

Advice and Guidance when searching for an apprenticeship

It is important to understand the different types of apprenticeship levels that are available and the typical entry requirements that many employers and training providers will look for. Entry requirements are the typical qualifications needed for that apprenticeship.

If you do not hold the relevant English and Maths grades from your GCSEs or Functional Skills then it would be a good idea to think about different routes such as a traineeship or another training course, where you can upskill your English and Maths grades, to get them where you need in order to be more successful when applying for apprenticeship vacancies.

Apprenticeship Level	Typical Qualifications needed
Intermediate/ Level 2	GCSE Grade 3 or above in English and Maths. Sometimes Functional Skills Level 1 in English and Maths will also be accepted.
Advanced/ Level 3	GCSE Grade 4 in English and Maths. Sometimes Functional Skills Level 2 in English and Maths will also be accepted.
Higher/ Degree Apprenticeships	Relevant Level 3 qualifications. This could be an Advanced Apprenticeship, A Levels or a BTEC National Diploma for example

Generally, we use the National Apprenticeship Website to search for these opportunities for these bulletins.

NAS is the national Apprenticeship website - If you experience any difficulties with your National Apprenticeship website applications or account please contact their helpdesk on 08000 150 400 or 02476 826 482 (lines are open Monday to Friday, 9am – 5pm).

If you're struggling to use the site then why not check out this virtual tour - Apprenticeship tour and walk through on how to search for an apprenticeship click [here](#)

Finding an apprenticeship

Follow this step-by-step approach to finding your apprenticeship.

Can you do an apprenticeship in the job you want - and what level is the apprenticeship?

Start by [finding out if the apprenticeship standards exist for the career area you are interested in](#) what level you could start at.

Every type of apprenticeship is graded at a certain level and this affects the entry requirements. For some apprenticeships everyone has to start at a Level 2 no matter what level of qualifications they already have - for example in hairdressing - everyone has to learn how to wash and dry hair before moving on to cutting.

For some Level 3 jobs you may have to work unsupervised, so if you haven't had much experience of work so far, you may start on a Level 2 before moving on to the Level 3.

Most apprenticeships have pathways for you to progress, but it depends on the job, so you do need to check what opportunities there are for progression.

You might want to talk to a family member or careers adviser to help you find out if an apprenticeship standard is offered in the industry you want to progress in. Entry requirements are also an important part to an apprenticeship vacancy. An apprenticeship advertisement is much like a job advert, you need to check you have to right qualifications, skills, and experience for the role. If you do not have the entry requirements for the apprenticeship of your choice, then completing a traineeship or a training course beforehand will help you to be able to progress onto an apprenticeship.

Nearly all apprenticeship vacancies are listed on the [government site](#).

It is a good idea to 'create an account'.

By registering you can set up alerts for the types of apprenticeships you are interested in, in a specific location and set up text and email alerts to let you know when a new job is on the site. You can also use the site to apply for apprenticeship vacancies and keep track of your applications.

However, depending on the type of apprenticeship you would like there are many other websites out there. You could be looking on local college websites for their apprenticeship vacancies or looking on websites of local and national companies if you would like help with this and you are 16-18 NEET then please us, as we will be happy to help you. (Contact details below or respond directly to this email)

Other suggested websites/organisations to search on or contact include:

The government has created a new website [Amazing Apprenticeships](#) with lots of useful information and help in finding apprenticeships. [See what apprenticeship vacancies are coming up soon with big international companies like Google](#).

Amazing Apprenticeships is a first-rate resource which includes resources, events and webinars. Although it is primarily aimed at schools, colleges and parents, the content is really good and relevant to all. <https://amazingapprenticeships.com/>. There is an excellent section called 'Vacancy Snapshot' where you can research companies in career sectors that you are especially interested in.

Aim Group <https://www.theaimgroup.co.uk/> are an organisation which promotes apprenticeships. While vacancies are advertised on their website, they do not operate as a direct training provider. The website has a useful breakdown of apprenticeships by career sector. They also offer additional support to young people and parents as well as free school/ college engagement. They have a regular blog which is updated frequently

Redundancy Support Service for Apprentices To support those apprentices who have been made redundant or think they might be, Apprentices can call **0800 015 0400** to get free impartial advice, find new opportunities and access local and national

Other Websites to find apprenticeships on:

Another place to look can be on the big national job vacancy sites.

- [Indeed](#)
- [Monster](#)
- [Total Jobs](#)
- [CV Library](#)
- [Job Site](#)

There are also specialist job sites: search for 'apprenticeships'

- [Government jobs](#)
- [Public Sector jobs](#)
- [NHS jobs](#) - watch [this](#) useful webinar about apprenticeships in the NHS - Feb 2021

There are also sites which share vacancies and advertise different opportunities:

- <https://www.essexopportunities.co.uk/search-opportunities/apprenticeships/?jobTitle=&location=CM8%201BP&employer=&training=&startDateAfter=§ors=&frameworks=&standards=&sort=3&within=0>
- <https://www.notgoingtouni.co.uk/opportunities>
- <https://www.getmyfirstjob.co.uk/Discover/ApprenticeshipsInYourArea/Details/Essex?page4126=1&size4126=12>
- <https://www.ucas.com/apprenticeships/apprenticeships-england/how-find-apprenticeships-england>
- <https://www.ratemyapprenticeship.co.uk/search?show=jobs>
- <https://careermap.co.uk/careers/apprentice?&fl=essex>

You can also look directly at different colleges and training providers who offer apprenticeships and you can see the different providers below:

Providers Working in Essex

- <https://www.getmyfirstjob.co.uk/Discover/ApprenticeshipsInYourArea/Details/Essex?page4126=1&size4126=12>
- <https://www.apprenticeshiptrainingproviders.org.uk/region/east/>
- <https://www.essexopportunities.co.uk/training-providers-showcase/>
- <https://www.youtrainyougain.org/local-providers/>

Below are some websites to search if you are looking for roles in industry specific areas:

motor mechanics:

<https://www.halfordscareers.com/apprenticeships>

<https://kwikfitcareers.etelimited.co.uk/apprenticeships>

or if you are interested in careers in the NHS:

<https://www.healthcareers.nhs.uk/career-planning/study-and-training/apprenticeships>

Hit Training offer apprenticeships in the hospitality industry.

https://hittraining.co.uk/careers-in-hospitality?title=&field_sector_tid=All&province=ESS&name=&sort_by=field_start_date_value&=GO

The national apprenticeship website is not the only place to have apprenticeships and it is worthwhile trying out some google searches of your own.

Other ways to find an apprenticeship

			
USE THE INTERNET AND LOCAL NEWSPAPER Check your local newspaper for vacancies or try searching online for local providers and employers.	COLLEGE OR TRAINING PROVIDER WEBSITES Find local providers in the south west by looking at 'finding an Apprenticeship' on Careerpilot.	EMPLOYER WEBSITES Employers sometimes advertise on their own website. Search their site to find vacancies and get a better idea of what they're looking for in their employees.	APPROACH AN EMPLOYER You could ask an employer if they would consider making an existing vacancy an Apprenticeship – then contact your local college or training provider who will do the rest.