

Interested  
in earning  
while you're  
learning?



# Apprenticeships explained

The world is changing fast. With economic uncertainty and fierce competition for jobs, there's never been a greater need to have marketable skills. But you don't need to sit in a class all day to get them. With an Apprenticeship, you can earn while you're learning and gain recognised qualifications as you work.

## What is an Apprenticeship?

As employees, apprentices earn a wage and work alongside experienced staff to gain job-specific skills. Off the job, usually on a day-release basis, apprentices receive training to work towards nationally recognised qualifications. Anyone living in England, over 16 and not in full time education can apply. Apprenticeships can take between one and four years to complete depending on the level of Apprenticeship, the apprentices' ability and the industry sector. The minimum salary is £95 a week, however, many apprentices earn significantly more.

### Key benefits:

- earn a salary
- get paid holidays
- receive training
- gain qualifications
- learn job-specific skills.

## Your career

Employers all over the country recognise and value Apprenticeships as they show that you've been trained in the skills they need. Once you've completed your Apprenticeship you can choose to carry on working, undertake more advanced training or even go on to higher education.

## Your employer and learning provider

Your employer will provide your on-the-job training and pay your wages. A learning provider is usually a local college or specialist training organisation responsible for the rest of your training. The learning provider will appoint a mentor who will follow your progress and work with the employer to ensure your training is well planned.





Levels of  
Apprenticeship

Apprenticeships are increasingly recognised as the gold standard for work-based training. Already 130,000 employers offer Apprenticeships.

**Three levels of Apprenticeship\***

There are three levels of Apprenticeship available for those aged 16 and over:

**1 Apprenticeships (equivalent to five good GCSE passes)**

- Apprentices work towards work-based learning qualifications such as an NVQ Level 2, Key Skills and, in some cases, a relevant knowledge-based qualification such as a BTEC.
- These provide the skills you need for your chosen career and allow entry to an Advanced Apprenticeship.

**2 Advanced Apprenticeships (equivalent to two A-level passes)**

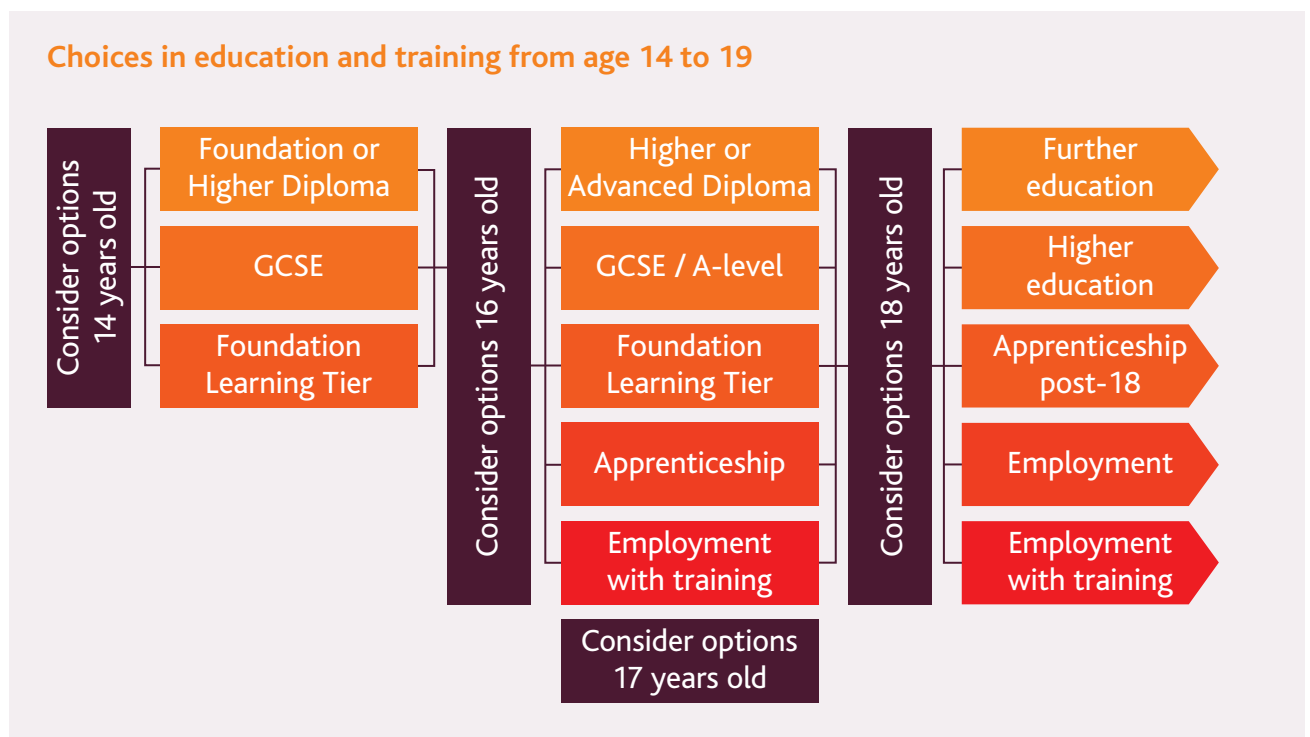
- Advanced apprentices work towards work-based learning qualifications such as NVQ Level 3, Key Skills and, in most cases, a relevant knowledge-based certificate such as a BTEC.
- To start this programme, you should ideally have five GCSEs (grade C or above) or have completed an Apprenticeship.

**3 Higher Apprenticeships\*\***

- Higher Apprenticeships work towards work-based learning qualifications such as NVQ Level 4 and, in some cases, a knowledge-based qualification such as a Foundation degree.

\*Information correct as of 1 June 2009

\*\*Higher Apprenticeships are currently only available in a small number of frameworks



# Types of Apprenticeship

Apprenticeships are available in a wide range of industry sectors, with employers from large national companies such as Sainsbury's and BMW to smaller local companies. There are over 190 types of Apprenticeship within a variety of industry sectors ranging from accountancy and engineering to veterinary nursing and floristry.

A = Apprenticeship

AA = Advanced Apprenticeship

HA = Higher Apprenticeship

Leisure, Travel and Tourism	A	AA	HA
Active Leisure and Learning	✓	✓	
Aviation Operations on the Ground	✓		
Cabin Crew	✓		
Cultural Heritage	✓	✓	
Sporting Excellence		✓	
Travel and Tourism Services	✓	✓	

Construction, Planning and the Built Environment	A	AA	HA
Building Services Engineers		✓	
Construction	✓	✓	
Electrical and Electronic Servicing	✓	✓	
Electrotechnical		✓	
Heating, Ventilation, Air Conditioning and Refrigeration	✓	✓	
Plumbing	✓	✓	
Set Crafts		✓	
Surveying		✓	

Information and Communication Technology	A	AA	HA
ICT Professional			✓
IT and Telecomms Professionals	✓	✓	
IT User	✓	✓	

Education and Training	A	AA	HA
Learning and Development		✓	
Supporting Teaching and Learning in Schools	✓	✓	

Health, Public Services and Care	A	AA	HA
Advice and Guidance	✓	✓	
Children's Care, Learning and Development	✓	✓	
Community Development	✓	✓	
Community Justice		✓	
Dental Nursing		✓	
Emergency Fire Service Operations		✓	
Health and Social Care	✓	✓	
Housing	✓	✓	
Laboratory Technicians	✓	✓	
Optical	✓	✓	
Pharmacy Assistants and Technicians	✓	✓	
Providing Security Services	✓	✓	
Public Services	✓		
Security Systems	✓	✓	
Youth Work	✓	✓	

Agriculture, Horticulture and Animal Care	A	AA	HA
Agriculture	✓	✓	
Animal Care	✓	✓	
Dry Stone Walling	✓		
Environmental Conservation	✓	✓	
Equine	✓	✓	
Farriery		✓	
Fencing	✓		
Floristry	✓	✓	
Game and Wildlife Management	✓	✓	
Horticulture	✓	✓	
Land-based Service Engineering	✓	✓	
Trees and Timber	✓		
Veterinary Nursing	✓	✓	

Arts, Media and Publishing	A	AA	HA
Creative	✓	✓	
Design	✓	✓	
Fashion and Textiles	✓	✓	
Freelance Creative		✓	
Freelance (Music Practitioner)		✓	
Information and Library Services		✓	
Photo Imaging for Staff Photographers		✓	

Engineering and Manufacturing Technologies	A	AA	HA
Building Products Occupations	✓	✓	
Ceramics Manufacturing	✓		
Coatings Operations	✓	✓	
Driving Goods Vehicles	✓	✓	
Electricity Industry	✓	✓	
Engineering	✓	✓	
Engineering Construction	✓	✓	
Engineering Technology			✓
Extractive and Mineral Processing	✓	✓	
Food Manufacture	✓	✓	
Furniture, Furnishings and Interiors Industry	✓	✓	
Gas Industry	✓	✓	
Glass Industry Occupations	✓	✓	
Industrial Applications	✓		
Laboratory Technicians	✓		
Marine Industry	✓	✓	
Metals Processing	✓	✓	
Nuclear Decommissioning		✓	
Paper and Board Manufacturing	✓	✓	
Passenger Carrying Vehicles Driving: Bus and Coach	✓		
Polymer Processing Operations	✓	✓	
Process Technology	✓	✓	
Print and Printed Packaging	✓	✓	
Rail Transport Engineering	✓	✓	
Rail Transport Operations	✓		
Retail Motor Industry: Roadside Assistance and Recovery	✓	✓	
Retail Motor Industry: Vehicle Body and Paint Operations	✓	✓	
Retail Motor Industry: Vehicle Fitting	✓	✓	
Retail Motor Industry: Vehicle Maintenance and Repair	✓	✓	
Retail Motor Industry: Vehicle Parts Operations	✓	✓	
Sea Fishing	✓	✓	
Signmaking		✓	
Specialised Process Operations (Nuclear)	✓		
Traffic Office	✓	✓	
Transport Engineering and Maintenance	✓	✓	
Water Industry	✓	✓	

Retail and Commercial Enterprise	A	AA	HA
Barbering	✓	✓	
Beauty Therapy	✓	✓	
Carry and Deliver Goods	✓		
Cleaning and Support Services	✓		
Facilities Management		✓	
Hairdressing	✓	✓	
Hospitality and Catering	✓	✓	
Logistics Operations Management		✓	
Mail Services	✓		
Nail Services	✓	✓	
Property Services	✓	✓	
Purchasing and Supply Management	✓	✓	✓
Retail	✓	✓	
Spa Therapy		✓	
Warehousing and Storage	✓		

Business, Administration and Law	A	AA	HA
Accounting	✓	✓	✓
Advising on Financial Products		✓	
Business Administration	✓	✓	
Contact Centres	✓	✓	✓
Customer Service	✓	✓	
Marketing and Communications	✓	✓	
Payroll	✓	✓	
Providing Financial Services	✓	✓	
Retail Motor Industry: Vehicle Sales	✓	✓	
Sales and Telesales	✓	✓	
Team Leading and Management	✓	✓	

# Apprenticeships make things happen



## **Sinead Smith** Apprenticeship in Business Administration

After finishing her GCSEs Sinead Smith applied for a full-time Business Administration course at Gloucestershire College. She then saw an advertisement in the local paper for a Business Administration Apprenticeship also at the College.

She said, "The thought of an Apprenticeship really appealed to me as I would be studying for the same qualification while also earning some money. I applied for both courses, but in the end I made the decision to go for the Apprenticeship."

"I joined the Admissions team and initially my role involved basic administrative duties such as filing and photocopying; however, I progressed quickly and was soon given more responsibility. We are now the Admissions and Student Funding team, which means that there are even more opportunities for me to learn new skills."

"I really enjoyed my two years as an apprentice and actually finished the course three months early. I was keen to continue with my training and to progress further and so I am now taking my NVQ Level 3. This has led to me being given even more responsibility within the team."

"I didn't really know what to expect from the Apprenticeship programme but I definitely thought that I would be spending lots of time in the classroom. In fact the opposite was true, as much of the course was based on workplace assessment. This meant that I chose four modules to study and was then assessed on how I managed these within my day-to-day work. I then produced a portfolio of work for my final assessment. This meant that everything I was learning was really specific to the job that I was carrying out."

Sinead won the Apprentice of the Year category at the 2009 National Apprenticeship Awards.



**Michael Crowe**  
**Advanced Apprenticeship in Engineering**

Michael Crowe was up against stiff competition when he applied for the Apprenticeship in Medical Engineering when he was just 16. Now, with a string of qualifications to his name, including an Advanced Apprenticeship in Engineering (Electronics), he is studying for a degree in Electrical and Electronic Engineering at Northumbria University.

Michael's role at South Tyneside NHS Foundation Trust involves the repair and maintenance of life-saving equipment such as ventilators, anaesthetic machines, neonatal incubators and other diagnostic medical equipment.

"I wanted to be part of a team at the cutting edge of advances in medical technology and I knew that the Apprenticeship route would provide me with the best opportunities for career development and education," he said. "I began the Apprenticeship as a young, inexperienced 16-year-old and have developed and matured as a person over the past four years. I am confident that the skills I have gained will prove to be invaluable over the years.

"My ambition for the future is to have an influential leadership role in my field, pushing research and development in new and exciting directions. I will never lose my enthusiasm for learning due to the technological advancements in the healthcare profession. I hope to be constantly at the forefront of cutting-edge development."

Michael Cox, Head of Biomedical Engineering at the South Tyneside NHS Foundation Trust, said that even at the age of 16 Michael was up against candidates several years older with more experience, but he still shone.

"During his time as an apprentice, Michael has applied himself diligently to his studies and his work and has always achieved what he has set his sights on. His skills have brought extra resource to an already busy department operating at times under extreme pressure. Risk levels have reduced due to the extra resource."

Michael was a finalist in the Advanced Apprentice of the Year category at the 2009 National Apprenticeship Awards.

# Apprenticeship vacancies

## Apprenticeship vacancies

You can now apply for Apprenticeship vacancies online using a new system that lets you search for, view and then apply for Apprenticeships.

Follow these steps:

1. Go to the Apprenticeships home page [apprenticeships.org.uk](http://apprenticeships.org.uk)
2. Click the 'Search for vacancies' link in the 'Vacancies' box on the home page. On this page you can start searching or register.
3. To register, click the 'Register now' link under 'New User?' and fill in your details. Then create a username and password. Remember to keep your username and password safe.
4. You'll receive a confirmation email sent to your inbox. You must click on the link in the email to activate your account. This link opens a window to your 'My Home' page. 'My Home' page is your own secure space.
5. Then search for Apprenticeships that match your interests. Once you've found the Apprenticeship you want, use the simple, secure and reusable application form.



## Interviews

Getting an Apprenticeship is the same as getting a job. If your application is successful you will be interviewed and you may be asked to take tests to see if you're the right person. You'll need to sell yourself and convince the employer that an Apprenticeship is right for you.



## Information and advice

If you are not quite ready to start applying online for Apprenticeship vacancies you can seek information, advice and guidance in a way that suits you.

### Information online

To watch videos of real apprentices telling their stories of working life in a variety of jobs and browse through many frequently asked questions go to: [apprenticeships.org.uk](http://apprenticeships.org.uk)

### Careers advice

If you would like to speak about Apprenticeships with an adviser face-to-face or on the phone contact:

- your local Connexions Centre (for ages 13-19). Visit [Connexions-direct.com](http://Connexions-direct.com) and click on the local services tab to find your nearest centre or call 080 800 13 2 19
- Next Step Careers Service (for ages 20+).\* Visit [nextstep.direct.gov.uk](http://nextstep.direct.gov.uk) and use the map or the links to get information about your nearest nextstep office

OR

If you are unsure that an Apprenticeship is right for you and would like more help planning your future career contact:

- the Careers Advice Service (for ages 19+) on 0800 100 900, or visit [careersadvice.direct.gov.uk](http://careersadvice.direct.gov.uk)

\*or 18-19 if you've been referred by Jobcentre Plus

# National Apprenticeship Service

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