
Advanced Apprenticeship	Level 3	2 A Levels or IB	GCSE A - C
Intermediate Apprenticeship	Level 2	5 GCSEs A*-C	GCSE pass at D - G

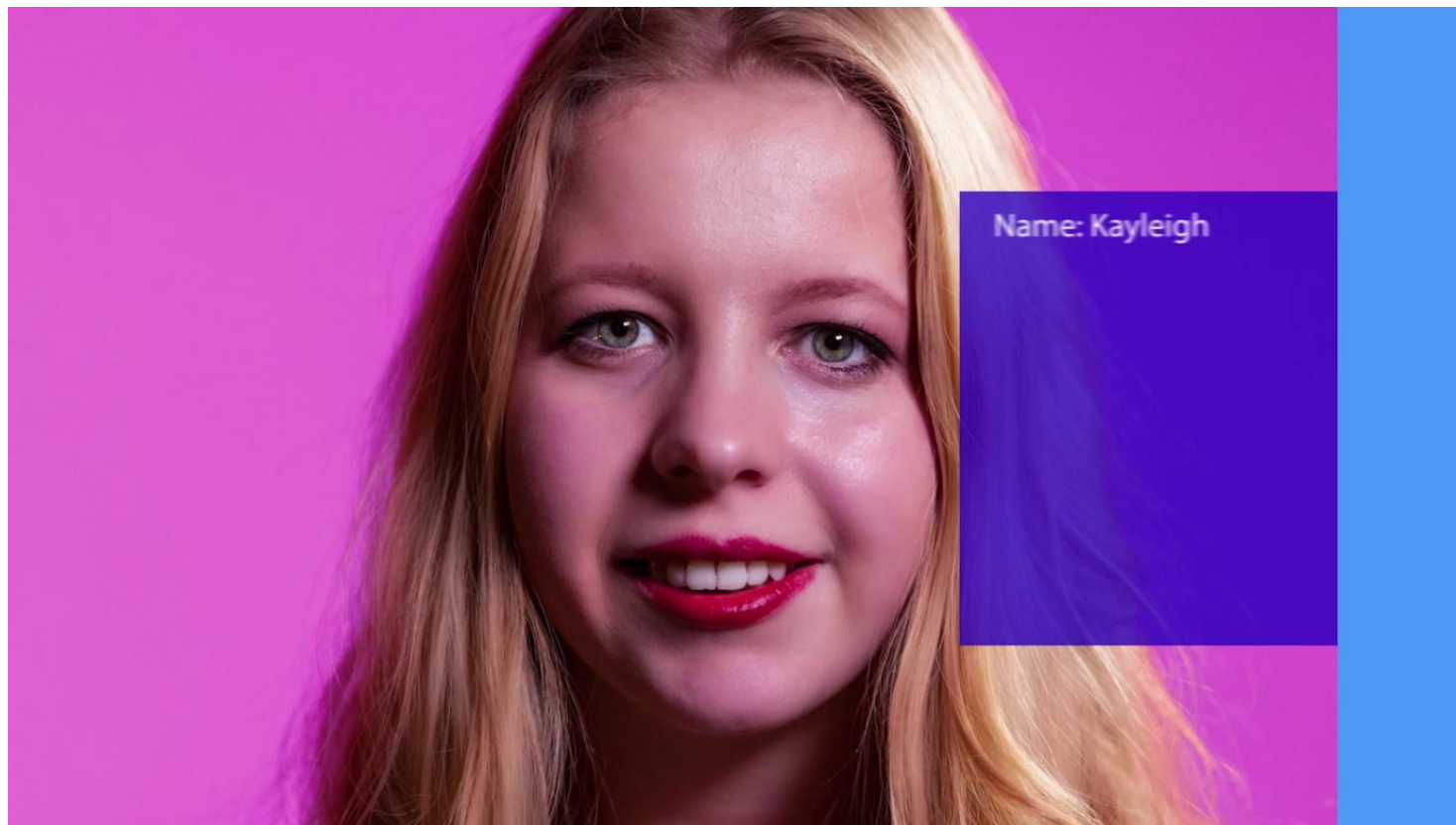
# Higher and Degree apprenticeships

Now its possible to get a degree without going to uni...





## Degree Level Apprenticeships film



<https://vimeo.com/173753735>



There's never been a better time...

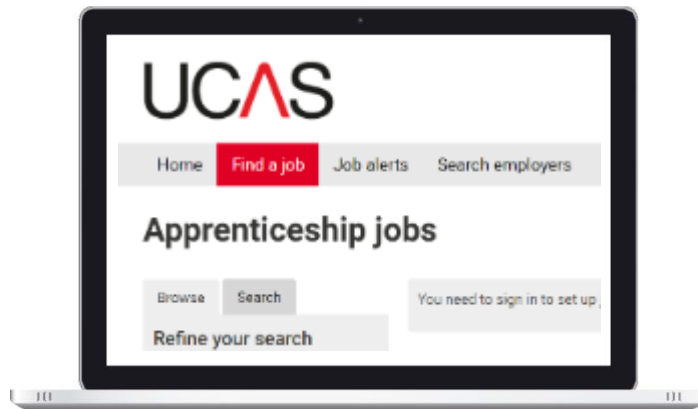
The world of work and career opportunities just got a whole lot more exciting ...really!

APPRENTICESHIPS  
**GET YOUR  
CAREER  
GOING**



# University – have a plan A and B

- <https://careerfinder.ucas.com/jobs>
- <http://www.thestudentroom.co.uk/content.php?r=23537-apprenticeship-zone>
- <http://university.which.co.uk/teachers/introduce-higher-education-options/higher-and-degree-apprenticeships-guide-download>





# You get paid and you have a career

- ★ National Minimum Wage £3.50 per hour
- ★ Average wage £170 per week
- ★ Wage depends on the employer – many pay more than Minimum Wage

APPRENTICESHIPS  
**GET YOUR  
CAREER  
GOING**



# Get In Go Far: Abbie's Story

[https://www.youtube.com/watch?v=V2MZj5A\\_JTk](https://www.youtube.com/watch?v=V2MZj5A_JTk)

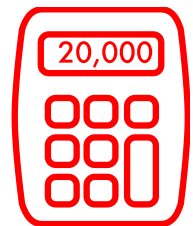
<https://www.getingofar.gov.uk/meet-the-apprentices>

# Are there any jobs?



Over 28,000 vacancies advertised each year

10 miles = **303** apprenticeships  
20 miles = **1257** apprenticeships  
30 miles = **2508** apprenticeships  
40 miles = **3309** apprenticeships

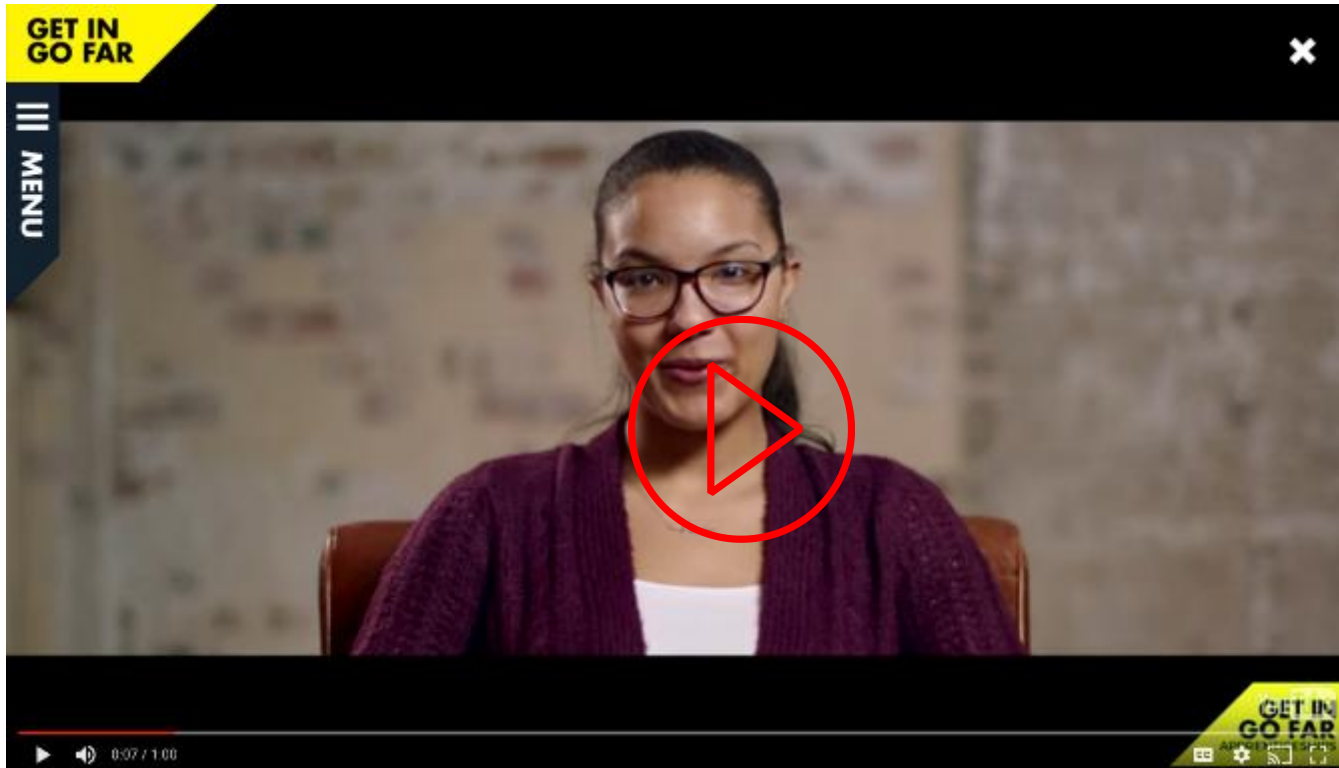


# Apprenticeship jobs in the area

Job opportunity	Closing date	Weekly salary	Annual salary
<b>Chartered Building Surveying; Arcadis (UK) Ltd</b>	26 <sup>th</sup> July	£ 307	£15,964
<b>Business and Administration Apprentice - Pathway Assistant</b>	16 <sup>th</sup> July	£377.00 - £429.94	£ -
<b>Apprentice Marketing Assistant</b> Momentum Services Ltd	18 <sup>th</sup> July	£122.50	£ -
<b>Software Developer Apprenticeship</b>	31 <sup>st</sup> July	£271.13	£ -
<b>Degree Apprenticeship-Chartered Building Surveying</b>	26 <sup>th</sup> June	£ 307	£ -



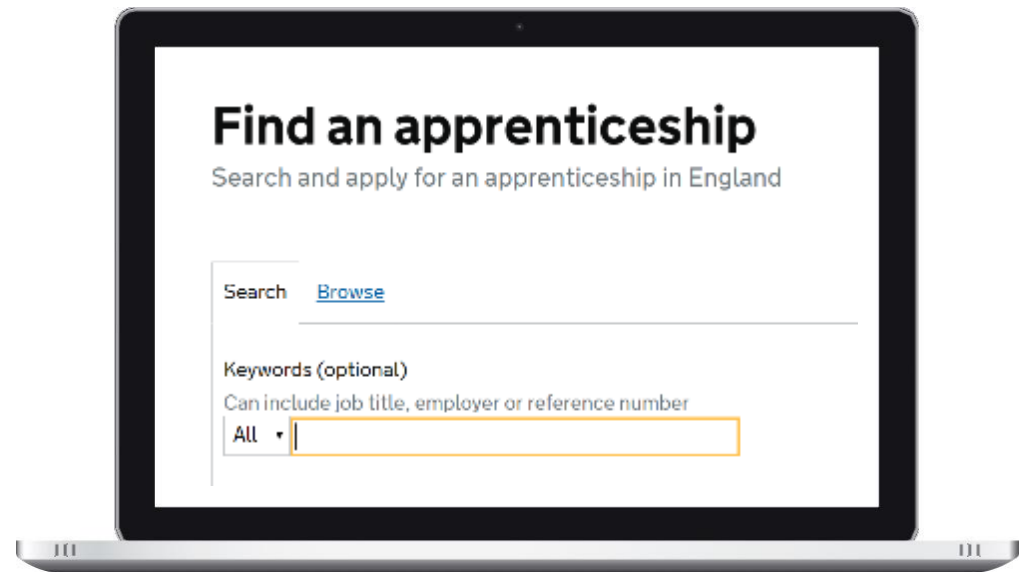
# Get In Go Far Film



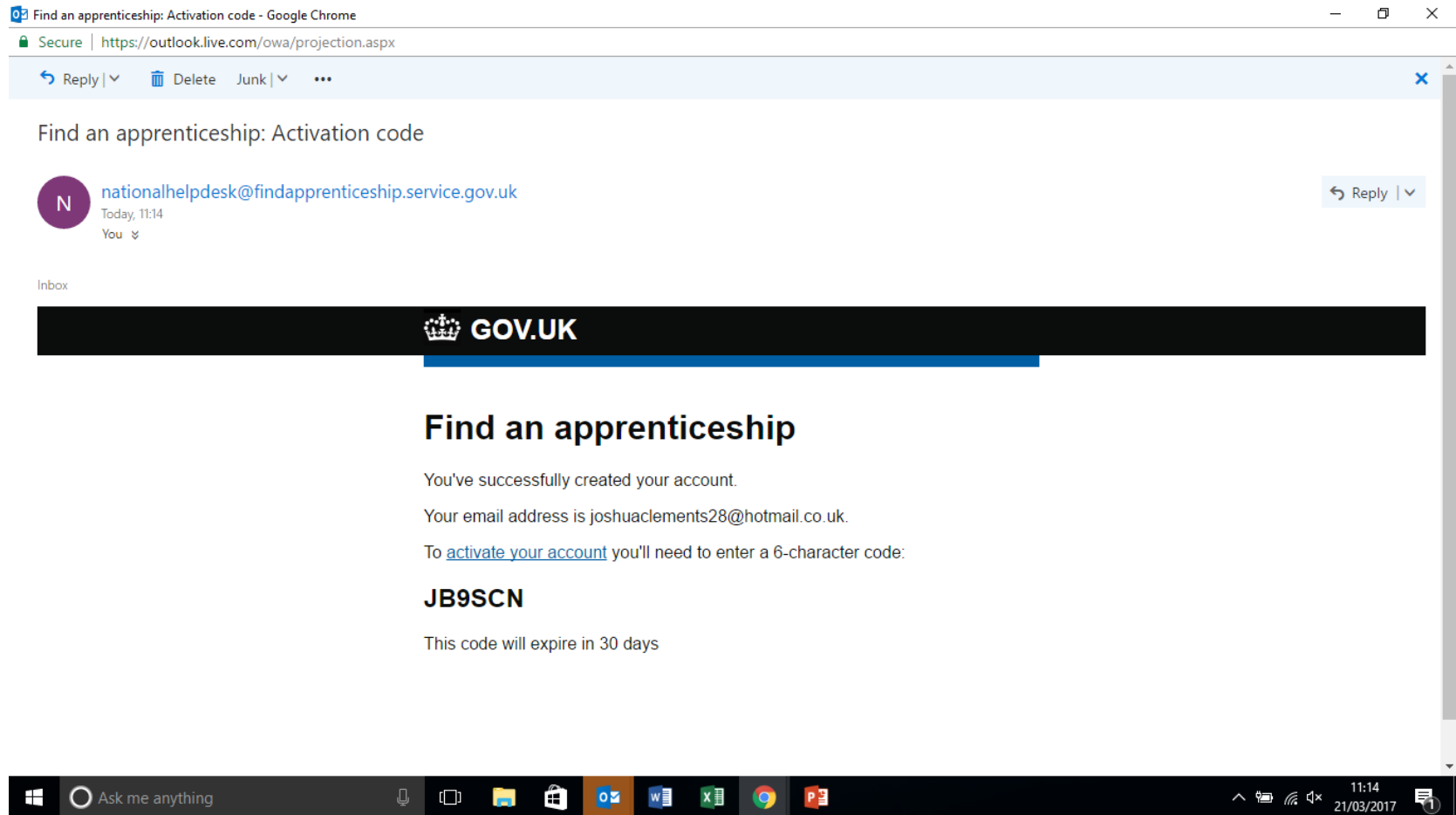
<https://vimeo.com/151121127>

# How do you find an apprenticeship?

1. Register on **Find an apprenticeship**
2. Do your **research** and search for jobs
3. Start **applying**
4. Manage your **alerts**
5. Make **contact** with the companies



# Using the FAA website: Activating your account




Find an apprenticeship: Activation code - Google Chrome

Secure | <https://outlook.live.com/owa/projection.aspx>


Reply | Delete | Junk | ...

Find an apprenticeship: Activation code

 nationalhelpdesk@findapprenticeship.service.gov.uk  
Today, 11:14  
You

Reply

Inbox



## Find an apprenticeship

You've successfully created your account.

Your email address is [joshuaclements28@hotmail.co.uk](mailto:joshuaclements28@hotmail.co.uk).

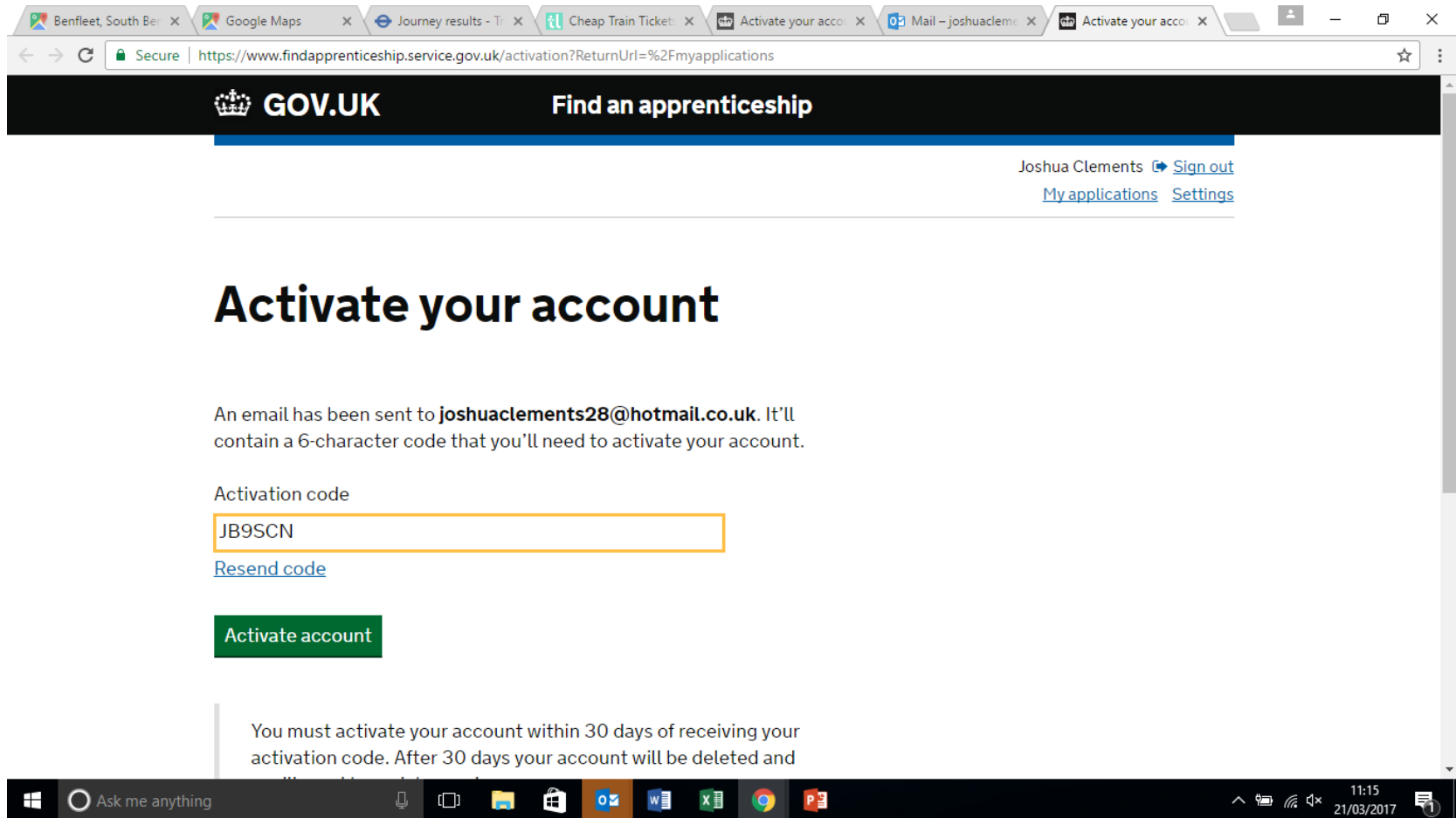
To [activate your account](#) you'll need to enter a 6-character code:

**JB9SCN**

This code will expire in 30 days

Windows taskbar: Ask me anything, icons for Phone, Mail, Photos, Calendar, Outlook, Word, Excel, Chrome, PowerPoint, system tray (11:14, 21/03/2017)

# Activate your account



Benfleet, South Be x Google Maps x Journey results - Tr x Cheap Train Ticket: x Activate your acco x Mail - joshuaclem x Activate your acco x

Secure | <https://www.findapprenticeship.service.gov.uk/activation?ReturnUrl=%2Fmyapplications>

**GOV.UK** Find an apprenticeship

Joshua Clements [Sign out](#)  
[My applications](#) [Settings](#)

## Activate your account

An email has been sent to **joshuaclements28@hotmail.co.uk**. It'll contain a 6-character code that you'll need to activate your account.

Activation code

JB9SCN

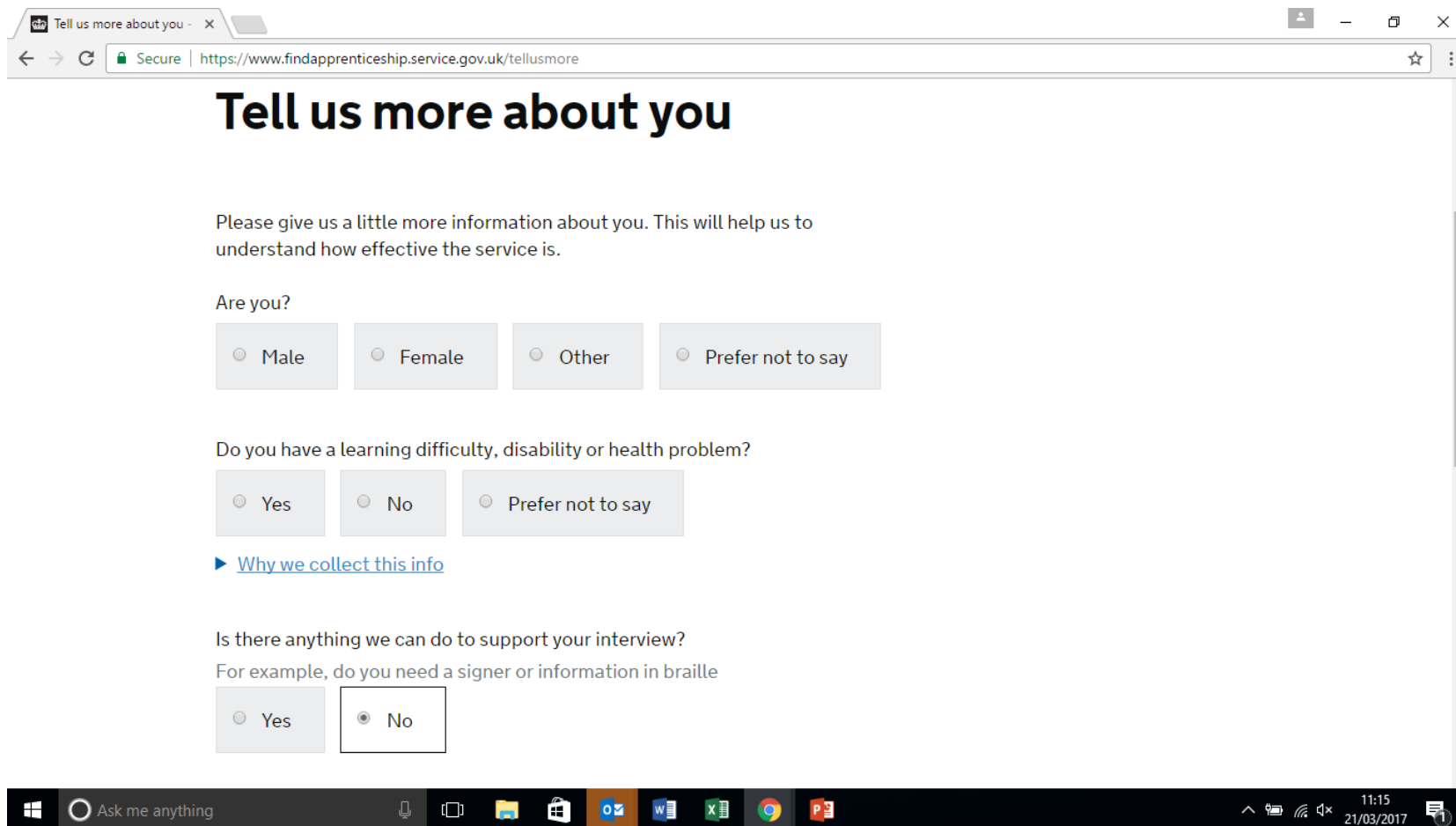
[Resend code](#)

**Activate account**

You must activate your account within 30 days of receiving your activation code. After 30 days your account will be deleted and

Ask me anything 11:15 21/03/2017

## Filling in the basic information



Tell us more about you - X

Secure | <https://www.findapprenticeship.service.gov.uk/tellusmore>

### Tell us more about you

Please give us a little more information about you. This will help us to understand how effective the service is.

Are you?

Male  Female  Other  Prefer not to say

Do you have a learning difficulty, disability or health problem?

Yes  No  Prefer not to say

[Why we collect this info](#)

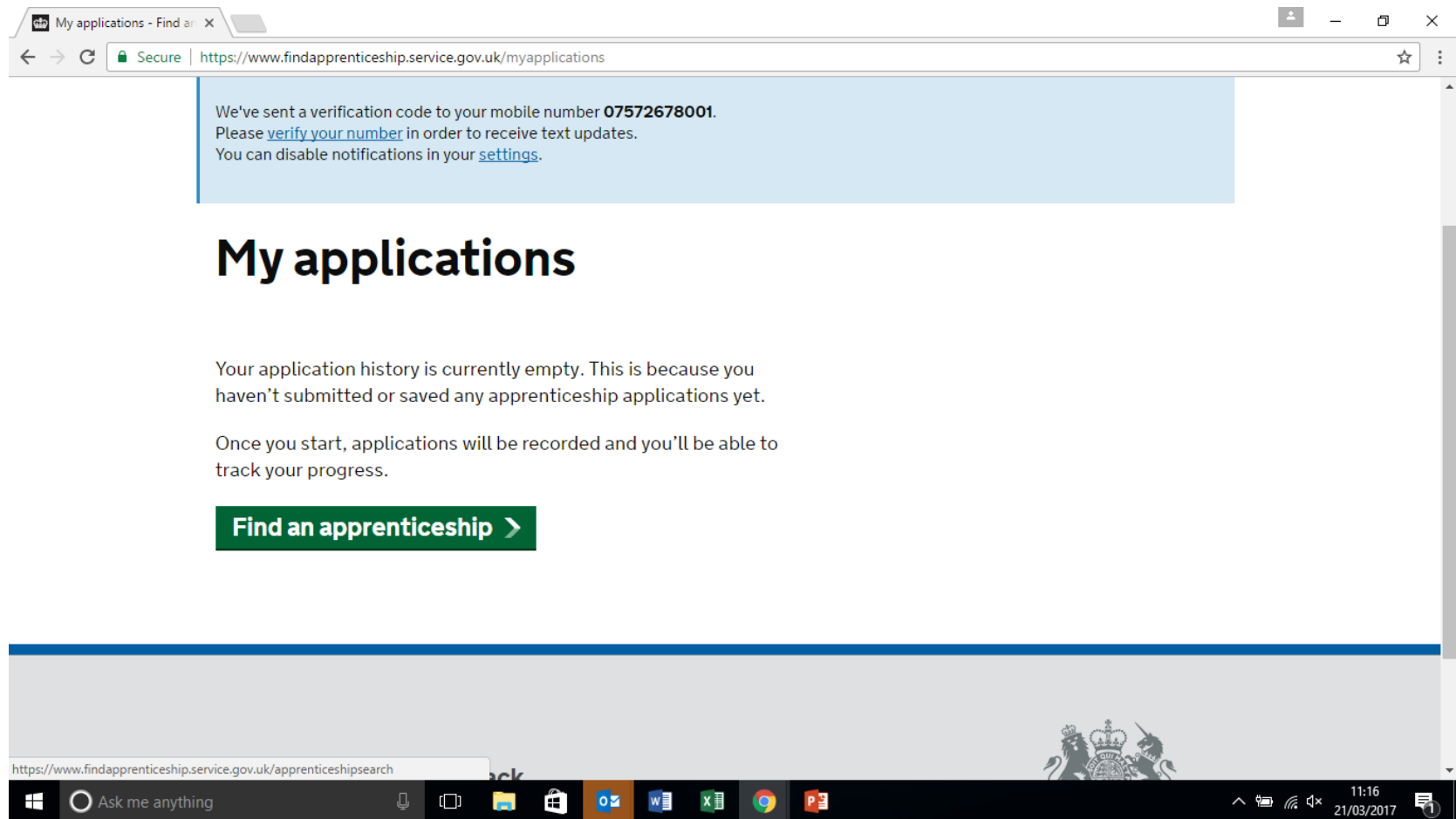
Is there anything we can do to support your interview?  
For example, do you need a signer or information in braille

Yes  No

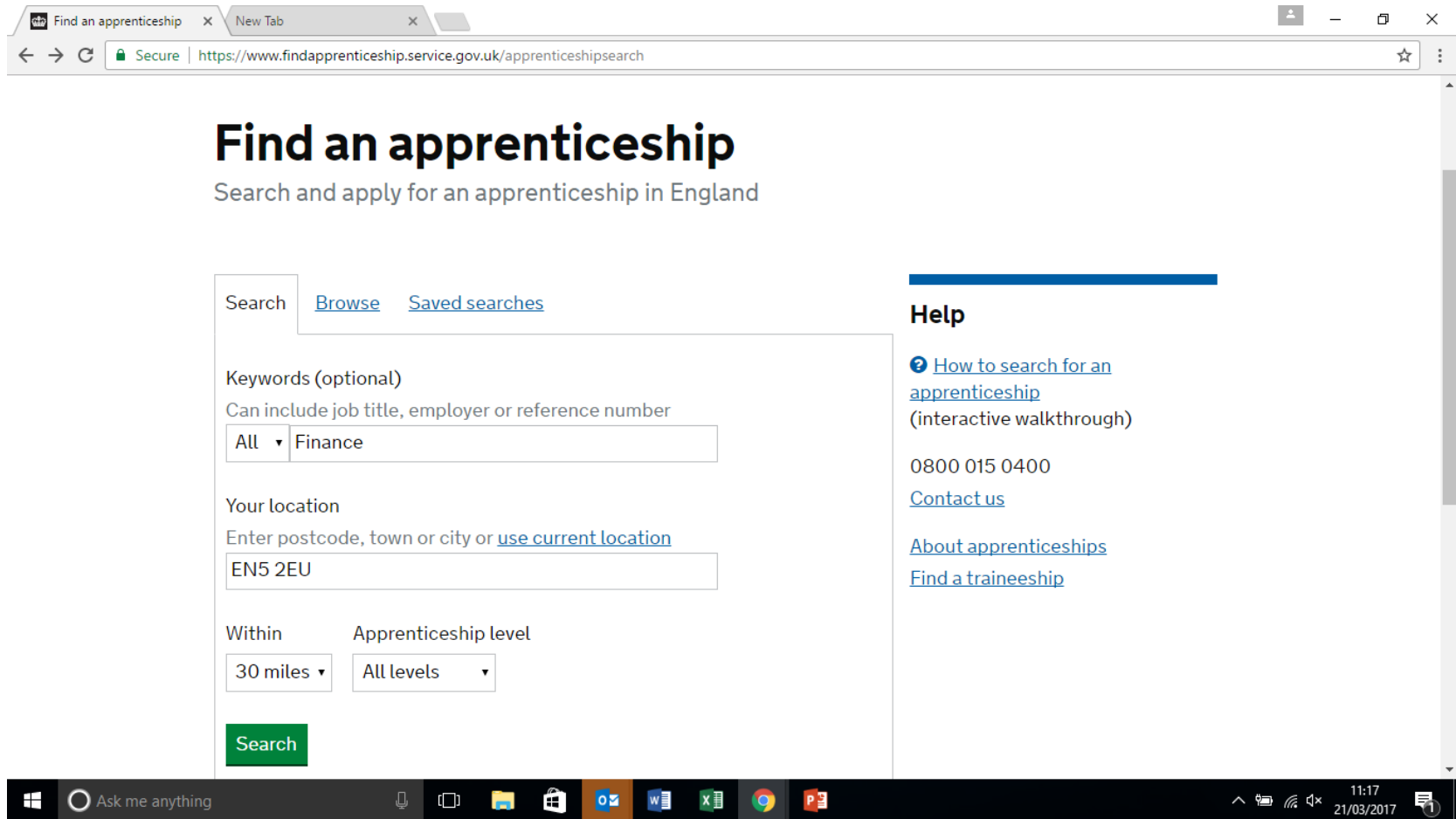
Taskbar: Ask me anything, File Explorer, Mail, Word, Excel, Chrome, PowerPoint, 11:15, 21/03/2017



# It's then up to you



# Finding an Apprenticeship



Find an apprenticeship x New Tab x

Secure | <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

## Find an apprenticeship

Search and apply for an apprenticeship in England

Search [Browse](#) [Saved searches](#)

Keywords (optional)  
Can include job title, employer or reference number

All ▾ Finance

Your location  
Enter postcode, town or city or [use current location](#)

EN5 2EU

Within 30 miles ▾ Apprenticeship level All levels ▾

**Search**

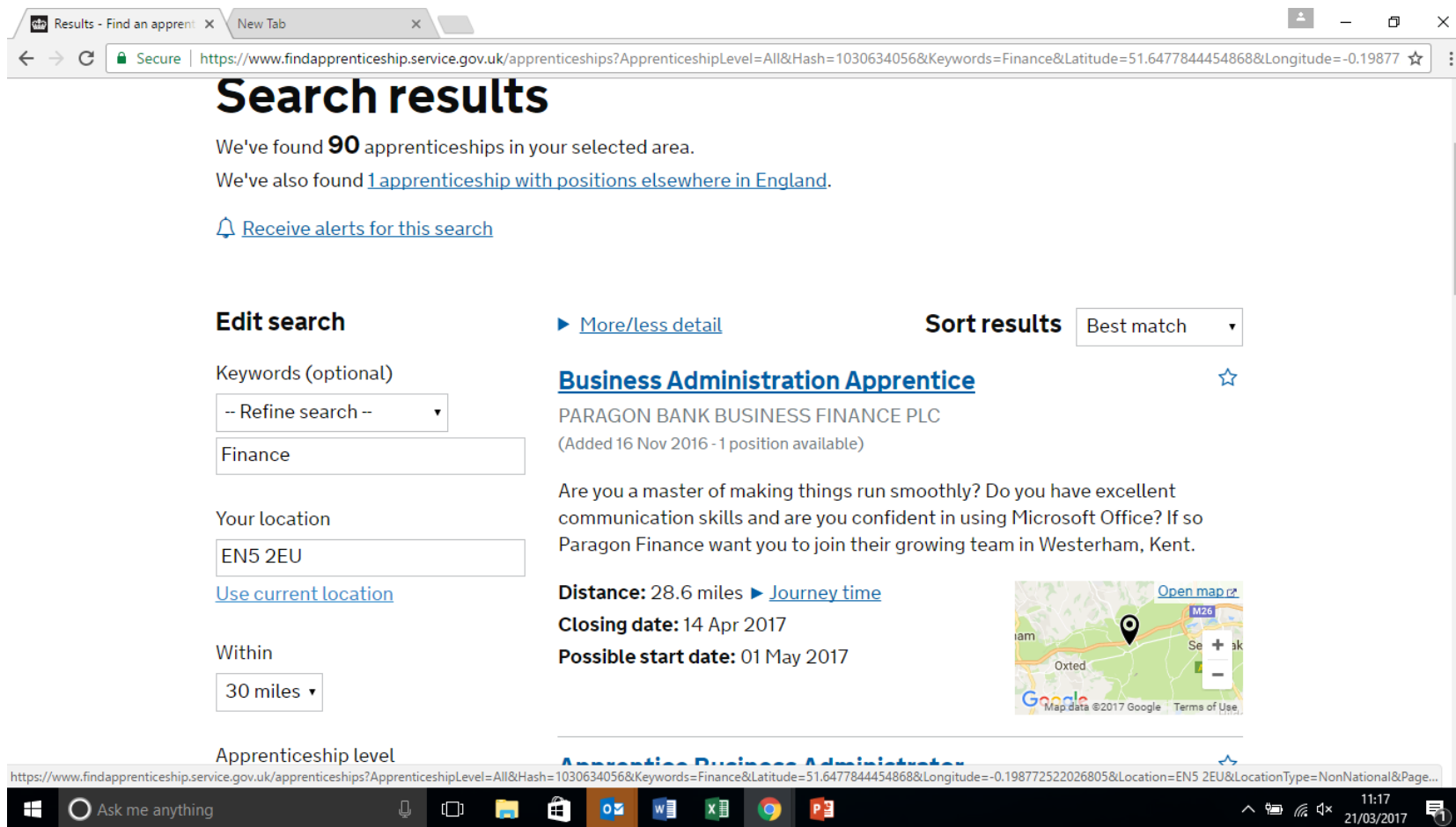
### Help

- [How to search for an apprenticeship](#)  
(interactive walkthrough)
- 0800 015 0400
- [Contact us](#)
- [About apprenticeships](#)
- [Find a traineeship](#)

Ask me anything

11:17  
21/03/2017

# Finding apprenticeships in your preferred location



Results - Find an apprentice x New Tab x

Secure | <https://www.findapprenticeship.service.gov.uk/apprenticeships?ApprenticeshipLevel=All&Hash=1030634056&Keywords=Finance&Latitude=51.6477844454868&Longitude=-0.19877>

## Search results

We've found **90** apprenticeships in your selected area.  
We've also found [1 apprenticeship with positions elsewhere in England.](#)

[Receive alerts for this search](#)

**Edit search** [More/less detail](#) **Sort results** Best match ▾

Keywords (optional)  
-- Refine search -- ▾  
Finance

Your location  
EN5 2EU  
[Use current location](#)

Within  
30 miles ▾

Apprenticeship level

**Business Administration Apprentice** ☆

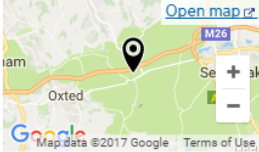
PARAGON BANK BUSINESS FINANCE PLC  
(Added 16 Nov 2016 - 1 position available)

Are you a master of making things run smoothly? Do you have excellent communication skills and are you confident in using Microsoft Office? If so Paragon Finance want you to join their growing team in Westerham, Kent.

**Distance:** 28.6 miles ▶ [Journey time](#)

**Closing date:** 14 Apr 2017

**Possible start date:** 01 May 2017



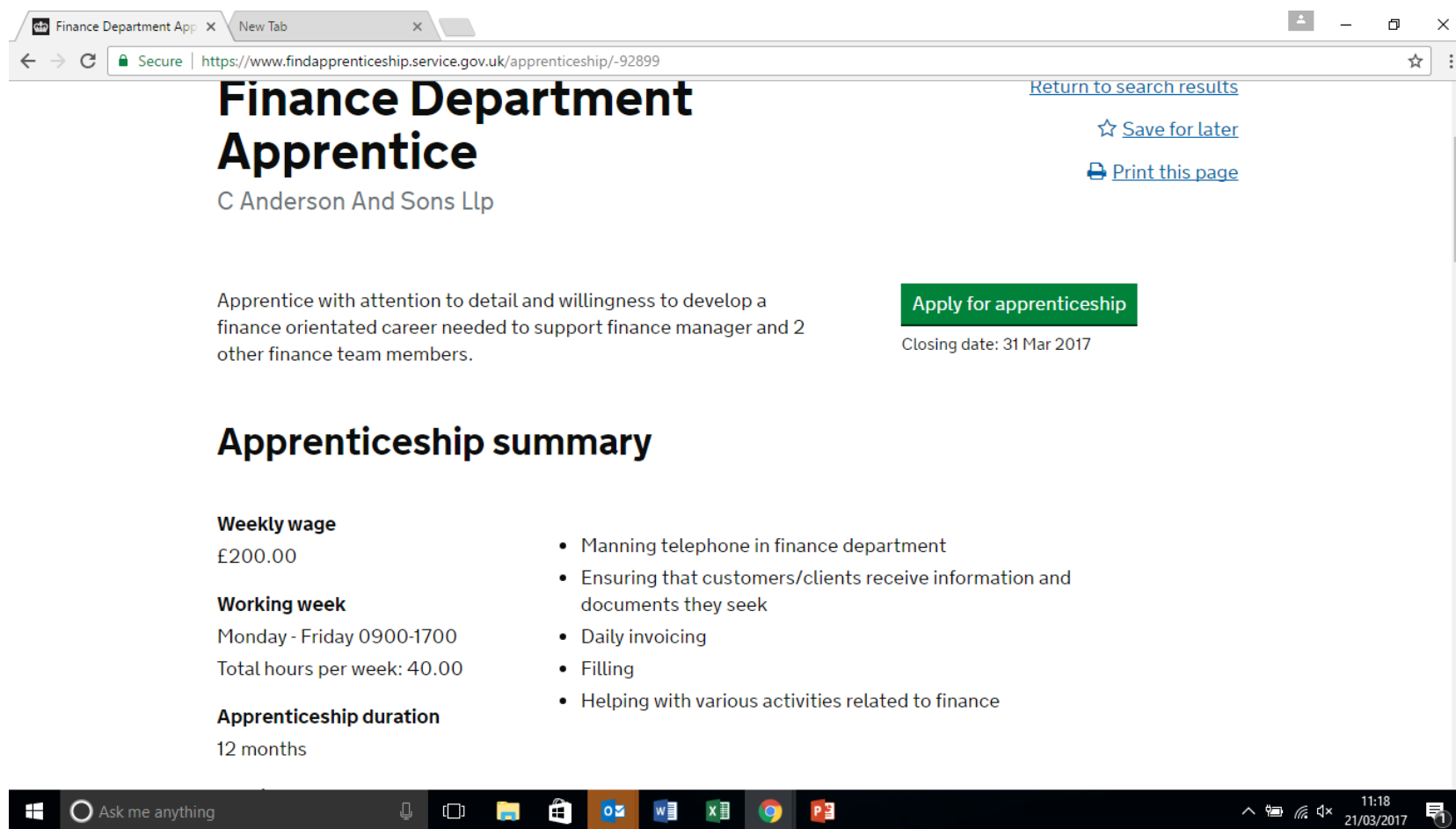
[Open map](#)

[https://www.findapprenticeship.service.gov.uk/apprenticeships?ApprenticeshipLevel=All&Hash=1030634056&Keywords=Finance&Latitude=51.6477844454868&Longitude=-0.198772522026805&Location=EN5 2EU&LocationType=NonNational&Page...](https://www.findapprenticeship.service.gov.uk/apprenticeships?ApprenticeshipLevel=All&Hash=1030634056&Keywords=Finance&Latitude=51.6477844454868&Longitude=-0.198772522026805&Location=EN5%202EU&LocationType=NonNational&Page...)

Ask me anything

11:17  
21/03/2017

# What an application form looks like

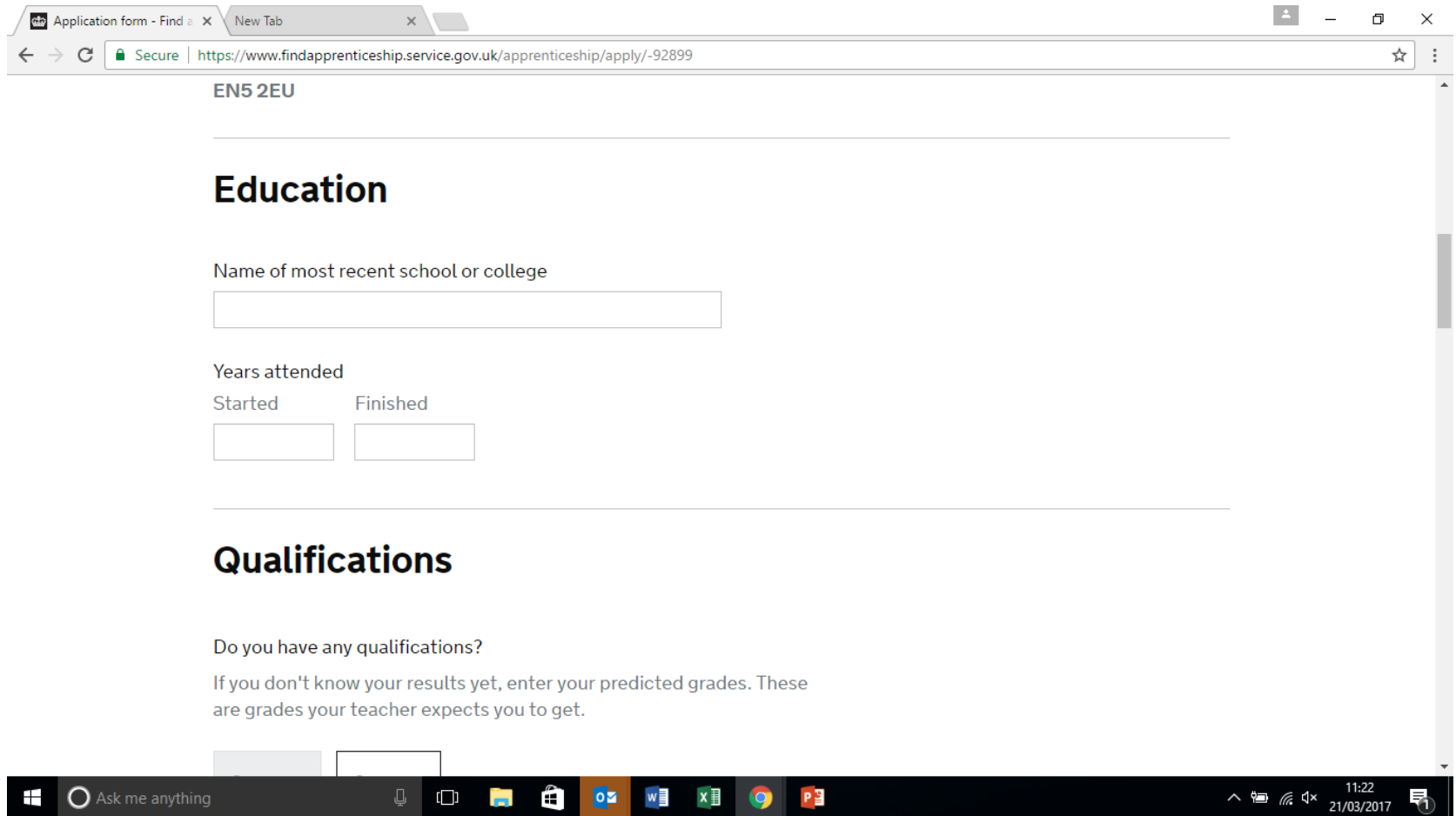


The screenshot shows a web browser window with the following content:

- Browser tabs:** Finance Department App, New Tab
- Address bar:** <https://www.findapprenticeship.service.gov.uk/apprenticeship/-92899>
- Page Title:** Finance Department Apprentice
- Company Name:** C Anderson And Sons LLP
- Navigation Links:**
  - [Return to search results](#)
  - [Save for later](#)
  - [Print this page](#)
- Description:**

Apprentice with attention to detail and willingness to develop a finance orientated career needed to support finance manager and 2 other finance team members.
- Apply Button:** [Apply for apprenticeship](#)
- Closing Date:** Closing date: 31 Mar 2017
- Apprenticeship summary:**
  - Weekly wage:** £200.00
  - Working week:** Monday - Friday 0900-1700  
Total hours per week: 40.00
  - Apprenticeship duration:** 12 months
  - Tasks:**
    - Manning telephone in finance department
    - Ensuring that customers/clients receive information and documents they seek
    - Daily invoicing
    - Filling
    - Helping with various activities related to finance

# Filling in details



Application form - Find a x New Tab x

Secure | <https://www.findapprenticeship.service.gov.uk/apprenticeship/apply/-92899>

EN5 2EU

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## Education

Name of most recent school or college

Years attended

Started  Finished

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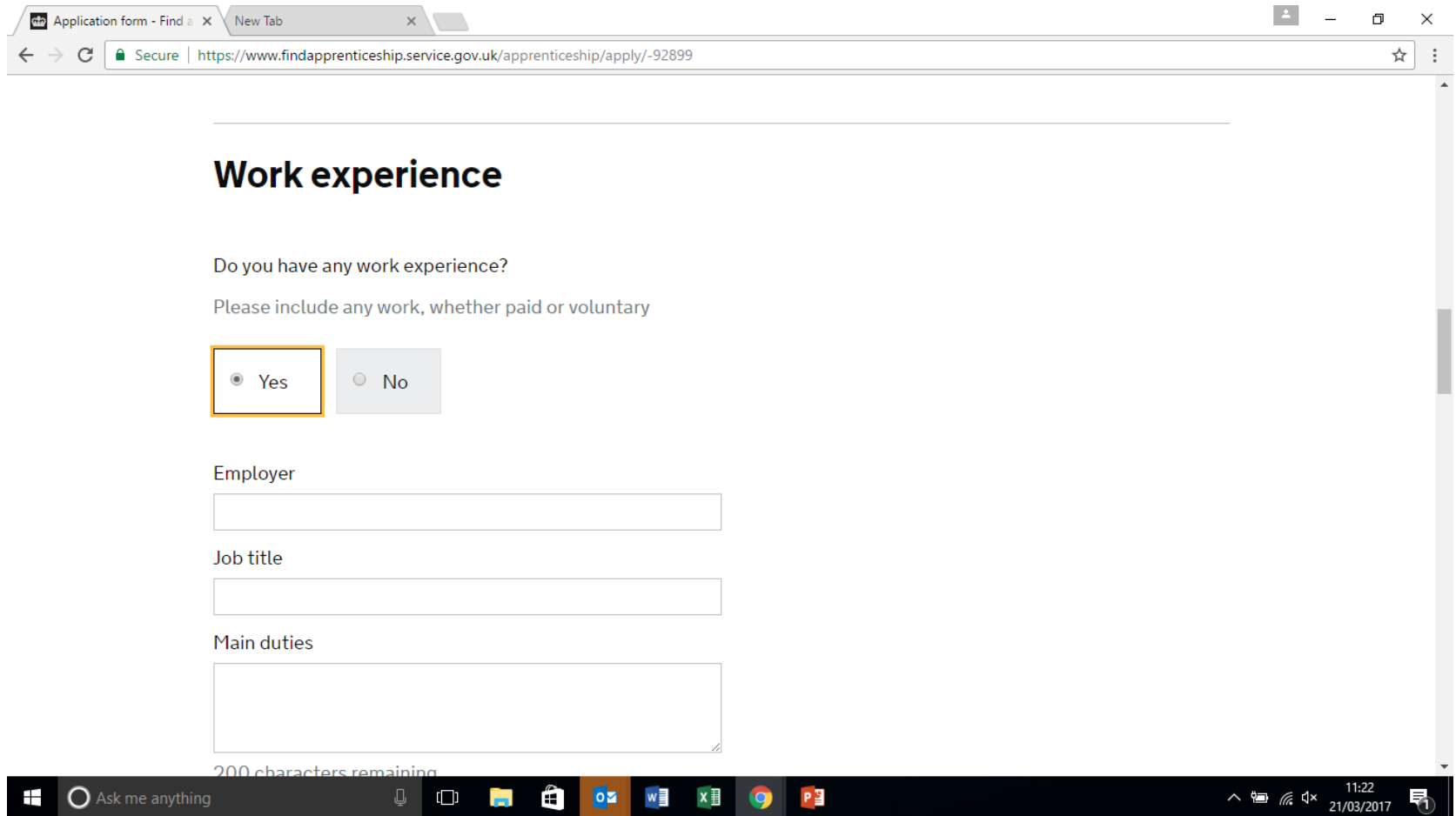
## Qualifications

Do you have any qualifications?

If you don't know your results yet, enter your predicted grades. These are grades your teacher expects you to get.



# Details



The screenshot shows a web browser window with two tabs: 'Application form - Find' and 'New Tab'. The address bar shows the URL 'https://www.findapprenticeship.service.gov.uk/apprenticeship/apply/-92899'. The page content includes a section titled 'Work experience' with the question 'Do you have any work experience?' and the instruction 'Please include any work, whether paid or voluntary'. There are two radio button options: 'Yes' (selected) and 'No'. Below this are three text input fields labeled 'Employer', 'Job title', and 'Main duties'. The 'Main duties' field has a character count '200 characters remaining' at the bottom. The Windows taskbar is visible at the bottom, showing the time '11:22' and date '21/03/2017'.

Application form - Find x New Tab x

Secure | <https://www.findapprenticeship.service.gov.uk/apprenticeship/apply/-92899>

## Work experience

Do you have any work experience?

Please include any work, whether paid or voluntary

Yes  No

Employer

Job title

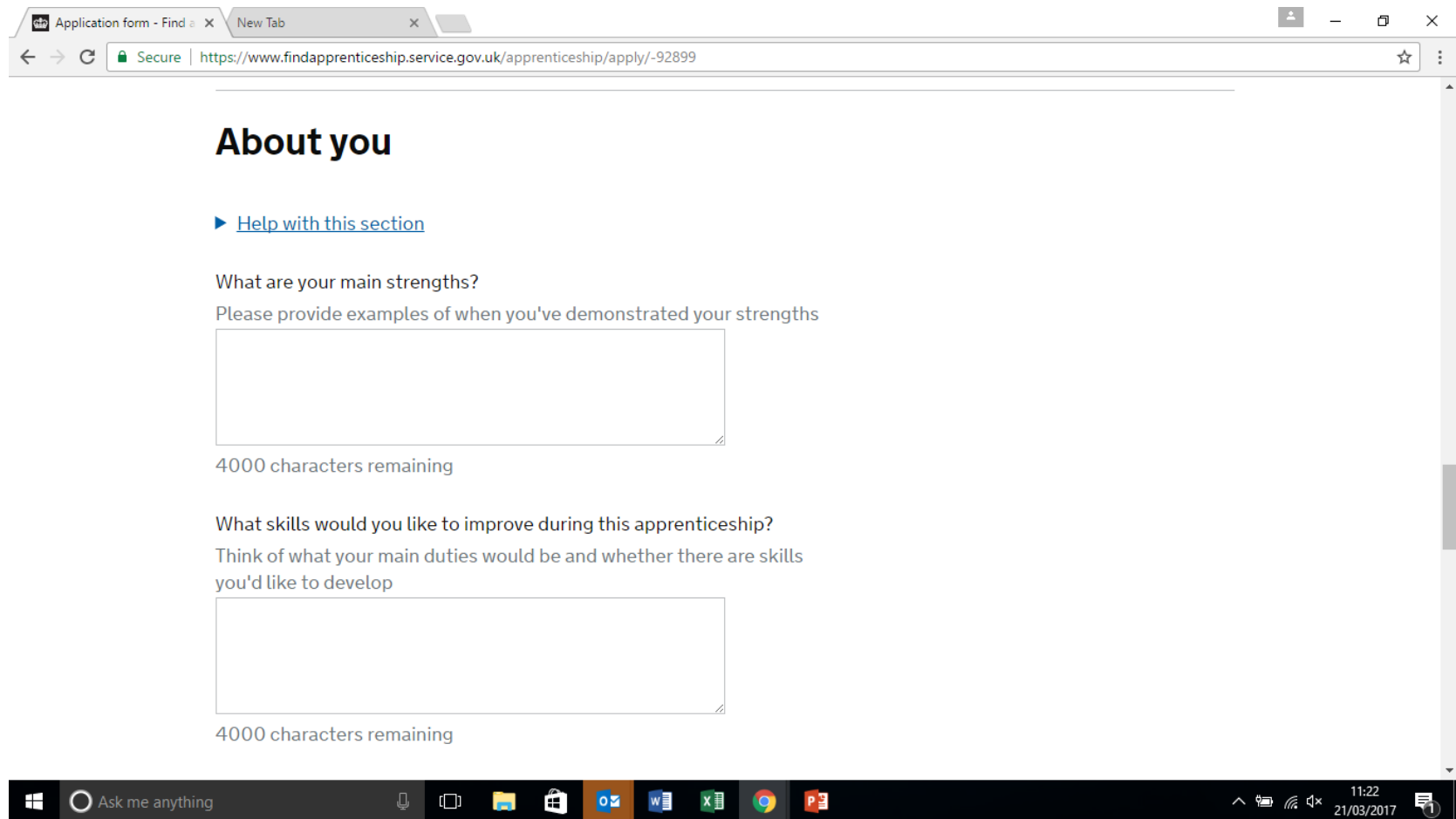
Main duties

200 characters remaining

Ask me anything

11:22 21/03/2017

# About you



Application form - Find a x New Tab x

Secure | <https://www.findapprenticeship.service.gov.uk/apprenticeship/apply/-92899>

## About you

[▶ Help with this section](#)

What are your main strengths?  
Please provide examples of when you've demonstrated your strengths

4000 characters remaining

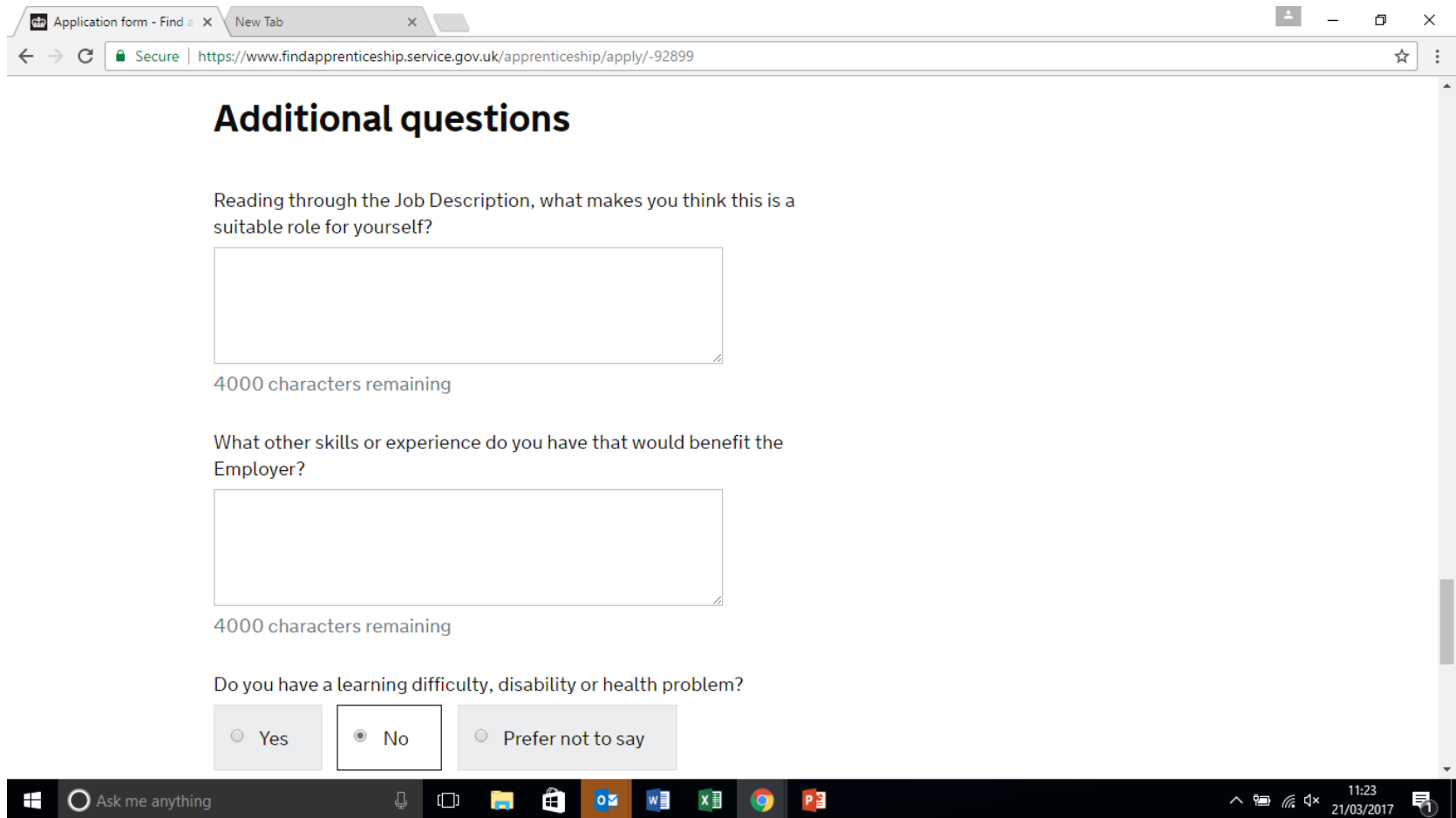
What skills would you like to improve during this apprenticeship?  
Think of what your main duties would be and whether there are skills you'd like to develop

4000 characters remaining

Ask me anything

11:22  
21/03/2017

# Additional Q's



The screenshot shows a web browser window with the following content:

- Browser tabs: "Application form - Find" and "New Tab".
- Address bar: "Secure | https://www.findapprenticeship.service.gov.uk/apprenticeship/apply/-92899".
- Section header: "Additional questions".
- Question 1: "Reading through the Job Description, what makes you think this is a suitable role for yourself?" followed by a text input field and "4000 characters remaining".
- Question 2: "What other skills or experience do you have that would benefit the Employer?" followed by a text input field and "4000 characters remaining".
- Question 3: "Do you have a learning difficulty, disability or health problem?" followed by three radio button options: "Yes", "No" (selected), and "Prefer not to say".
- Taskbar: Shows Windows logo, "Ask me anything" search bar, and icons for File Explorer, Mail, Word, Excel, Chrome, and PowerPoint. System tray shows time "11:23" and date "21/03/2017".

# IT Degree Apprenticeship (London)

CAPGEMINI UK PLC

[Return to search results](#)

[Print this page](#)

Alternative, accelerated path into the IT industry. 4 ½ year study and work programme from Capgemini. BSc (Honours) in Digital & Technology Solutions through Aston University. Sponsored - no student loan or tuition fee debts.

This apprenticeship requires you to apply through the employer's website. [Apply now >](#)

Closing date: 11 Sep 2016

## Apprenticeship summary

### Weekly wage

£307.00

### Working week

Mon-Fri, core hours 9am - 5:30pm, 37.5 hrs a week

### Apprenticeship duration

4 and a half years

### Possible start date

07 Nov 2016

### Date posted

22 Dec 2015

### Distance

0.4 miles

### Apprenticeship level

Higher Level Apprenticeship

### Reference number

VAC000760001

### Positions

10 available

If you are looking for an alternative, accelerated path into the IT industry, you should consider this 4 ½ year study and work programme from Capgemini. It includes all the opportunities you need to prepare for a successful career in the IT industry, acquiring technical skills in software engineering as well as broader business related personal development.

The degree is: BSc (Honours) in Digital & Technology Solutions. This has three, eighteen month stages, each equivalent to a normal academic year. Each stage comprises three six month blocks. This pattern of study is designed to fit around full-time employment and uses a blended learning approach, which mixes distance learning, work-based study and attendance at on-campus study days.

This approach allows apprentices to be both productive employees with Capgemini, learning relevant skills on the job, and participants in a learning community of students who are broadening and deepening their professional knowledge together.

- The opportunity to study part-time for a BSc (Honours) in Digital & Technology Solutions and several professional qualifications
- A thorough grounding in software engineering and consulting
- Valuable experience on client projects on-going support from experts in your chosen field and from buddies or mentors
- The chance to develop skills in environments such as C#.net; Drupal/PHP; Microsoft, Java, SQL and to work with Cloud Computing and Software as a Service (SaaS)
- Regular reviews, tracking performance and re-assessing salary in line with performance
- Relevant and substantial work experience
- The opportunity to reach and exceed the salary of a graduate entrant after end of the 4 ½ years
- No student loan or tuition fee debts
- Sponsorship, giving you a debt free start to your career - our Degree Apprentices study for a degree without requiring a university loan.

## Requirements and prospects

### Desired skills

You must have:

- Academic achievements and qualifications preferably in IT or STEM subjects (e.g. Maths), and in English.
- An interest in IT that you can demonstrate via a hobby, work experience or personal study - maybe you've designed a website or taught yourself some programming?

### Personal qualities

- Team-working and collaborative skills to build successful relationships with clients, suppliers and colleagues.
- The communications skills to articulate ideas in a concise, influential way, in both speech and writing.
- The analytical and creative ability to come up with innovative, effective solutions.
- The flexibility to travel to offices and client sites across the UK.

## Training provider

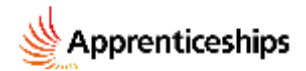
You begin your role with Foundations of Technology Solutions, an intensive training course which involves a residential element that will allow you to come away from your day job and focus on your training. The degree has three, eighteen month stages, each equivalent to a normal academic year. Each stage comprises three six month blocks. This pattern of study is designed to fit around full-time employment and uses a blended learning approach, which mixes distance learning, work-based study and attendance at on-campus study days.

- The opportunity to study part time for a BSc (Honours) in Digital & Technology Solutions and several professional qualifications
- A thorough grounding in software engineering and consulting
- Valuable experience on client projects on-going support from experts in your chosen field and from buddies or mentors
- The chance to develop skills in environments such as C#.net; Drupal/PHP; Microsoft, Java, SQL and to work with Cloud Computing and Software as a Service (SaaS)

### Apprenticeship framework

Degree Apprenticeship Technology Solutions

The training provider does not yet have a sector success rate for this type of apprenticeship training.



### Future prospects

On finishing your Degree Apprenticeship successfully, you will be a highly qualified member of Capgemini global business, with unparalleled career opportunities within the business.

### Things to consider

NOTE: We have positions available across the UK - all of which can involve travel to other offices and client sites. It's important to note that, wherever you're based, you will be on a mobile contract. You will be expected to travel to, and work on, client sites throughout the UK each week. Naturally, we pay your travel expenses when you're working away from home. Apprentices tell us getting to travel around like this is a lot of fun.

### Training provider

ASTON UNIVERSITY

Applications for this apprenticeship are being processed by Aston University

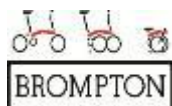
### Contact

Aston Professional Engineering Centre (APEEC) Aston University, Birmingham, B4 7E | Email: [ees\\_apeec@aston.ac.uk](mailto:ees_apeec@aston.ac.uk)

# GET IN GO FAR



## Apprenticeships



# Emma's story

- <https://www.youtube.com/watch?v=2JzHcD-Q3kU>

Emma, Design Engineer

# Preparing for your application

## WHAT MAKES A GOOD CV?

- Professional email address
- CV – outlining your skills and abilities – your achievements to date
- Demonstrate experience: School plays/Drama club, Choir, Duke of Edinburgh, Organising school events/activities, Talent Show, Charity Fundraising, Sports Day
- Good communication – interview practice/role plays
- Able to demonstrate a good work attitude

## How to structure a CV?

- **Personal Details**
- **Education & Qualifications**
- **Work Experience**
- **Interests and Achievements**
- **Skills**
- **References**
- **No more than 2 sides of A4 Paper**



# What next?

We can help!

We can run sessions for those who want help to search and apply for apprenticeships.

Speak to us today.

## PRIZE DRAW

WIN 5 Love2Shop Vouchers



- Verify your account and send a screenshot to [apprenticeships@educationandemployers.org](mailto:apprenticeships@educationandemployers.org) to show you are logged in
- You will be entered into a prize draw to win one of 5 Love to Shop High Street Vouchers worth £50
- You should have received an email and/or text with your login details or can reset them via the forgotten password link.

**Last Draw is on the 30<sup>th</sup> June!**

# Any questions?

