

# APPRENTICESHIPS

## FREQUENTLY ASKED QUESTIONS

### WHAT ARE THE LEVELS OF APPRENTICESHIP?

There are four types of apprenticeship: Intermediate, Advanced, Higher, and Degree. It will depend on the job role and your prior qualifications and experience as to which level you will need to start at.

INTERMEDIATE



DEGREE

### IS GETTING AN APPRENTICESHIP COMPETITIVE?



Securing an apprenticeship is the same as getting any other job: there will be other applicants and you'll need to impress to get shortlisted. Stand out by researching the employer, identifying the skills and qualities that make you unique and tailoring your application form.

### HOW DOES THE APPLICATION PROCESS WORK?

The organisation will usually advertise on the Find an apprenticeship website, so you will be able to apply online. After the closing date, the employer will shortlist the applicants. Interviews could be a mixture of face to face meetings, online tests, and assessment centres.



FIND AN  
APPRENTICESHIP

### DO YOU NEED ENGLISH AND MATHS?



Some employers ask for English and Maths GCSE before you start. However, if you don't have English and Maths it doesn't mean you can't do an apprenticeship. If you're willing to work towards Functional Skills then you will still be able to achieve your apprenticeship.

# ENJOY SCIENCE?

## WE'VE GOT THE APPRENTICESHIP FOR YOU!

### NUCLEAR SCIENTIST AND ENGINEERS

observe, record and draw conclusions from data to provide suitable solutions to nuclear applications.

### LABORATORY SCIENTISTS

carry out laboratory based experiments in their specialist field in order to find new solutions to problems.

### FOOD INDUSTRY TECHNICAL PROFESSIONALS

ensure the smooth transition of food and drink products from farm to fork, including improving existing products and launching new products.

### HEALTH CARE SCIENCE PRACTITIONERS

analyse diagnostic tests to help with the assessment of patients in the diagnosis, monitoring or treatment stage.

### NURSES

assess patients in order to plan, carry out and evaluate their care in a variety of environments, from hospitals, to in-house to community care.

**There are many other apprenticeships you might be interested in:**

*Bioinformatics Scientist, Animal Technologist, Clinical Trials Specialist, Dental Technician, Diagnostic Radiographer, Podiatrist, Sonographer and many more!*

# ENJOY DRAMA AND MUSIC?

## WE'VE GOT THE APPRENTICESHIP FOR YOU!

### CREATIVE VENUE TECHNICIANS

provide technical support for the construction, rehearsal, presentation and removal of a live performance.

### OUTSIDE BROADCAST ENGINEERS

work on location to provide picture and sound coverage of live sporting, music or other cultural events.

### COMMUNITY ARTS CO-ORDINATORS

plan and co-ordinate artistic and cultural education workshops, including visits, talks, performances, festivals, events and digital arts.

### EVENT ASSISTANTS

search for the right location and venue; helping with the look and feel of the event; or organising logistics like transportation and catering.

### LIVE EVENTS RIGGERS

ensure the infrastructure for the scenic, lighting, sound and audio-visual elements of an event are installed safely, in accordance with technical plans.

### BROADCAST PRODUCTION ASSISTANTS

assist with the delivery of content for TV or radio, covering genres including factual, light entertainment, drama, comedy, documentary and current affairs.

**There are many other apprenticeships you might be interested in:**

*Animator, Creative Digital Designer, Journalist, Organ Builder  
and many more!*

# ENJOY MATHEMATICS?

**WE'VE GOT THE APPRENTICESHIP  
FOR YOU!**

## ASSISTANT ACCOUNTANTS

analyse data, identify processes and apply problem solving techniques.

## INVESTMENT OPERATIONS SPECIALISTS

sit within stock exchanges, stockbrokers, investment managers, banks, financial advice and wealth management firms carrying out investment transactions on behalf of individuals or organisations.

## AEROSPACE ENGINEERS

use algebra, differentiation, function, geometry, trigonometry and statistics in order to keep our planes flying.

## PROFESSIONAL ECONOMISTS

work in a wide range of industries and sectors producing rigorous, relevant and impactful economic analysis to drive decision-making at all levels.

## RELATIONSHIP MANAGERS (BANKING)

provide financial products and services to customers, helping them achieve their business goals.

**There are many other apprenticeships you might be interested in:**

*Software Developer, Telecoms Technician, Civil Engineering and many more!*

# ENJOY FOOD TECHNOLOGY?

## WE'VE GOT THE APPRENTICESHIP FOR YOU!

### BAKERS

use a range of traditional craft and mechanical processes to make and sell bread, cakes, pies, pastries and biscuits.

### CHEF DE PARTIES

run a specific section of the kitchen, creating a high quality of food whilst minimising waste of ingredients.

### SUPPLY CHAIN PRACTITIONERS

forecast customer demand and liaise with factories to schedule production.

### FOOD TECHNOLOGISTS

ensure all products from food manufacturers are safe to eat and of consistent appearance, taste and texture.

### ADVANCED DAIRY TECHNICIANS

develop, produce and oversee the production of dairy products, including milk, cheese, ice cream, powder, yoghurt, butter and more.

**There are many other apprenticeships you might be interested in:**

*Butcher, Fishmonger, Hospitality Manager and many more!*

# QUESTIONS TO ASK EMPLOYERS

When you start looking for a job, you're going to meet employers whether at careers fairs, interviews or open days and tours. It is always best to have some questions ready, to show them you're interested in their company and committed to the apprenticeship.

## WHEN IS THE CLOSING DATE?

Ask employers what time of year they advertise vacancies and when the closing date is so you'll know soon as it goes live on Find an apprenticeship, the online apprenticeship recruitment portal.

## ARE THERE ANY ENTRY REQUIREMENTS?

Find out what they're looking for in terms of grades and experience, as well as what other qualities they look for in their apprentices, so you know what you're aiming for.

## WHAT TRAINING WILL I RECEIVE?

An employer wants to see that you're interested in your own development. Ask them what training they provide and how they help their apprentices develop to their full potential.

## WHAT ARE THE PROGRESSION OPPORTUNITIES?

Most employers want to keep their apprentices once they've finished their apprenticeship. Ask about career progression and the sorts of job roles their apprentices usually go into.

## WHAT REALLY IMPRESSES YOU?

Some employers will have hundreds of applicants for their apprenticeship programmes. Ask what makes them really notice someone, what one thing impresses them about candidates?

## WHAT'S NEW?

Employers love to hear that people are interested in their company and the work they do. Research the company so that you can ask questions about new products they've launched, services they offer, or awards they've won.

## DO YOU OFFER TOURS OR VISITS?

Many employers offer tours and visits, which are a great chance to see behind the scenes of a business. Make sure you turn up on time, dress smartly and look interested and happy. Although it may feel like an informal chat, this is a great way to impress a future employer and make yourself memorable.

# USING PERSONAL NETWORKS TO HELP FIND AN APPRENTICESHIP

Personal networks can be used to help find an apprenticeship, see below for some of our best suggestions.

## PARENTS

Your parents can use their business or personal connections to help you find apprenticeship or work experience opportunities. Ask them to talk to someone who works in a role you're interested in.

## FRIENDS OF THE FAMILY

Friends of the family can be useful connections to different industries. Why not ask them for advice, they may be able to help you tailor your CV or application.

## SCHOOL GOVERNORS

Your school Governors will have backgrounds in many different industries. They can offer you first hand advice on what their industry is like and how you can best prepare to apply for a role in it.

## RELATIVES

Relatives can be a useful source of information about all sorts of jobs. Try asking your relatives how they started their career and see what inspires you!

## SOCIAL MEDIA

Social media is one of the main ways employers, colleges and training providers advertise their apprenticeship vacancies and work experience opportunities, so get online and start looking!

## PAST PUPILS

Past pupils who are now apprentices can provide information and advice from direct experience. They can tell you about what to expect from the interview process and might even help you to find some work experience.



# ENJOY ICT?

## WE'VE GOT THE APPRENTICESHIP FOR YOU!

### AEROSPACE SOFTWARE DEVELOPMENT ENGINEERS

help to design and implement software. as well as research, develop, build and maintain aircraft or their systems to make them quicker and safer.

### SOFTWARE DEVELOPERS

build and test code across front end, logic and database layers.

### CYBER SECURITY TECHNOLOGISTS

apply an understanding of cyber threats, hazards and risks in order to protect organisations and the people who use them.

### INFRASTRUCTURE TECHNICIANS

provide support to external and internal customers, helping them to be more productive when using technology.

### DIGITAL AND TECHNOLOGY SOLUTIONS PROFESSIONALS

implement technology solutions that enable businesses to develop new products and services, as well as to help increase an organisations productivity.

**There are many other apprenticeships you might be interested in:**

*Aerospace Engineer, Cyber Intrusion Analyst, Electronic Systems Principals Engineer, Information Systems (IS) Business Analyst and many more!*

# ENJOY ENGLISH?

## WE'VE GOT THE APPRENTICESHIP FOR YOU!

### JUNIOR JOURNALISTS

create quality stories that are accurate, clear, fair and balanced.  
For those who enjoy research, writing and tight deadlines!

### DIGITAL MARKETERS

use online and social media platforms to design, build  
and implement campaigns and drive customer sales.

### CHARTERED MANAGERS

work with different forms of communication (written, verbal and digital).  
This role would suit good listeners with skills for presenting and negotiating.

### RECRUITMENT CONSULTANTS

attract candidates and match them to temporary or permanent  
job positions with client companies.

### PUBLIC RELATIONS (PR) ASSISTANTS

build, protect and maintain a positive reputation  
for brands, organisations and individuals.

There are many other apprenticeships you might be interested in:

*Teacher, Events Assistant, Solicitor and many more!*

# ENJOY PHYSICAL EDUCATION?

## WE'VE GOT THE APPRENTICESHIP FOR YOU!

### COMMUNITY SPORT AND HEALTH OFFICERS

engage people in sport and physical activity across local communities.

### LIVE EVENT RIGGERS

work in a physically demanding, high-pressure environment in a diverse range of locations.

### ASSOCIATE AMBULANCE PRACTITIONERS

put knowledge of physiology and a calm demeanor to good use everyday.

### PHYSIOTHERAPISTS

help patients with physical difficulties to improve their movement by devising and reviewing treatment programmes using a variety of methods including manual therapy, therapeutic exercise and electrotherapy.

### PERSONAL TRAINERS

create fitness programmes for clients, motivating them to achieve their goals by teaching them to exercise properly using workouts and specific plans.

### TEAM LEADERS / SUPERVISORS

lead teams and motivate and support individuals towards a focussed goal or objective.

**There are many other apprenticeships you might be interested in:**

*Leisure Operations and Management, Playwork, Sporting Excellence, Spectator Safety and many more!*

# ENJOY BUSINESS STUDIES?

## WE'VE GOT THE APPRENTICESHIP FOR YOU!

### JUNIOR MANAGEMENT CONSULTANTS

drive a business forward and generate a healthy profit.

### PROJECT MANAGERS

take the lead on particular projects and run them smoothly and successfully.

### ADMINISTRATORS

manage the day-to-day operations of a business and organise people and resources

### SCHOOL BUSINESS PROFESSIONALS

administer and manage school financial, site and support services by providing support to leadership teams and implementing their business decisions.

### TEAM LEADERS

support, manage and develop team members, manage projects, plan and monitor workloads and resources, resolve problems and build relationships.

### HUMAN RESOURCES ASSISTANTS

handle day to day queries and provide HR advice; working on a range of HR processes including recruitment through to retirement.

**There are many other apprenticeships you might be interested in:**

*Operations Manager, Recruitment Consultant, Chartered Manager and many more!*

# FIVE EXTRA–CURRICULAR ACTIVITIES THAT LOOK GREAT ON YOUR CV

Did you know that employers don't just look at your qualifications? Your interests, and hobbies, the sports you do and the clubs you attend help an employer to get a better picture of who you are. We've picked the top five extra-curricular activities that look great on your CV, to get you thinking about what it says about you!

## 1 CHARITY WORK

Maybe you've set up a fundraiser for a charity close to your heart or planned a sponsored event? Charity work displays planning skills and the ability to manage and raise money for a worthy cause.

## 2 EXTRA-CURRICULAR CLUBS

Being on a sports team shows you're a team player and a reliable worker, while being a part of a club like Explorers or Guides allows you to show leadership and learn new skills.

## 3 MUSICAL ACTIVITIES

Learning a musical instrument is not easy as it requires patience and commitment, valuable skills for any employer. Taking exams to learn different grades on an instrument shows hard-work and progression: definitely something to write on your CV.

## 4 VOLUNTEERING

Taking the initiative to volunteer displays a proactive approach to work and shows employers you're highly motivated. During volunteering you're likely to gain many skills that help prepare you for working life.

## 5 FOREIGN LANGUAGES

Taking the time to learn a foreign language shows dedication, a willingness to learn and helps you think creatively.