



All you need to know about Apprenticeships
July 2021 H Jackson



Apprenticeships

GET IN. GO FAR

Introduction

- The aim of this powerpoint is to help answer any questions you might have about Apprenticeships.
- At this challenging time there has been lots of coverage in the media about loss of jobs, but the government have said they will pledge to make apprenticeships available to all young people.
- This powerpoint will focus on the 4 aspects below.
- **What is an Apprenticeship?**
- **How do I apply?**
- **Websites to access apprenticeship vacancies/ advice for applications**
- **Top Tips**
- If you have any further questions please don't hesitate to contact me or the 6th form team

Overview : What is an Apprenticeship?

- Apprenticeships are real jobs and you will earn a real wage
- Apprenticeships are available to anyone over the age of 16, living in England, not in full time education
- Apprenticeships have four levels, intermediate, advanced, higher and degree
- An apprentice will spend 20% of their time off-the-job training

As an apprentice you'll:

- work alongside experienced staff
- gain job-specific skills
- [earn a wage and get holiday pay](#)
- get time for study related to your role (usually one day a week)

Levels of Apprenticeship

- Apprenticeships have equivalent educational levels.
- Some apprenticeships may also give you an additional qualification, such as a diploma. Depending on the level, it can take between 1 -5 years to complete.

Name	Level	Equivalent educational level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

Example to show the different levels

Higher and Degree Vacancy Listing for 2020 Recruitment

Employer	Roles	Level	Locations	Starting Salary	Applications Open	Applications Close
Amazon	Building Services Engineering Technician	4	Various	£400 p/w	1 March 2020	May 2020
Amazon	Project manager (Degree)	6	London	£25,000 + Benefits	February 2020	April 2020
Amazon	RME Automation Engineering	6	Various	TBC	February 2020	April 2020
Amazon	Software Development	6	Various	TBC	July 2020	August 2020
Amazon	Network Engineer	4	Various	TBC	February 2020	March 2020
Amazon	Digital and Technology Solutions Professional	6	Various	TBC	February 2020	March 2020

On the different Apprenticeship sites you can search via career choice, location or apprenticeship level.

Industries

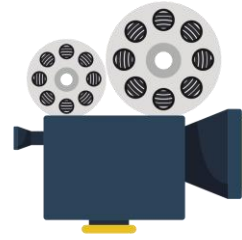
Apprenticeships are available in over 170 industries!
Including:



Accountancy



Business
Admin



Journalism/Me
dia



Insurance



ICT



Marketing



Engineering



Fitness &
Leisure



Hospitality



Law

How to Apply

Unlike applications for university, there is not a set date for applying for apprenticeships.

The web links at the side here all offer a wealth of apprenticeship links and searches to help you find the right one for you. Companies will release apprenticeships throughout the year with a variety of start dates.

You need to make sure that you can start on the date they are advertising so **most students start actively applying from February of Yr 13.**

But you need to be looking at sites and companies you're interested in as early as possible so you don't miss out– the early bird catches the worm!

Where to look for an apprenticeship?

With so many opportunities on offer, there are several ways you can find an apprenticeship.

More information, including videos of current apprentices, is available at [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk). You can search and apply for vacancies on Find an apprenticeship on [GOV.UK](https://www.gov.uk). Once registered on Find an apprenticeship, email and text alerts can be set up about new apprenticeship vacancies which may be of interest.

If you would like to view more information on a selection of well-known employers you can visit the vacancy snapshot at [amazingapprenticeships.com](https://www.amazingapprenticeships.com). It displays a range of employers fact files outlining the types of apprenticeship vacancies available at these companies across the year. If you have a specific interest in a certain employer, it is also worth going direct to their recruitment site.

You could also meet employers and their apprentices through our new live broadcast feature. In these interviews, we take a look behind the scenes of a range of different employers and meet some of their apprentices [amazingapprenticeships.com/live-broadcasts](https://www.amazingapprenticeships.com/live-broadcasts).

Contact the National Apprenticeship Helpdesk for further support on **0800 015 0400** or by email: nationalhelpdesk@findapprenticeship.service.gov.uk.

Our YouTube channel has useful hints and tips on applying plus other videos on apprenticeships, visit [YouTube](https://www.youtube.com) and search apprenticeships/NAS.

How to apply?

At any one time on Find an apprenticeship, in a variety of careers and industries across England, there are between 12,000 - 20,000 apprenticeships vacancies online available at [gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship). You can search by keyword (job role, occupation type or apprenticeship level) and by location. In addition, some employers advertise vacancies on their website.

Once the right job comes up, simply register on the website and follow the step by step instructions to apply for the role.



EMC, Radio and Safety Testing Services

Administration Apprentice

RN Electronics Ltd – Mountnessing, Brentwood, CM13 1UT

Apprenticeship opportunity at local business that specialises in the testing of electronic devices to worldwide standards.

Effective support across the Administration & Finance Teams.

Reception Duties including care of visitors.

Receipt, timely distribution and response to telephone messages, emails and post.

Liaising with customers by telephone & email.

Updating & maintaining database records and reports.

Maintain and regulate the hard copy Filing System.

Undertake general office and housekeeping duties, to facilitate an efficient daily operation.

Prioritise and structure a changing workload.

Plan and deliver an assigned Project.

Aid in problem solving.

Planning and preparation of Marketing Exhibitions.

Customer Service including monitor and record Customer Feedback.

Responsible in the maintenance of confidentiality.

Working across the different areas and range of services.

Time provided to study for Level 3 Business Administration qualification.

High standard of literacy and numeracy required.

Experience of MS Office applications including Word, Excel and Outlook.

Hours 08:15 – 16:45

Salary £14,000 pa

- Example of local Apprenticeship Opportunity (June 2021)

To apply, please contact sales@RNelectronics.com



Want more help with Apprenticeships? 2 live sessions will be delivered by AIM & are available for all Yr 12 and Yr 13 students.

Friday 12th February 10.30-12.00 Session 1 includes : Basics on Apprenticeships, how to register for Apprenticeships, websites to use, hints and tricks. Q & A session.

Friday 26th February 10.30-12.00 Session 2 includes : Employability workshop, covering interview, application and CV skills. Q & A session

To attend you must [email Miss Jackson by Thursday 4th February](#) as the sessions will only be available via Teams invite

Useful websites to apply for or access apprenticeship vacancies

- <https://amazingapprenticeships.com/vacancies/>
- <https://www.gov.uk/apply-apprenticeship>
- <https://www.ucas.com/alternatives/apprenticeships/apprenticeships-england/applying-apprenticeships-england>
- <https://www.notgoingtouni.co.uk/>

Useful websites to assist your knowledge and applications

- <https://www.unifrog.org/know-how/how-to-apply-for-an-apprenticeship>
- <https://www.instituteforapprenticeships.org/apprentices/>
- <https://amazingapprenticeships.com/app/uploads/2020/12/Parent-Pack-December-2020.pdf>



Apprenticeships

National Apprenticeship Week 2021
8 to 14 February

To find out more about National Apprenticeship Week click on the link below

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939877/National Apprenticeship Week 2021 toolkit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939877/National_Apprenticeship_Week_2021_toolkit.pdf)



This is still the most up to date list (October 2020) so have a look using this link <https://www.gov.uk/government/news/top-100-apprenticeship-employers-announced>

INTRODUCTION

ENTRY CRITERIA

HOW TO ENTER

ANNOUNCING THE NEW RANKINGS

ENTRIES CLOSED

ANNOUNCING THE NEW RANKINGS

The Top 100 Apprenticeship Employers 2020 will be announced during a special broadcast on the afternoon of Wednesday 21st October.

The broadcast will feature a full countdown of the new rankings, with analysis and research about the nation's top apprenticeship employers.

Every employer that submitted an entry for this year's rankings will receive an invitation with details of how to watch the online broadcast.



Top Tips

Prior Planning

- Register on Find An Apprenticeship (GOV.UK) and other sites so you can receive texts/ emails of apprenticeship vacancies suited to you
- Use Amazing Apprenticeships vacancy snapshot to see vacancies on offer
- Ensure your CV is up to date & has been checked by the 6th form team

Interview

- These could be via telephone, video, face to face or as a group
- Do your homework – make sure you know about the role and company you are applying for
- Ensure you dress appropriately
- Consider your body language

Check your school emails regularly as Miss Jackson will email details of any webinars/ Apprenticeships available directly to students