

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.

Apprentices who are under 19 or in the first year of their Apprenticeship will be paid a minimum wage of £2.50* per hour. Individuals not falling into these categories should be paid the National Minimum Wage rate for their age band. However, many apprentices earn significantly more, with the average Apprenticeship wage standing at £170 per week.

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, more than 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

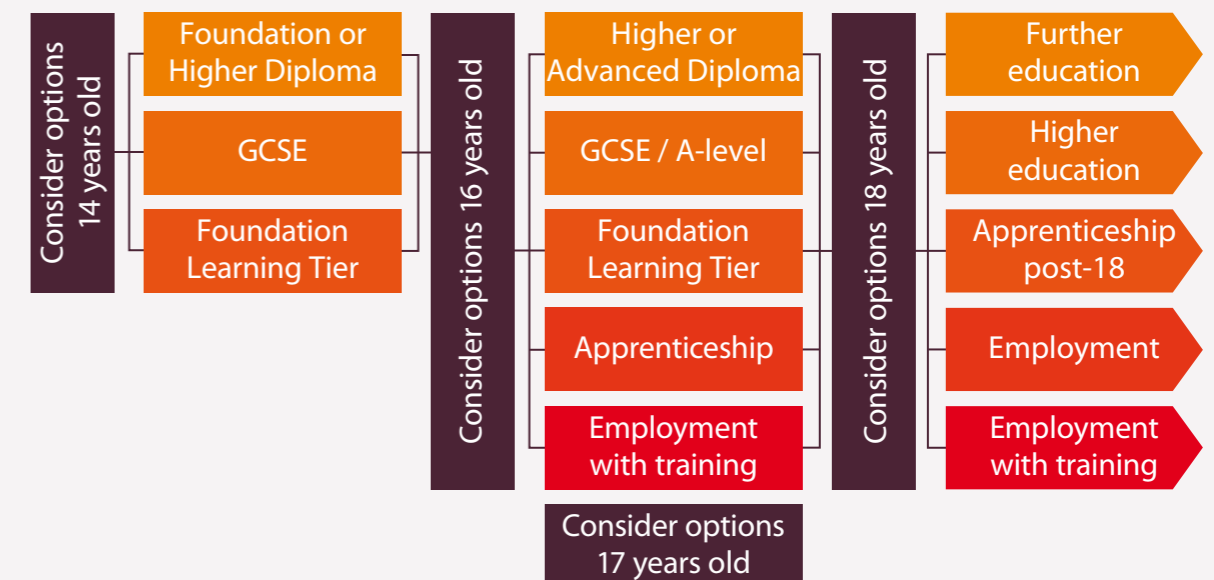
- (equivalent to two A-level passes)
- Advanced apprentices work towards work-based learning qualifications such as NVQ Level 3, Key Skills and, in most cases, a relevant knowledge-based certificate such as a BTEC.
- To start this programme, you should ideally have five GCSEs (grade C or above) or have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

Choices in education and training from age 14 to 19



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	Y	Y	
Aviation Operations on the Ground	Y		
Cabin Crew	Y	Y	
Sporting Excellence		Y	
Travel and Tourism Services	Y	Y	

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

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

Arts, Media and Publishing	A	AA	HA
Creative	Y	Y	
Design	Y	Y	
Freelance Creative	Y	Y	
Information and Library Services	Y	Y	
Photo Imaging for Staff Photographers		Y	
QA Games Testing	Y		

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

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

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

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

Engineering and Manufacturing Technologies (continued)	A	AA	HA
Retail Motor Industry: Vehicle Parts Operations	Y	Y	
Sea Fishing	Y	Y	
Signmaking		Y	
Specialised Process Operations	Y		
Traffic Office	Y	Y	
Transport Engineering and Maintenance	Y	Y	
Water Industry	Y	Y	

Retail and Commercial Enterprise	A	AA	HA
Barbering	Y	Y	
Beauty Therapy	Y	Y	
Carry and Deliver Goods	Y		
Cleaning and Support Services	Y		
Events	Y	Y	
Hairdressing	Y	Y	
Hospitality and Catering	Y	Y	
Logistics Operations Management		Y	
Mail Services	Y		
Nail Services	Y	Y	
Property Services	Y	Y	
Purchasing and Supply Management	Y	Y	Y
Retail	Y	Y	
Retail Motor Industry: Vehicle Sales	Y	Y	
Spa Therapy		Y	
Warehousing and Storage	Y	Y	

Business, Administration and Law	A	AA	HA
Accounting	Y	Y	Y
Advising on Financial Products		Y	
Business Administration	Y	Y	
Contact Centres	Y	Y	Y
Customer Service	Y	Y	
Marketing and Communications	Y	Y	
Payroll	Y	Y	
Providing Financial Services	Y	Y	
Sales and Telesales	Y	Y	
Team Leading and Management	Y	Y	

Apprenticeships
make things
happen



Rachael Hoyle

Rachael Hoyle, 21, has used her Apprenticeship to help her employer and to improve the lives of people at home and around the world.

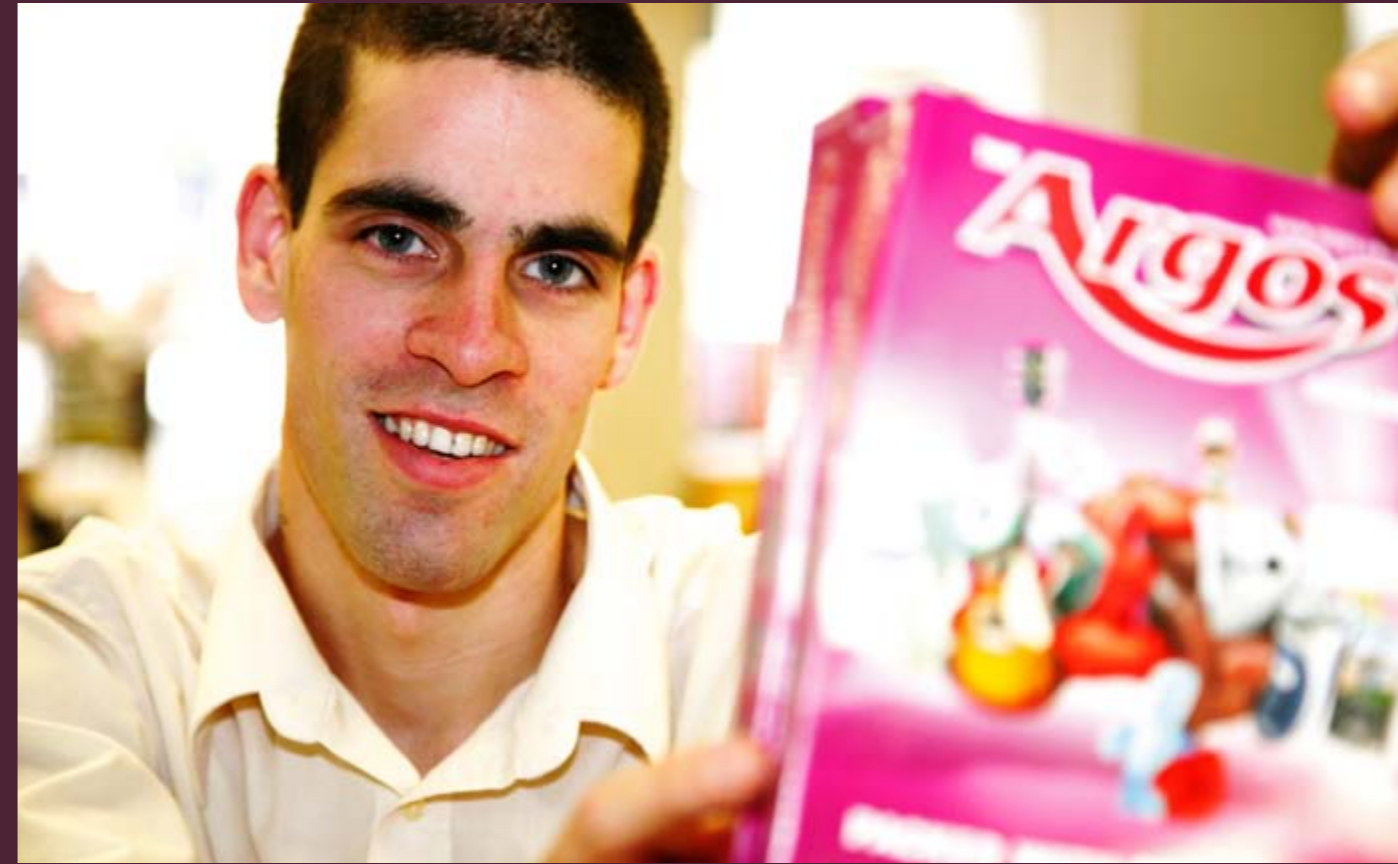
Rachael completed an Advanced Apprenticeship in Aerospace Engineering and has now secured a full-time position in the Structural Engineering department at BAE Systems, one of her former work placements. She has taken full responsibility for running a crucial package of work that helped secure a contractual milestone for the company.

Rachael has also used her engineering skills to help manufacture a special bath for stroke victims. She speaks at local schools and events promoting both Apprenticeships and women in engineering in her spare time. Rachael can now see how instrumental her Apprenticeship has been in her success.

Rachael says: 'If I'm honest, I didn't always want to be an engineer or work with aircraft, and as my schooling drew to a close, I felt so unsure of what the future held. I looked into Apprenticeships and other courses, and what clinched the Apprenticeship for me was the fact that I could go and begin a career, learning from people who are experts in their own right. I felt I could get involved in real work while applying my favourite subjects, like physics and maths, and continuing to learn.'

Having completed her Advanced Apprenticeship, Rachael is now working towards a Bachelor of Engineering degree with honours at Manchester Metropolitan University.

Rachael won the Advanced Apprentice of the Year category at the 2008 National Apprenticeship Awards.



David Khan

David Khan used his Apprenticeship as a way to turn his life around. David, 22, left home at an early age and began working as a delivery assistant at Argos, with few aspirations. David's manager encouraged him to concentrate on his career, and since enrolling on an Apprenticeship in warehousing, David has never looked back.

David says: 'My Apprenticeship made me eager to learn more and achieve the qualifications. It motivated me to progress my career at Argos and help the company run more effectively.'

During his Apprenticeship, David put new systems and procedures into place at Argos that have increased profits and quality, also improving working standards among staff and within the stockroom.

Since completing his Apprenticeship, David has been promoted to Stock

Manager at Argos, which he attributes to his experience as an apprentice. He explains: 'Completing my Apprenticeship has improved my confidence, enabled me to learn more within the company and helped me to progress.'

'Now I have aspirations to run my own store and have recently been promoted as a result of my hard work and dedication on my Apprenticeship.'

David is now starting an Advanced Apprenticeship in Management to build on his success. His Apprenticeship has also given him an insight into what motivates other employees in the store.

David was a finalist in the Apprentice of the Year category at the 2008 National Apprenticeship Awards.

Apprenticeship vacancies online

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
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

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 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 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

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

National Apprenticeship Service

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