



A simple guide to Apprenticeships: Earn while you learn

Work while you study – an apprenticeship is a way to gain the skills, knowledge and experience you need to get into many careers. They combine work, training, and study, letting you 'earn while you learn'.

There are many different apprenticeships available across a wide range of industries, and for a wide variety of job roles. As a paid employee, each apprentice works alongside their studies. There are no student fees – your training costs are funded by the government and your employer.

It's an ideal option if you have a clear idea of the career path you want to follow, providing you with practical, on-the-job training, and classroom-based instruction.

How to apply and which apprenticeships are available to you will depend on a number of factors, including where you live and what level of apprenticeship you are interested in taking:

They offer structured training in the workplace and are available at four different levels:

- **Intermediate**
- **Advanced**
- **Higher**
- **Degree**

INTERMEDIATE

An intermediate apprenticeship is equivalent to five 4 – 9 grade GCSEs. You will work towards work-based learning qualifications such as an NVQ Level 2, functional skills and, in some cases, a relevant knowledge-based qualification such as a BTEC. These provide the skills required for the apprentice's chosen career and allow entry to an advanced apprenticeship

ADVANCED

An advanced apprenticeship is equivalent to two A-Level passes. You will work towards work-based learning qualifications such as an NVQ Level 3, functional skills and, in some cases, a relevant

knowledge-based certificate such as a BTEC. To start this programme, the applicant should ideally have five GCSEs at grade 4 or above or have completed an intermediate apprenticeship.

HIGHER

A higher apprenticeship is equivalent to a Higher Education Certificate or Diploma, or a Foundation Degree at Level 4 or 5. To start a higher apprenticeship, you will need to have entry qualifications, typically at Level 3 such as A-Levels, advanced level diploma, or have completed an advanced apprenticeship. You may then choose to move onto a degree apprenticeship.

DEGREE

Degree apprenticeships start at Level 6 which is equivalent to a Bachelor degree and a Level 7 is equivalent to a Master's degree. You will need to have completed a higher apprenticeship or have a Level 5 qualification such as a Higher Education Certificate or Diploma or a Foundation Degree to start a degree apprenticeship.

All apprentices are employed for at least 30 hours a week and are paid a salary with many apprentices now earning around £170 a week, and on the higher scale up to £250 a week.

TRAINING

You will probably attend college or a learning provider for at least one day a week to build up your knowledge and skills. The time it takes to complete an apprenticeship depends on the sector you are working in and the type of qualifications required, although at intermediate level you would probably expect to achieve it within two years.

ENTRY REQUIREMENTS

Entry requirements vary according to which sector you are interested in – some require GCSE English and/or maths. But if you don't have these, you will still be able to achieve either key skills (such as working in teams, problem-solving, and communication and using new technology) or functional skills (such as maths and English). Every apprenticeship framework contains these and you will be required to work towards them to get to the right level for the job you are in.

OTHER INFORMATION

There can be quite fierce competition for apprenticeship places with employers, so you will need to show that you are committed to taking up a place and aware of your own responsibilities to yourself

and to the employer. You will also need to be comfortable working in a team and on your own, to be able to use your initiative and to get on with people.

The Government is serious about making apprenticeships a key route for young people post 16, and over the next three years will be ensuring that an apprenticeship:

- is a job in a skilled occupation
- requires substantial, high quality training as lasting a minimum of 12 months, of which around 20% (one day a week) is off the job
- develops transferable skills, and English and maths, to progress your career – remember that an apprenticeship should equip you for jobs in the future as well as the one you start off in
- leads to full competence and capability in an occupation that will be recognised by achievement of an apprenticeship standard
- trains you to the level required to apply to join a professional body, where this is relevant

There are various sources that you can use in order to find out more about the apprenticeship opportunities available.

www.gov.uk/apply-apprenticeship



This Government website allows you to create an account and use their search engine to select the industry area you are interested in and specify the distance/radius you are willing to travel to. Once you have identified posts of interest to you, you can apply online.

It's important when using this website that you visit it on a regular basis, as new posts can appear every few days.

If you have a general enquiry you may contact the service via nationalhelpdesk@findapprenticeship.service.gov.uk or call them on 0800 015 0400. You will be charged for any calls made.

www.afc-futurehub.org.uk



Future Hub

Future Hub gives you news, events, CV and interview advice. The search engine helps you find the latest apprenticeship and traineeship vacancies from local employers and training providers. New jobs are posted every week so it's important to check on site regularly.

Vacancies are organised into Level 2 (intermediate), Level 3 (advanced) and Level 4 (higher) and you should focus on apprenticeship vacancies based on your qualifications. You can also talk to one of our learning providers to see if they can help you find a position with an employer that offers apprenticeships in your chosen sector. You may have to travel outside the borough to get an apprenticeship.

Future Hub is operated and owned by [Achieving for Children](#).

Achieving for Children is a social enterprise company created by the Royal Borough of Kingston upon Thames and the London Borough of Richmond upon Thames to provide their children's services.

If you are a parent, carer or young person living in the borough of Kingston or Richmond and you are looking for information on services provided for you, you will find it on your Council's website:

- [Kingston Council website](#)
- [Richmond Council website](#)

www.way2work.org.uk



Way2Work

Way2work also operates as part of Achieving for Children in the Richmond borough and as Richmond Council's apprenticeship and traineeship learning provider.

You can search for local apprenticeship opportunities across numerous sectors and levels.

www.ucas.com/apprenticeships-in-the-uk

UCAS

You can search for a range of different level apprenticeships in the UK via UCAS, the traditional website for applying to university. You can refine your search by specialism (e.g. Human Resources, Science etc), role type (all levels, degree, higher etc), sector, recruiter type (training provider, direct employer), start date, duration and location.

www.hawktraining.com



4th Floor, Regal House 70 London Road

Twickenham TW1 3QS 020 8891 0992

Hawk Training can help young people to find full time employment supported by an apprenticeship programme. Their dedicated recruitment team will work with learners to find the most suitable opportunity.

Hawk Training, in association with the London Academy of Apprenticeships, helps to recruit for the following sectors:

- Business and administration
- Childcare
- IT users
- Warehousing and storage

Popular *misconceptions* regarding apprenticeships

Apprenticeships are only for tradesmen.

Apprenticeships aren't just for the trades such as electrician, carpentry and plumbing. Apprenticeships are available in a wide range of industries, such as marketing and social media to web development to fashion design and more.

Apprenticeships are for low academic achieving students.

Untrue! Many high achieving students are now looking at apprenticeships as an alternative to further and higher education. In fact with so many young people leaving university competing for the same jobs, employers are favouring those with real work experience than those fresh out of university.

Young people who go to university earn more than former apprentices.

Also untrue! Over a third of all apprentices received a promotion within a year of finishing. What's more, apprentices will earn on average £150,000 more in their lifetime more than their peers who didn't take on an apprenticeship.