



# St Albans Girls' School



## INTERESTED IN APPLYING FOR AN APPRENTICESHIP

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Over 150,000 employers are now offering Apprenticeships, including Lloyds, Rolls Royce, BBC, IBM, Unilever, Google, Airbus, BAE Systems and Sky. There are more than 280 types of Apprenticeship and over 15,000 job roles. An Apprenticeship means that you will be working, earning a salary and gaining a qualification at the same time.

## **Types of Apprenticeship:**

- 1) Level 2 Intermediate Level
- 2) Level 3 Advanced Level
- 3) Higher Apprenticeship (can lead to an NVQ Level 4, HND or Foundation Degree)
- 4) Degree Apprenticeship

An Apprenticeship takes between 1 and 5 years to complete, depending on the level. Over 70 universities and around 200 colleges are approved to deliver Higher and Degree Apprenticeships.

## **Why undertake an Apprenticeship?**

- Provides training for a specific job
- You are earning whilst you qualify
- Training costs are co-funded by the government and the employer. For a Degree Apprenticeship, tuition fees are paid so there is no need to take out a loan
- You can gain a head start in your chosen profession
- Will help your application for future jobs.

## **What are the drawbacks?**

An apprenticeship is not an easy option. You will be starting a challenging job as well as getting to grips with studying for a degree or other academic qualification.

You will be expected to achieve academically and at work whilst managing your time and adjusting to longer hours and fewer holidays.



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## How to find and apply for an Apprenticeship

Apprenticeships are jobs so the employer is ultimately responsible for recruitment. Some employers and training providers undertake the recruitment jointly.

If an Apprenticeship is advertised by a training provider, check if the opportunity includes the job or if you will need to find the job element with a local employer yourself.

### How to find an apprenticeship:

If you are interested in a particular employer, have a look at their website.

Register on Find an Apprenticeship:

<https://www.gov.uk/apply-apprenticeship> and you can get e-mail and text alerts about new Apprenticeships

### Applying for an Apprenticeship

Applications are usually made through an application form or CV and a covering letter, however many employers use their own online application system. Remember employers are looking for personal aptitude and enthusiasm as well as your academic ability.

As with the university process, the Apprenticeship application form needs to be carefully written and completed to a very high standard. Make sure you get one of the Sixth Form team to read it before you submit your application.

### When should you apply?

Apprenticeship vacancies will appear throughout the year. Vacancies with larger firms may start appearing from September, but January onwards is the key time.

Don't wait until the deadline to make an application; some companies will close the Apprenticeship once they have received enough applications.



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## Degree Apprenticeships

A Degree Apprenticeship provides the opportunity to gain a full bachelor's degree or a master's degree. They are relatively new (September 2015) and the number of vacancies are constantly growing. A Degree Apprenticeship will take a minimum of 3 years to complete.

The Degree Apprenticeships currently available are listed below:

- Chartered Surveying
- Chartered Manager
- Electronic Systems Engineering
- Aerospace Engineering
- Aerospace Software Development
- Defence Systems Engineering
- Laboratory Science
- Nuclear Science
- Power Systems
- Digital and Technology Solutions
- Automotive Engineering
- Banking Relationship Manager
- Construction
- Technical Support Engineering
- Product Design and Development
- Bespoke Tailoring
- Licensed Conveyancer
- Dental Technician
- Healthcare Assistant Practitioner
- Chartered Legal Executive
- Solicitor
- Operations Manager
- Laboratory Science
- Outside Broadcasting Engineering



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Apprentices will complete an assessment at the end of the programme, which tests both academic learning and occupational competence developed through on-the-job training. The programme can be structured in one of two ways:

- 1) Employers, universities, and professional bodies come together to co-design a fully-integrated degree course specifically for Apprentices, which delivers and tests both academic learning and on-the-job training. This may be the preferred approach for many sectors, as the learning is seamless and it doesn't require a separate assessment of occupational competence.
- 2) Alternatively, sectors may wish to use existing degree programmes to deliver the academic knowledge requirements of that profession. They would then combine this with additional training to meet the full Apprenticeship training requirements, and have a separate test of full occupational competence at the end of the programme.

In either case, degrees earned via this route will be awarded by universities and will be of an equivalent standard to degrees taken via the full-time undergraduate route.

Apprentices will spend part of their time at university and the rest with their employer. Time spent at university can be on a day to day basis or may be in blocks of time depending on the programme and requirements of the employer.

## **How does a Degree Apprenticeship differ from a sandwich degree and work placements?**

Degree Apprentices are employed throughout and doing paid work from day 1.

Degree apprentices have a greater attachment to their employer and retention rates for apprentices can be over 80%.

Tuition fees are paid by the employer and the government so there is no need to take out a loan.



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## Higher Apprenticeships

Higher Apprenticeships are available in a wide range of industries and job roles – there are over 40 Higher Apprenticeship frameworks, including these industries:

- Construction, Planning and The Built Environment
- Agriculture, Horticulture and Animal Care
- Arts, Media and Publishing
- Business, Administration and Law
- Engineering and Manufacturing Technologies
- Education and Training
- Information and Communication Technology
- Science and Mathematics
- Retail and Commercial Enterprise
- Health, Public Services and Care

Higher Apprenticeships take from 1 to 5 years to complete and will involve part time study at a college, university or training provider.

### **How are they assessed?**

Assessment takes place at the end of the programme and tests both academic learning and occupational competence developed through on the job training.

### **Can be structured in two ways:**

- 1) Integrated course developed by employers, training providers and professional bodies.
- 2) Academic knowledge delivered through an existing programme/course. This is then combined with additional training to meet the full Apprenticeship training requirements. There will be a separate test of occupational competence at the end.



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## Pay and Conditions

You will be paid during your Apprenticeship and will be entitled to at least the National Minimum Wage, which for an Apprentice is £4.15 per hour. (This applies to Apprentices under 19 and those who are over 19 but in their first year).

You are paid for your normal working hours plus the training that is part of your Apprenticeship. Many employers will pay more than this e.g:

- An Engineering Apprentice at BAE Systems can earn £25,986 per year
- A Higher Accountancy Apprentice can earn between £15,000 and £30,000 per year
- A Software Engineer Apprentice can earn £18,931 per year

Holidays: you will get at least 20 days paid holiday per year plus bank holidays.

## Useful websites:

<https://www.apprenticeships.gov.uk/#>

<http://www.apprenticeshipguide.co.uk/>

<https://amazingapprenticeships.com/vacancies/>

## Finding an Apprenticeship:

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

<http://careerfinder.ucas.com/jobs/apprenticeship/#browsing>

<https://www.gov.uk/apply-apprenticeship>

<https://www.ucas.com/understanding-apprenticeships>

The careers section of the STAGS website also has a live map of all apprenticeships available.



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