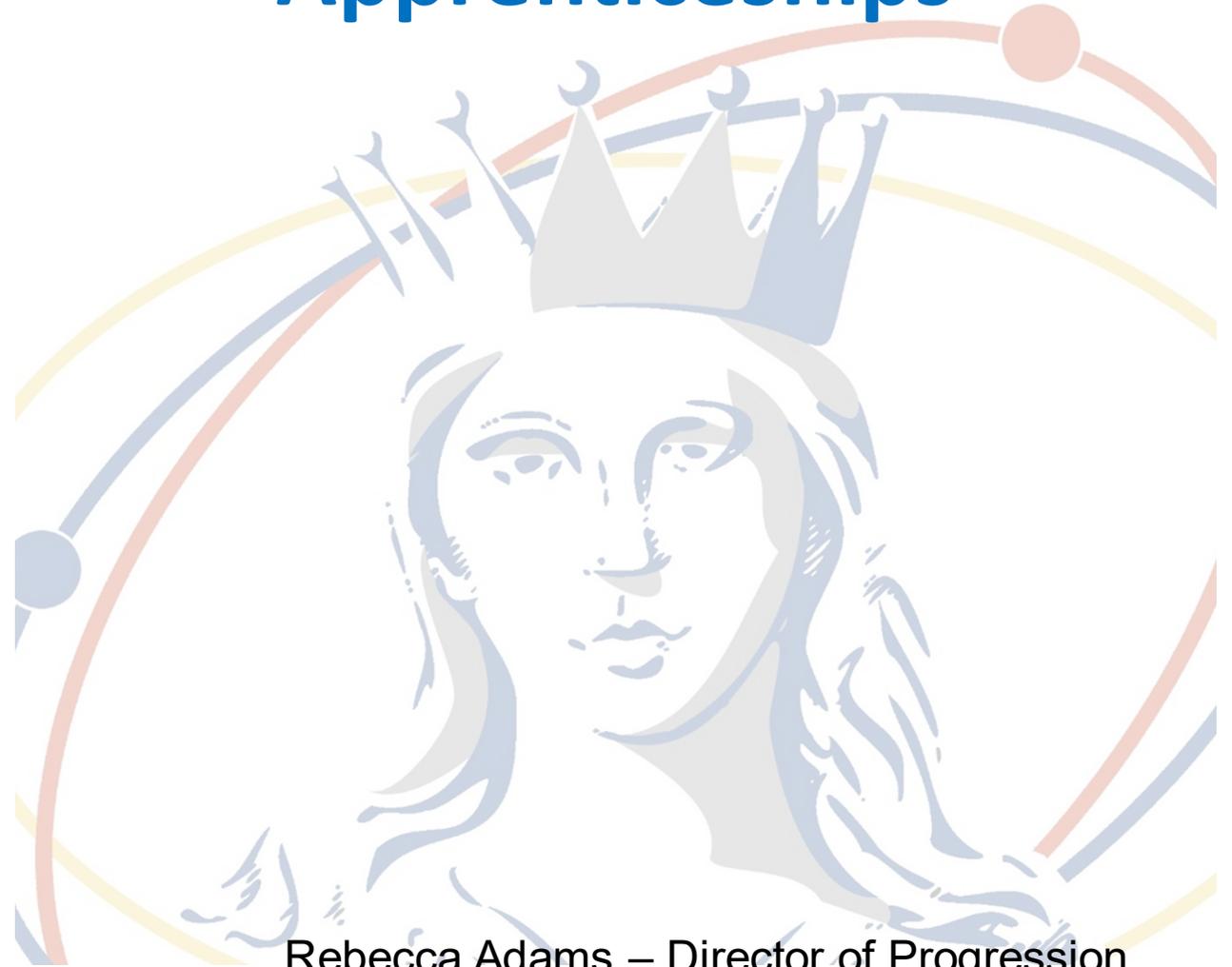




Support for students applying for Apprenticeships



Rebecca Adams – Director of Progression
(Careers & Employability)



What is an Apprenticeship?

- An Apprenticeship is a real job where you have a contract of employment, get paid for the role and receive holiday pay.
- You'll learn whilst working, gaining experience, skills and knowledge needed for your chosen career. You'll study for at least 20% of your working hours, usually at a college, university or training provider.
- You will be assessed throughout the duration of your apprenticeship as well as at the end.
- You'll develop sector specific skills and knowledge, as well as transferable employability skills e.g. communication, teamwork and problem solving.
- Apprenticeships are funded by contributions from the government as well as your employer.



Apprenticeship Levels

- Intermediate = Level 2 (equivalent to GCSE)
- Advanced = Level 3 (equivalent to A level)
- Higher = Levels 4,5,6 and 7 (equivalent to Foundation degree and above)
- Degree = Level 6 and 7 (equivalent to Bachelor's or master's degree).



Which Apprenticeship Level is suitable for you?

- Students leaving Collyer's with Level 3 qualifications, e.g. A levels or Level 3 BTECs are eligible to apply for a Level 4 apprenticeship, if they have the relevant qualifications requested by the employer (usually with one subject directly related to the career area).
- If a student has Level 3 qualifications in unrelated subjects, they should apply for a Level 3 Apprenticeship, e.g. Student X has two A levels in Business and Geography, but wants to follow a career in Engineering, they can apply for a Level 3 apprenticeship in Engineering.
- Level 3 & 4 Apprenticeships generally last 2 years – this will vary according to your chosen sector and your individual ability.
- Some employers deliver Level 6 apprenticeship degrees which can be applied for by students who have the required grades in 3 x A Level/BTEC subjects.



Apprenticeships – when to apply?

In terms of recruitment, employers tend to fall into 3 categories:

- **Annual recruitment cycle** – begins in September, with the application, interview and assessment processes continuing until March. Employment will start the following September (very similar timeframe to UCAS applications). Students are advised to start the application process in September of Year 2.
- **Ongoing recruitment** – some employers are happy to receive applications at any time of year and will keep your information until they have a suitable position available. This is more common with larger employers. It's worth while applying for these in your 2nd Year at Collyer's but make it clear when you would be available to start.
- **Recruiting for immediate start** – some employers advertise apprenticeship positions as and when needed, and want the employee to start straight away. There is no point applying for these until you have completed your studies and are ready to start work.



Apprenticeships – where to find what’s available?

- Look online & on social media for apprenticeship Open Days (virtual or face to face) and Careers Fairs
- Search the government apprenticeships website:
<https://www.apprenticeships.gov.uk/apprentices/browse-apprenticeships>
- Use the Apprenticeship search tool on Unifrog: <https://www.unifrog.org/> - you can search by career area and location (see slide 7).
- UCAS also offer advice and guidance on how to apply for apprenticeships: [Apply for apprenticeships in England \(ucas.com\)](https://www.ucas.com) (see slide 8).
- Some employers will offer apprenticeship taster sessions, summer schools or work experience. Current opportunities can be found on TARGETcareers: <https://www.apprenticeships.gov.uk/apprentices/browse-apprenticeships> and on [Collyer’s Career SharePoint site](#).



Use Unifrog to search for apprenticeship opportunities

<https://www.unifrog.org/>

Searching for opportunities

UK universities You have <u>4 shortlists</u> Start >	US universities Make your first shortlist Start >	European universities Make your first shortlist Start >
Oxbridge Make your first shortlist Start >	Apprenticeships You have <u>1 shortlist</u> Start >	College / Sixth Form Make your first shortlist Start >

Click on the Apprenticeship tool box and select your career interest e.g. Civil Engineer, Accounting, Human Resources.

Then select how far you are willing to travel.

 How far do you want to travel?
Narrow down your search using the distance limits below.

* Your postcode RH12 2EJ (change?)

- * Choose radius
- | | | | |
|--------------------------|--------------------------|--------------------------|------------------------|
| 2 miles - 0 vacancies | 5 miles - 0 vacancies | 10 miles - 0 vacancies | 20 miles - 7 vacancies |
| 50 miles - 36 vacancies | 100 miles - 49 vacancies | 200 miles - 82 vacancies | |
| No Limit - 106 vacancies | | | |



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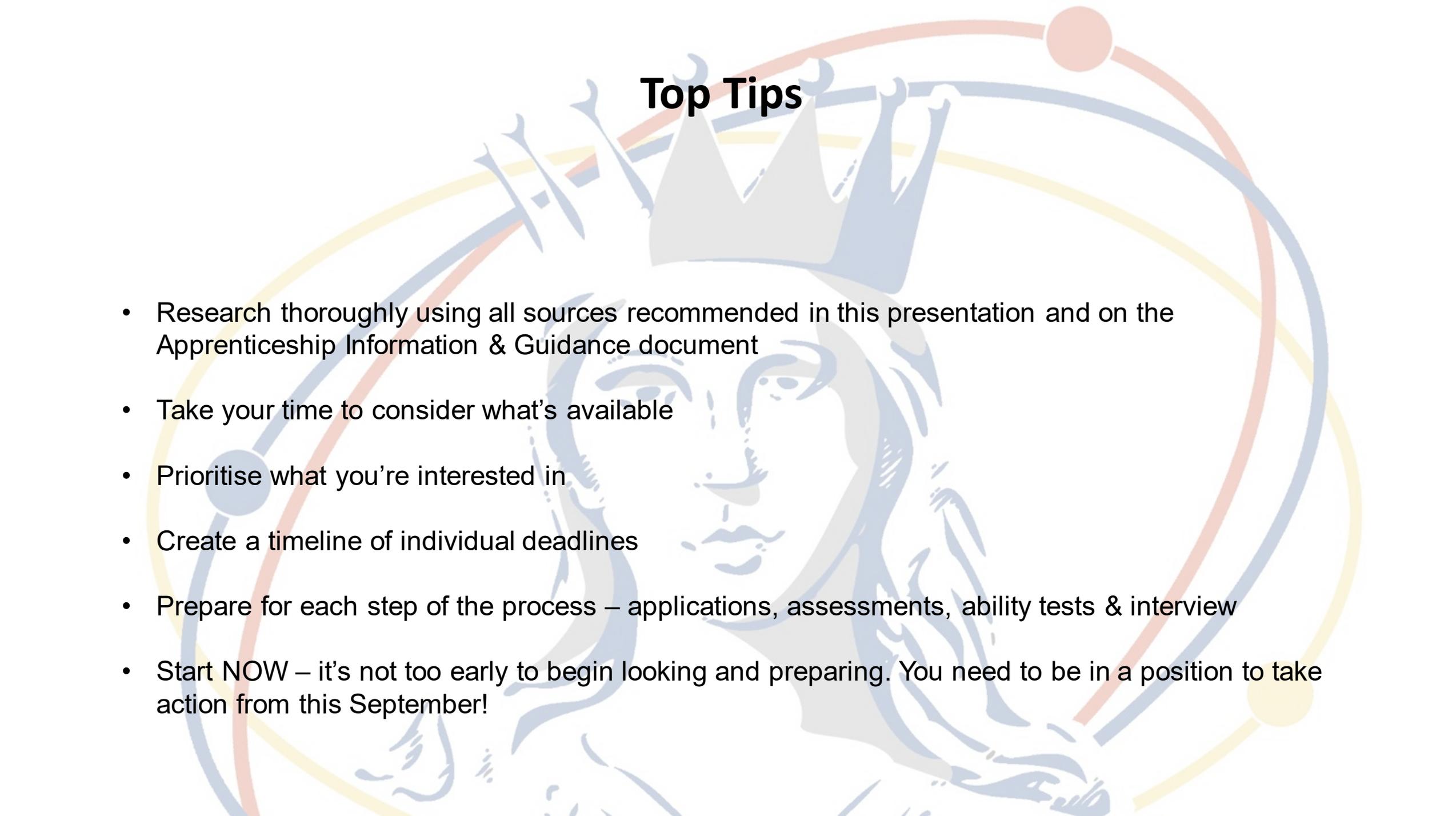


Search for apprenticeships on UCAS

[Apply for apprenticeships in England \(ucas.com\)](https://www.ucas.com)

- There's a direct link to applying through the National Apprenticeships Service website: [Find an apprenticeship - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- You can use UCAS to search for Apprenticeships: [Apprenticeship jobs \(ucas.com\)](https://www.ucas.com)
- They've included interview tips: [Apprenticeship interviews - learn how to research & prep for questions \(ucas.com\)](https://www.ucas.com)
- And information on Apprentices' rights and responsibilities: [Apprentice rights & responsibilities - agreements & commitment statements \(ucas.com\)](https://www.ucas.com)
- UCAS have also added a short video to talk you through the process.
- General careers advice on UCAS can be found here: [Careers | Get Careers Advice Here | UCAS](https://www.ucas.com)

Top Tips



- Research thoroughly using all sources recommended in this presentation and on the Apprenticeship Information & Guidance document
- Take your time to consider what's available
- Prioritise what you're interested in
- Create a timeline of individual deadlines
- Prepare for each step of the process – applications, assessments, ability tests & interview
- Start NOW – it's not too early to begin looking and preparing. You need to be in a position to take action from this September!

Any Further Questions?

If you'd like further advice or information please contact me – rja@collyers.ac.uk

Don't forget to also read through the [Apprenticeship Information & Guidance document](#) – for tips on cv writing, interviews, ability tests & assessment centres.

If you'd like information on work experience opportunities, please contact our Work Experience Co-Ordinator Sarah Tillier (slt@collyers.ac.uk).