

GETTING INTO YOUR TOP CHOICE

Apprenticeships

Apprenticeships are an excellent alternative to studying full time. An apprenticeship is a genuine job with study included.

You will earn a wage (current minimum wage for apprentices from April 2020 is £4.15 per hour) and holiday pay. It is worth noting that this is the minimum you will earn; some apprentices earn more depending on the job type.

Apprenticeships mean that from day 1 you will be employed and you will learn and develop skills on the job as well as working with and gaining knowledge from experienced colleagues.

A big advantage of an apprenticeship is that you still get to study and gain extra qualifications. This is during your working week (usually equivalent to 1 day a week) and will be directly related to your job.

There are different levels of apprenticeship:

TYPE	LEVEL	EQUIVALENT TO...
Intermediate	2	5 GCSE passes: 9-4 or A*-C
Advanced	3	2 A Level passes/L3 Diploma/ International Baccalaureate
Higher	4, 5, 6, 7	Foundation Degree or above
Degree	6 and 7	Bachelor's or Master's Degree

Higher Apprenticeships can be accessed in a range of careers such as law, broadcasting, engineering, finance, IT. The list is constantly growing. For example, a five-year Higher Apprenticeship in Law can result in the position of a Chartered Legal Executive, equivalent to a lawyer. The BBC offers, amongst other things, a Production Assistant Apprenticeship which involves working on live TV programmes, dramas, sport and radio.

Degree Apprenticeships can result in a wide range of professional careers, from a nuclear scientist to a solicitor. They are developed by employers, universities and professional bodies. Time is split between university and the workplace; the apprentice is fully salaried and, very importantly, pays no university fees.

Some of the top, well-known companies offer apprenticeships at all levels as well as smaller, local companies. It is worth signing up to as many apprenticeship providers as possible so that you get alerts whenever a new apprenticeship is advertised. There is a bank of useful websites at the end of this booklet.

Entry requirements will differ depending on the level of apprenticeship and job type. The advice is to do the best you can do in all your subjects so that you have a competitive CV, go for it!

There is no doubt that apprenticeships can be competitive but this conference and booklet are designed to help you show the employers and apprenticeship providers why you are the best candidate for the job. Just because there is competition does not mean to say that you should not go for it, it could be you!

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Skills requirements

Academic qualifications will go on your CV/application but what employers will be looking for is the right candidate with the right skills to be an asset to their company. You must be able to demonstrate a good work ethic, that you can contribute to ideas and you have the ability to solve problems.

PERSONAL

Where you've assumed a lead role and enabled a successful outcome; where you've demonstrated an ability to organise people and services to get things done; where you've shown you don't give up after setbacks; where you haven't waited to be told what to do but worked something out for yourself, done it and achieved a successful outcome; where you've shown you can relate well to others, explain things clearly and win their trust and confidence.

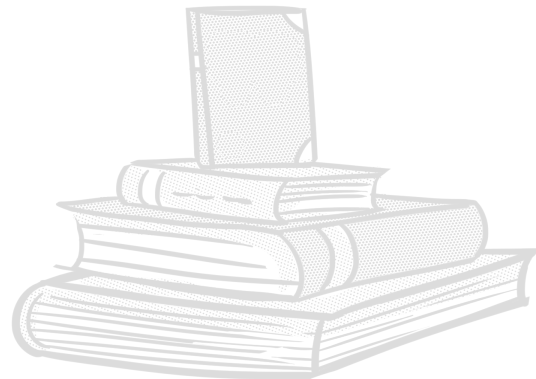
LEADERSHIP

ORGANISATION

RESILIENCE

INITIATIVE

COMMUNICATION SKILLS



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ACADEMIC

What shows that you are keen on what you are studying and an independent learner and thinker? What shows that you are keen to take on new ideas and new thinking? What wider reading and research have you done and what have you got from it? What is going to show future admissions staff or employers that you are going to be interesting to work with? What evidence is there that you don't just accept things but are sceptical and prepared to challenge?

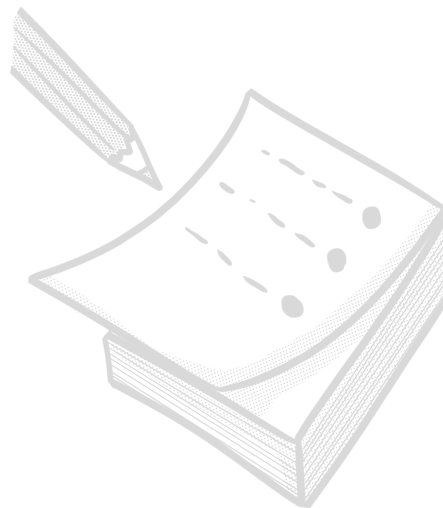
LOVE OF LEARNING

OPEN-MINDED

READING AND RESEARCH

INTERESTING TO TEACH

CRITICAL THINKER



Personal plan for Apprenticeships

My Evidence

Your Evidence Portfolio will help you to evidence all the skills you have developed; arguably, writing a personal statement is the hardest part of any application. The

Evidence Portfolio is also helpful in preparing for interview when asked the skills you can bring to a job.

Preparation	Date
I can work independently	
I can solve problems	
I can manage my time effectively	
I am an effective team member	
Mentoring in school/extracurricular activities	
TED Talks	
MOOCs	
Reading material (books/articles/blogs)	
Work experience/shadowing	
Websites (e.g. nrich.maths.org.uk)	
Other (specify what I have achieved/researched)	

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Evidence	As a result, I have...

Top Ten Tips

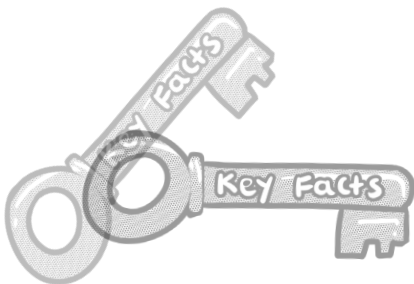
To Plan Our Future Career

Now is the time to begin thinking about what you might wish to do in the future. There are so many opportunities out there that you cannot start early enough to understand them and do any preparation or research. Your school or college will certainly have careers programmes in place to help you with all of this but getting on the front foot, rather than waiting, is the best way of showing initiative – a key skill that employers look for.

Here are my **TEN TOP TIPS** for you to consider in the coming months:

KNOW WHO YOU ARE

1. The first thing is to reflect on what kind of person you are. The following link is to an online tool that will help you to think about this. We all have particular strengths and aptitudes and it is important to play to these.
<https://icould.com/buzz/?ref=menu>
2. Interviewers often ask for examples of things you have done and the skills you have developed. Think about examples where you have demonstrated leadership, organisational skills, resilience, initiative and communication skills. You will have done things which demonstrate this well but may not have thought of expressing it in this way.



DO THE RESEARCH

3. When you get to the stage of applying for the next step, some of the options can be very competitive. Show that you have done some research into what the course/apprenticeship or job entails.
4. You may already have an idea about the kind of career direction you may wish to go in. Don't worry if you haven't. You are already ahead of the game by being here today. Now is the time to find out about what exists. A good starting point is to use this website <https://icould.com> which contains a whole host of short videos of people talking about their jobs, including ones we may have never heard of. It is easy to go for the most familiar careers but there may be others which are in the same field. So for example there are many different roles within the fields of medicine other than doctors, and many different kinds of roles within engineering.
5. Apprenticeships may be the best option for you but do still explore other potential options such as Further Education or University courses. There are a huge amounts of practical, vocational led courses available so explore all of your options.

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Above all, remember that you have the power to shape your own future. I wish you the best of luck with that journey.

- Brian Lightman

BUILD UP A PORTFOLIO

- Investigate the labour market for the routes in which you are interested. Careers advisers can help with this and you can also explore with this useful widget <https://ideas4careers.co.uk/careerometer/>. Avoid the trap of just looking at those jobs that are familiar to you or make assumptions about gender stereotypes. You may be missing out on opportunities. For example, don't fall into the trap of thinking that a field like construction is just about manual labour. Think about all of the technologies, all of the design careers, the administration, finance, marketing and much more, and do some research into what these are and what the entrance requirements might be.
- Keep your options open. You don't have to decide now and can, for example, apply for university and apprenticeships.
- Prepare a CV that demonstrates how proactive you have been and the opportunities you have sought out in order to prepare for the future and update it regularly.
- Get on the front foot about gaining some work experience. In the current climate this may well be virtual, but this should not put you off. Many large companies are offering virtual work experience which will still give you a valuable insight into workplaces. Your school/college might be able to help you with this but if you make the approach directly and ask yourself, the answer is often positive and employers are impressed with your initiative.
- Get involved in voluntary or community activities which demonstrate what kinds of employability skills you have developed. This organisation is a great source of volunteering opportunities: <https://vinspired.com>.

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What can you do now?

It is worth being aware of which apprenticeships are available and the following websites may be of interest to you:

<https://amazingapprenticeships.com/resources>

www.gettingofar.gov.uk

www.notgoingtouni.co.uk

www.gov.uk/apply-apprenticeships

www.ucas.com/apprenticeship-UK

[Vacancy Snapshot - Amazing Apprenticeships](#)



Remember to start completing your evidence portfolio, the one in this booklet is just the start!

**Best of luck from the
PiXL Futures team!**