

**PiXL FUTURES**  
GETTING INTO TOP UNIVERSITIES

**PiXL**

# PiXL APPRENTICESHIP BULLETIN

MARCH 2023



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## INTRODUCTION

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Welcome to our third and final apprenticeship bulletin for this academic year which will give you valuable information to help you understand more about apprenticeships. An apprenticeship may be an exciting option for you when you leave school or college. Take some time to understand the different skills you may need to develop in preparation for an apprenticeship, how to write a CV, and explore example apprenticeships in the spotlight and opportunities you could apply for.



### NATIONAL APPRENTICESHIPS WEEK 2023

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National Apprenticeship Week (NAW) was celebrated from 6th - 12th of February 2023. The theme for this year was 'Skills for Life'. National Apprenticeship Week brings together the entire apprenticeship community to celebrate everything that is amazing about apprenticeships.

#### NAW Resource hub

On the National Apprenticeship Week website there is a resources hub with huge amounts of information about different apprenticeship courses, opportunities, skills you need and spotlights on different careers. Make sure you visit this webpage. Click [HERE](#) to access the resources from National Apprenticeship Week 2023.

#### NAW On Demand

On the National Apprenticeship Week website you can also find a whole range of interesting webinar sessions to watch from different employers. Take the time to explore different industries and learn about new workplaces and apprenticeships. Click [HERE](#) to access the 'on demand' videos.



CITB/Go Construct: Build a Career in Construction | NAW 2023



ECITB: Careers In Engineering Construction - Engineering a better future | NAW 2023



Discover Defence Equipment and Support Apprenticeships | NAW 2023



Apprenticeships at Bentley Motors | NAW 2023

#### NAW apprenticeship industries

The NAW website is brilliant to help you explore the diversity of apprenticeship opportunities available to you from leading employers and training providers. Visit the [industries page](#) to find out more about different employers.



## JOB SEEKING SKILLS FOR APPRENTICESHIPS

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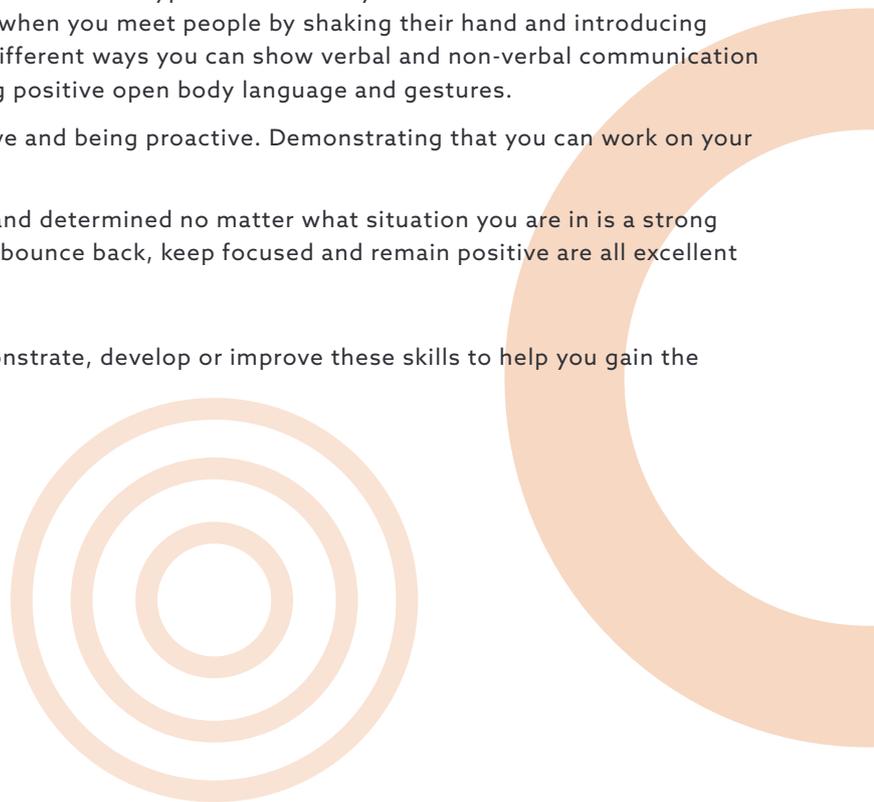
When you embark on an apprenticeship you will learn lots of 'on the job' skills as well as technical skills. You may or may not have experience from the workplace before and many skills will be taught during your course.

When employers are recruiting apprentices there are some skills they will look out for. You may need to demonstrate some basic skills and qualities to get an interview lined up.

Here are some key skills you may be required to demonstrate to support your apprenticeship application:

1. **Good spelling and grammar** – this could be in a letter of application, CV or emails.
2. **Enthusiasm** – employers want to see that you are motivated to learn new skills and keen to be involved.
3. **Good work ethic** – Apprentices who are enthusiastic and passionate about their work or career goals are more likely to succeed. Show that you can be committed, focused and are hard working. This could be through volunteering, organising events or through being part of a sports team.
4. **Teamwork** – showing that you can work well with others as you will be meeting new people and involved in projects and tasks when doing an apprenticeship. This might be through project work, work experience, volunteering or sports teams. Being a team player will help you succeed in any job role.
5. **Interpersonal skills** – people skills, listening, showing empathy or being sociable etc. Some of these might be assessed through interviews or group assessment days.
6. **Communication** – communication skills are important for all types of work. They can be written or verbal and will help you connect with others. For example, when you meet people by shaking their hand and introducing yourself or smiling at people. There are lots of different ways you can show verbal and non-verbal communication such as being polite, having manners or by using positive open body language and gestures.
7. **Independence** – this could be using your initiative and being proactive. Demonstrating that you can work on your own and complete tasks.
8. **Determination** – showing that you are resilient and determined no matter what situation you are in is a strong character trait. Being able to overcome failures, bounce back, keep focused and remain positive are all excellent qualities you can show.

You now may wish to think about how you can demonstrate, develop or improve these skills to help you gain the apprenticeship you are hoping for.



## GAINING DIGITAL SKILLS TO HELP YOU STAND OUT

### Did you know that...

The World Economic Forum estimated that 133 million new roles will be created over the next few years. For example:

- Advancements in technology have created new job roles.
- Online advertising has meant that digital marketing opportunities have increased.
- How we interact with things like websites and apps has become increasingly important which has led to user experience roles being created.

Digital skills are the ability to use digital devices, communicate online and to use applications or networks to access information. Digital skills are really important to help you gain work experience, apprenticeships or future careers.

### Why are digital skills important to you?

- Around 82% of job adverts posted online require digital skills.
- Digital skills underpin every job role you may like, and this is due to the speed of growth in the world of technology.
- Digital skills are an essential employability skill for you to have a successful future and career.

Accenture have produced a FREE 'Digital Skills' series which are online social learning. The courses are designed to help you to compete and stand out from the crowd in today's digital workplace.

They feature:

- Digital Skills for Work and Life
- Social Media
- User Experience
- Web Analytics
- Retail
- Mobile
- Digital Marketing
- Artificial Intelligence
- Reimagine Your Career

Click [HERE](#) to access the courses to help get you started on your digital skills journey.



## CV WRITING FOR AN APPRENTICESHIP

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If you're interested in applying for an apprenticeship, you need to write an apprenticeship CV. Although you may not have much relevant professional experience to highlight, your apprenticeship CV is still important. Your CV tells the employer about:

- your education
- transferrable skills picked up from other work or school
- your interest in your chosen field and why you want to do an apprenticeship

### Here are things to include in your CV:

- **At the top** – just start with your full name and contact details.
- **Check your contact details** – potential employers need to be able to get in touch with you. Make sure you include up-to-date contact details (a mobile telephone number and email address at least).
- **Introduce yourself** – it's a good idea to have a brief profile section at the top of your CV, just below your name and contact details. This is where you can introduce yourself and say what experience you have, what interests you about the apprenticeship and what your professional goals are. Keep it short with two to three sentences.
- **Structure your CV** – most CVs are short and follow a structure such as:
  - **Contact details** – how else will they invite you to an interview
  - **Experience** – including work experience, paid work and voluntary work
  - **Education** – your qualifications and any courses you've done or are doing
  - **References** – it's okay to put 'references available on request' here

### Optional areas:

- A **profile** at the start – it's a good way to introduce yourself
- **Skills** – maybe as a list of bullet points
- Your **hobbies and interests** – especially if they link to the job somehow
- **Never tell lies on a CV - you'll almost always get caught out**
- **Tailor your CV – change your CV depending on the apprenticeship you are applying for.** Make sure you have a copy of the apprenticeship advert and understand what qualities you will need for the course. Then use your CV to highlight the skills and qualities you have that will make you suitable for the industry and apprenticeship you are applying for.
- **Make it look good - make sure you use a font that is easy to read.** Choose a more modern, fresh font like Arial, Calibri or Tahoma. Size 11 or 12 is good for the main text, perhaps using bold size 14 or 16 for headings. You should make sure your name is big at the top of your CV – at least size 28.
- **Check your CV over again**
- **Start applying!** - once you've got your CV sorted, it's time to get it out there.

## APPRENTICESHIPS IN FOCUS - THE ROYAL AIR FORCE

Do you thrive on adventures, travel or enjoy sports and gaming? If so, the Royal Air Force (RAF) could be for you. The RAF has won 10th place in the 2020 Top 100 Apprenticeship Employers Award.

### What is the RAF?

The RAF has around 28000 members who contribute to 15 missions on 4 continents in 22 countries. It could be in the skies above Britain, or in airspace around the world. It is the job of the RAF to protect the UK. Their cutting-edge technology enables them to rapidly respond to any threat identified through intelligence gathering and surveillance operations. The RAF are ready to provide urgent assistance in an emergency, from floods in the UK, to the Ebola outbreak in Africa and devastating hurricanes in the Caribbean.

The RAF currently have 23 roles to choose from that come with RAF apprenticeships rated Outstanding by Ofsted. They are available in a broad and diverse range of careers including aviation operations, engineering, hospitality & catering and IT. Click [HERE](#) to apply for a role.

### The RAF Apprenticeship:

- To gain an apprenticeship in the RAF you need to meet all of the entry requirements for whichever role it is for and get through all stages of the application process.
- You will gain the apprenticeship as part of your phase two training, in total the process of gaining your apprenticeship can last 1 year to 3 years of training.
- The qualifications you can earn in the RAF range from a level 2 (equivalent to 5 GCSEs), a level 3 (equivalent to 2 'A' levels) all the way through to a level 7, which is equivalent to a Master's degree.

The RAF is looking for people whose core values sit with theirs as they are an integral part of everything they do.

- Respect
- Integrity
- Service
- Excellence

Click on the image below to find out more about an apprenticeship in the RAF.



### CV WRITING FOR AN APPRENTICESHIP

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Amazing Apprenticeships is a brilliant website with loads of useful resources and videos for you to watch of apprentices in action.



#### Chantelle's Story at Bucks Fire and Rescue

Chantelle is an apprentice at Bucks Fire and Rescue. Click to watch the video to find out more about her experience.



**Frankie at M & S Electrical** - click on the image to watch his video.



Alicia's digital marketing apprentice story

Click on the image to gain a sneak peek into Alicia's day as a digital marketing apprentice. From strategy meetings to social media management, every day is a learning opportunity!

## STUDENT CHALLENGE: WRITING A CV AND COVERING LETTER

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In preparation for applying for an apprenticeship you will need a CV and letter of application in place. You will need to tailor your covering letter to each job role or workplace, but the structure can remain the same.

Spend some time researching the workplaces and job roles you would like to complete an apprenticeship in. Write down a list of your top 5 which are most appealing to you. Produce a CV and write a covering letter to your favourite employer to explain why you would like to undertake an apprenticeship in their organisation.

Click [HERE](#) to find out what to include in an apprenticeship CV and [HERE](#) to read through a step-by-step guide to applying for an apprenticeship.

Click [HERE](#) to find out about some of the apprenticeship interview questions that you might be asked.



## EXPLORING APPRENTICESHIPS

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Explore a range of resources designed to help inspire and support the apprentices of tomorrow.



<https://nationalapprenticeshipweek.co.uk/>



<https://amazingapprenticeships.com/news/>



<https://careermap.co.uk/careers/apprentice>



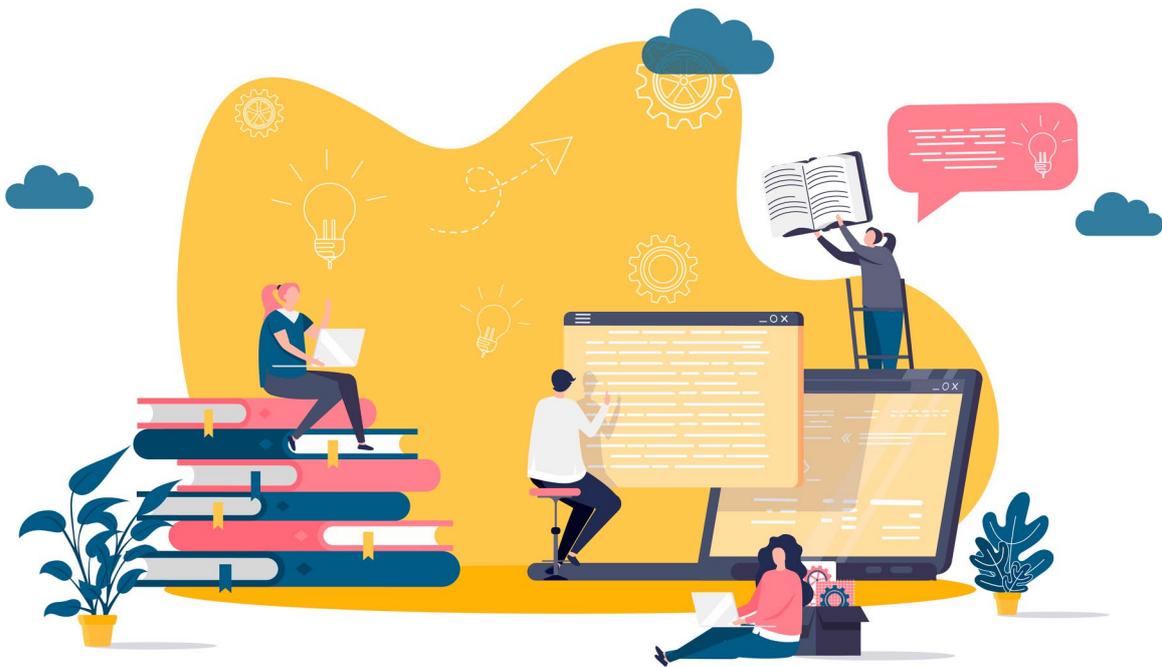
<https://www.notgoingtouni.co.uk/>



[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)



<https://activateapprenticeships.co.uk/>



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