

Apprenticeship information Sheet



What do I need to do an apprenticeship?

- You have to be over 16 years old.
- Entry requirements vary, & you may need up to 5 GCSEs at grade A* - C — including English and Maths.
- You'll need to show you have the ability to complete the programme — what's required varies across training providers, employers, and job roles.

An apprenticeship usually takes between one and three years to complete. They're made up of three parts — all completed on the job, online, or in a classroom.

Different Apprenticeship levels -

Name	Level	Equivalent
Intermediate	2	5 GCSE's at a pass
Advanced	3	2 A level's at a pass
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or Master's degree

Why do it?

Each apprenticeship trains you for a specific job, so it's worth finding out as much as you can about that job, as well as the career and progression route your apprenticeship could lead to. You'll be earning while you qualify and will also gain good work and training experience, which will support your applications for other jobs.

You could continue training or go to university

After completing an apprenticeship, you could continue to train for an advanced, higher, or degree level apprenticeship, or a related vocational qualification. Alternatively, you could go on to university, or take a professional qualification that leads to a specific job role.

How to apply

There are 3 steps to applying for an apprenticeship.

1. [Search for an apprenticeship.](http://nas.apprenticeships.org.uk/) (<http://nas.apprenticeships.org.uk/>)
2. Sign in or create an account.
3. Complete and submit your application.

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Here are our top tips to help you apply for an apprenticeship:

1. **Research the apprenticeship thoroughly.** You'll need to know the role inside-out for your application and any possible interviews. Check if there's a number you can call for an informal chat about the role – don't be afraid to ask questions if you're unsure about anything.
2. **Make a list of your experiences, hobbies, and interests.** Print it off and keep it in front of you while you apply. If you get stuck, you can refer to it throughout your application. You need to compare and match your experience with what the employer and training provider are looking for in their job specification.
3. **Make sure you tailor your application to the job you're applying for.** Tie in your experiences and hobbies with what you'll be doing in the apprenticeship. For example, if you're applying for an apprenticeship in engineering, talk about relevant projects you've worked on in science or maths.
4. **You'll need to be able to write about yourself.** If you're stuck, ask teachers, friends, and family to list your three top qualities to give you a starting point.
5. **Talk about your skills and qualities, not just your hobbies.** For example, if you've been the captain of the school football team, this shows leadership and teamwork skills.
6. **The application form will be similar to a job application.** You'll need to provide examples to prove what you're talking about. For example, if you say communication is a strength of yours, have evidence – like being on the school debating team – to back this up.
7. **Don't just spellcheck your application – get someone to read through it before you send it.** Good spelling, punctuation, and grammar are important.

For more information, see links below -

National Apprenticeship Service (<http://nas.apprenticeships.org.uk/>) – This is a great website where you can search for opportunities as well as watch videos about current apprentices.

Not Going to Uni (<http://www.notgoingtouni.co.uk/>) – to find out about the options available to you if you do not want to go to university – including apprenticeships! There's a great 'Be Inspired' section too where you can find out about different jobs.

All About School Leavers - <https://www.allaboutschoollavers.co.uk/>

Student Ladder (www.studentladder.co.uk) – Check out Student Ladder for a range of opportunities including 'School Leaver Programmes', which are also known as Higher Apprenticeships.