

# HOW TO APPLY FOR AN APPRENTICESHIP

It might seem daunting at first, but applying for an apprenticeship is a smooth and simple process...

**Write your CV.** Employers usually ask for a short, written summary of your skills, achievements and experience. It's a way to introduce yourself and prove that you are the right person for the job.



**Find Apprenticeship opportunities.** There are lots of vacancies to choose from! The government's 'Find an Apprenticeship' site is a great way to view current vacancies.



**Found one you like?** Click 'apply', enter your details and the employer or training provider will be in touch with you, potentially inviting you to an interview.



**Be prepared and do your research!** What do they do? Where are they located? What is it about the company that attracts your interest?



No luck this time? **Keep looking!** You're likely to apply for a few before you are successful. The worst mistake you can make is relying on call back from just one single vacancy...

# 8 KEY FACTS TO REMEMBER

1 An Apprenticeship is a **Real Job**

2 Apprentices are paid a **Salary**

3 Apprenticeships last a **minimum** of 12 months

4 Apprenticeships range from **Level 2** to **Level 7**

5 Apprentices **do not pay** for their training

6 Apprenticeships will receive **off-the-job** training

7 Apprentices will spend 80% of their time **on-the-job**

8 There are thousands of apprenticeships in more than **170 industries**

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# Apprenticeships

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# Apprenticeships

## WHAT IS AN APPRENTICESHIP?

**Apprenticeships** are real jobs with real employers, allowing you to work and earn a salary whilst gaining valuable qualifications and experience. They offer you opportunities, support and a head start into a chosen career.

## WHO CAN BE AN APPRENTICE?

**Apprenticeships are available for anyone!** They are a great opportunity for people over the age of 16 who are:

- early in their career
- looking to upskill in their current job
- considering a career change
- not in full-time education

## LEVELS OF AN APPRENTICESHIP

- Level 2 - GCSE
- Level 3 - A Level
- Level 4 to 7 - Foundation Degree and above

Some apprenticeships may require previous qualifications in Maths & English. If you don't already have these, **you will be able to complete them as part of your apprenticeship training.**

## OFF-THE-JOB TRAINING

As part of an apprenticeship, you will spend your time 'off-the-job' to receive essential training to gain the skills required to complete the programme. It could include theory lessons, practical training, learning support or time to write your assignments.

## CONSIDERING AN APPRENTICESHIP?

There are many benefits of completing an apprenticeship. You can:

- gain real experience in the working world
- achieve a recognised qualification
- earn while you learn
- meet new people

You can begin an apprenticeship at any point in the year - not just in September.

**There is a variety of industries to choose from...**

### ...Hair & Beauty



The **Hair & Beauty** sector is a multi-billion pound industry. Apprenticeships often take place in small businesses while some apprentices find themselves working in spas, theatres and TV sets.



**Apprenticeships include:**

- Hair Professional
- Beauty Therapy
- Barbering

### ...School & Early Years



Working with **children** is an increasingly popular area for apprentices. You can play a vital role in enabling them to get the most out of their educational setting in School or Nursery.



**Apprenticeships include:**

- Teaching Assistant
- PE Teaching Assistant
- Early Years Practitioner

### ...Business & Management



The **Business** world is vast, covering many different jobs and skills needed to keep companies running effectively. Apprenticeships are available in large and small businesses, from family-owned companies, large multinationals to local authorities.



**Apprenticeships include:**

- Business Administration
- Customer Service
- Marketing Assistant
- Team Leader/Supervisor
- Project Management
- Operations Manager



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