

Guide To Apprenticeships

Last updated January 2024



What are Apprenticeships:

Apprenticeships allow you the opportunity to work and gain recognised qualifications at the same time (e.g. NVQ's).

They are available in a range of occupational areas. Some examples are **retail, business administration, catering, childcare, motor vehicle, engineering, construction, customer care and hairdressing.**

Your qualification will help you develop the skills you need to do your job effectively. This could be for instance:-

- learning how to wash and cut hair in a hair salon
- plan and deliver activities to children in a childcare setting
- or learning how to read plans and diagrams in a construction trade

To help you with your learning and working towards your relevant qualification, you will attend a College or Training Centre on a day release or block release.

Apprentice Pay and the National Minimum Wage

There are different rates of pay for apprentices depending on your age and what year of your apprenticeship you are in. Your employment contract should confirm your rate of pay. Click the link below to see current pay rates:

[National Minimum Wage and National Living Wage rates - GOV.UK \(www.gov.uk\)](https://www.gov.uk/national-minimum-wage-rates)

HOURLY RATE WILL CHANGE ON AN ANNUAL BASIS

Levels Apprenticeships Are Offered At:

Intermediate – Level 2; Advanced – Level 3; Higher – Level 4/5/6; Degree – Level 6/7

Higher and degree apprenticeships will mean you study towards university level qualifications at the same time as working in your apprenticeship role. It is likely your employer will cover the costs of the fees for your qualification.

How To Find An Apprenticeship:

There are three main ways to apply for apprenticeships:-

- 1) Register with the relevant Training Providers (ask your Connexions Adviser for a list of who these are)
- 2) Look for advertised vacancies:

www.gov.uk/apprenticeships

www.getmyfirstjob.co.uk

www.gmacs.co.uk

- 3) Contact employers with your CV and a covering letter (ask your Connexions Adviser if you need help with this) speculatively to see what opportunities there might be

Things to Consider:

- Apprenticeships are a fantastic way to learn, earn a wage and gain relevant qualifications, however they can be competitive to secure
- Employers will be looking for academic requirements (normally GCSE's grade 4 and above in maths and English, including science for engineering and science based apprenticeships)
- In addition to academic requirements employers will be keen to see the skills and qualities **you** can offer as a person. The top ten skills employers have said they want are: communication, problem solving, initiative, working under pressure, organisation, team working, adaptability, numeracy, negotiation and valuing people

- **Always** apply to college for a full time course, even if this is only your back up choice – remember, apprenticeships are difficult to secure, therefore self-motivation and determination will be essential

Seddons

Aldi

Thales

Network Rail

United Utilities

Vauxhall

NHS

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