



Apprenticeships

Your Future in Your Hands

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Agusta Westland YouTube video

www.careersbox.co.uk



Thinking about going to work

- What sort of work you want and are suited for.
- Places to find advertised jobs, newspaper/online?
- Which companies and agencies to approach.
- What self presentation '*tools*' you have prepared and are confident to present e.g. CV's, Applications, Letters, Phone calls and Interview Skills.
- Which agencies can support you in your job hunting.
- Networking..... Let everyone know you are looking for work.



Why Apprenticeships?

- They offer an alternative pathway to full time learning
- They combine on and off the job training with work skills
- Government's primary route to skills and employability
- Business benefits:
 - Provide a fully trained, competent workforce
 - Reduce recruitment costs, greater staff retention and motivation
- Individual benefits:
 - No less than £2.60 per hour , average salaries £170 per week
 - Nationally recognised qualifications
 - Develops personal qualities and occupational competence



Apprenticeships an Overview

- An Apprenticeship generally takes between one to three years.
- Apprenticeships are a mixture of on and off the job training.
- The majority of time is in the workplace and is supported by a mentor.
- The remaining learning is delivered by a learning provider which could be a specialist provider or an FE College.
- The learning provider supports you throughout the Apprenticeship including the assessment in the work place for the NVQ part of the programme.



What is an Apprenticeship?

- A work based programme designed around the needs of an employer
- Leads to recognised qualifications;
 - Technical Certificate such as a BTEC or City & Guilds Award
 - Competence based qualification such as an NVQ
 - Skills qualification such as Key Skills / Functional Skills
- You can study at three different levels
 - Apprenticeship Level 2
 - Advanced Apprenticeship Level 3
 - Higher Apprenticeship Level 4

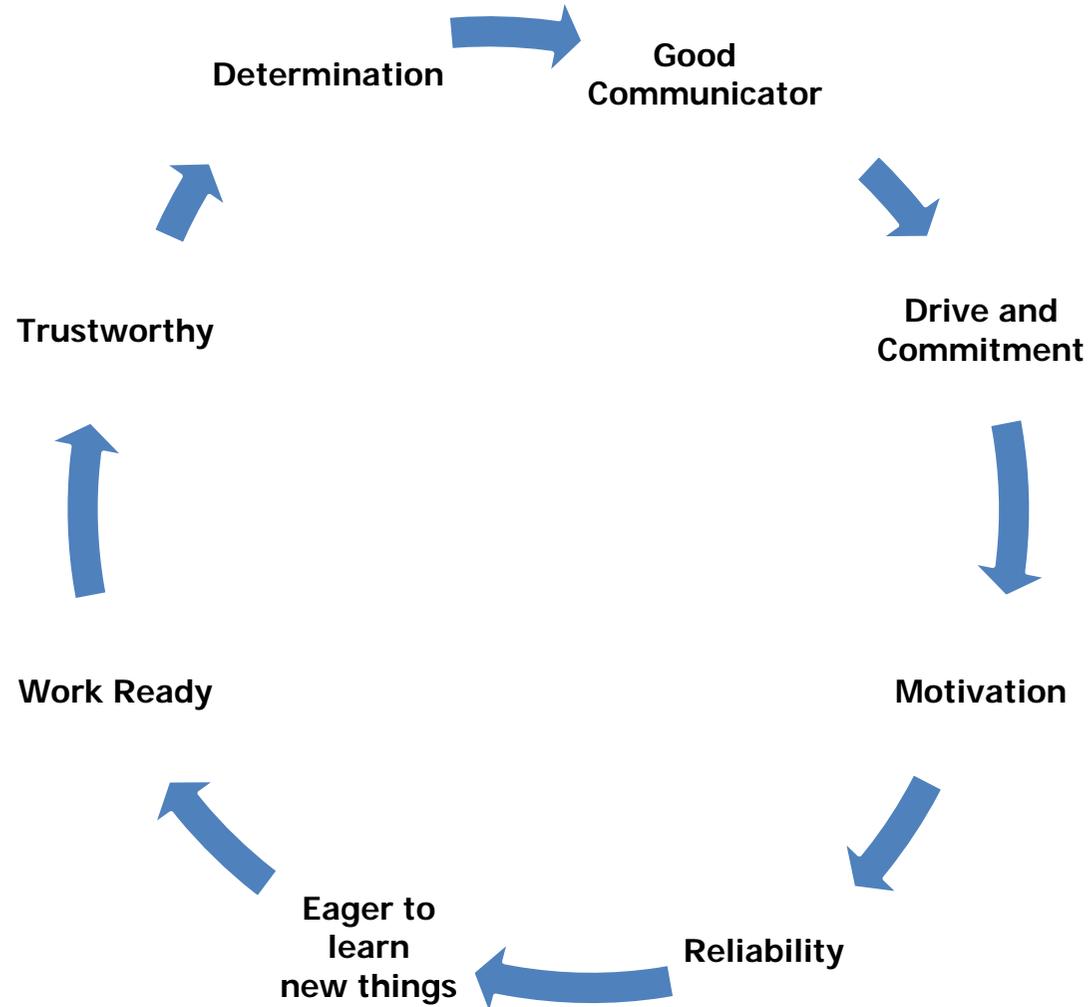


Who are they for?

- Paid staff aged 16 to 64 years in most roles and occupations.
- New recruits and existing staff developing in their role.
- Individuals wanting to develop their career or have a change of career.
- Individuals wanting to learn through experience at work who value training and qualifications.
- Individuals who want a work-based learning approach to gaining qualifications – with a view to working towards Higher Apprenticeships and a Foundation Degree.



What are employers looking for?





Types of CVs

The Chronological CV

This style of CV lists the qualifications and work you have done in date order and emphasises your most recent experience.

The Targeted CV

This style of CV is more modern, more widely used and valued by employers. It focuses on your abilities, skills and achievements and is targeted on a particular job.



What should a CV contain?

- Your Name
- Full Postal Address
- Home and Mobile Number, and email
- Personal Statement
- Education and Training
- Work Experience
- Leisure Interests
- Additional information
- Details of Referees



Guidelines

DO ENSURE YOU:-

- Keep your information as simple as possible
- Make it clear and well ordered
- Be brief - usually 1 page
- Describe yourself positively
- Always check for spelling
- Tailor your CV to the job advert
- Always send your CV with a covering letter
- Always tell the truth!
- Get someone to proof read for you



Guidelines

DON'T:-

- Copy another person's CV
- Use text speak or abbreviations
- Jazz up your CV with many different fonts, colours or images
- Use font sizes smaller than 11pt
- Attach letters or certificates to your CV
- Miss the deadline of the application date
- Send out a messy/crumpled or badly photocopied CV.



How to write a personal profile

It may be a single short paragraph or a sentence followed by a series of bullet pointed statements. Try to avoid too many sentences beginning with 'I'.

For example:

- A hardworking, flexible team worker with excellent administrative and customer service skills.
- A proficient and confident user of specific IT packages and programmes.
- Able to work independently using strong organisational skills to achieve deadlines.



Interview Techniques

Different companies use different styles of interviewing techniques depending on the job and their recruitment practice:

- **One To One Interviews** -one interviewer and one candidate
- **Panel Interviews** - more than one interviewer often 2-3
- **Sequential Interviews** – two or more interviews before selection takes place
- **Group Interviews** - one interviewer and a number of candidates



Questions likely to be asked

- Tell me about yourself
- Why you want to do this job?
- What experience you have that is related to this job?
- What skills do you have that make you a suitable candidate?
- What problems have you encountered in past jobs or other areas of life and how did you overcome them?
- What do you do well?
- Tell me about a situation when you have contributed to a team's success?
- What are your career plans for the future?
- How do you see yourself progressing in the next five years?



Questions to ask yourself before

- **Involvement** - What does this job involve? Have I done anything like it before?
- **Qualifications** - Do I have the right qualifications for the job? If not, have I got any others that might be an advantage?
- **Skills** - What skills do they require? Could I learn these if I don't already possess them?
- **Experience** - Do I have the experience they are looking for? If not, what other experience do I have that might be useful?
- **Personal Qualities** - What qualities do they want? How can I show I have them?
- **Why Me?** - Why do I think I can do this job and do it well?
- **Contribution** - What can I contribute to this job?



Questions to ask at the interview

Some Suggestions

- Where will I work and with whom?
- Who will I be directly responsible to?
- What will I be doing in a typical day?
- What further training or learning opportunities are available?
- What are the opportunities for career progression?
- What are the hours of work?
- When would I be required to start work if successful?
- What is the holiday entitlement and the arrangements for taking holidays?
- What happens after the interview?



How do I become an apprentice?

- Go to www.apprenticeships.org.uk
- Complete your registration and complete your profile
- Search for current vacancies
- Save your favourite search
- Set up SMS/email alerts
- Apply for vacancies online
- Check your “My Home page” regularly
- Remember to include a phone number and a sensible email address for employers to contact you on
- Check the FAQs section if you get stuck.

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City &
Guilds
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QA Apprenticeships



"I was building huge...
at university. Now I...
paid whilst I get qualified...
avoid debt, and have...
full-time job."

Sri, QA Apprentice



Welcome

So you're thinking about not going to uni. Congratulations! You've just proved that you're not afraid to think differently. Contrary to what the masses may say, university isn't the only path to success. From apprenticeships to debt-free learning, there are literally thousands of other opportunities out there.

[Read More](#)

Welcome

[IT Apprenticeships with Q](#)
[Results' Day Survival Guide](#)
[Latest edition of ZED](#)

Thought of the Day

A New Year's resolution is someth

Jobs and Training

1 - What jobs or courses are you interested in?

<input type="checkbox"/> Apprenticeships	Advanced Apprenticeship, Apprenticeship, College Apprentic...	1,512 Vacancies
<input type="checkbox"/> College Courses	Entry Level Award/Certificate/Diploma, Level 1 AAT Access...	3,924 Vacancies
<input type="checkbox"/> Distance Learning	BA Hons ,Certificate or Diploma, MBA	51 Vacancies

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Administrative Apprentice- Web Business Power
 Employer Web Business Power Learning Provider Key Training Limited Vacancy Description • Data processing • Creating web adverts • Manipulating text • General admin duties Key Details Vacancy Title Administrative Apprentice Employer Web Business Power Employer Description Web design company based in the centre of Leeds, Vacancy Location 110 Wellington...
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Training Providers

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- UKTD
- YMCA Training
- JTL Training
- Herts Regional College
- Skills Active
- CFA
- HCS Careers Ltd



[All Frequently Asked Questions](#) ▶

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Apprenticeships Awards 2013



The search is on to find the top employers and apprentices in England for 2013.

[Find out more](#)

World Skills UK -The Skills Show



The UK's biggest skills and careers event took place from 15 - 17 November at the NEC Birmingham.

[View the highlights](#)

More on this site

- [Statement on Apprenticeship Quality 2012](#)
- [Marketing materials for our partners](#)
- [National Apprenticeship Service](#)
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Roll of Honour

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National Apprenticeship Service (NAS)

Local business · Coventry, United Kingdom



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National Apprenticeship Service (NAS)

Retail Apprentice with Bamburgh Castle, Northumberland wanted (Ref#66057)
Interested? Apply now! <http://ow.ly/3Y88L>

Retail Apprentice with Bamburgh Castle

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17 February at 11:15 via HootSuite · Like · Comment · Share



National Apprenticeship Service (NAS)

Sales Apprentice required at S Sacker Ltd, Ipswich, Suffolk (Ref#65965)
Interested? Apply now! <http://ow.ly/3Y88L>

Sales Apprentice

The successful candidate will be working in the office carrying out all aspects of office related work including administration of sales and new sales, keeping customer records updated and contacting potential new customers.

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Victoria Carlisle

Here at South Devon College, we are undertaking a new Diploma Qualification in Level 2 NVQ Diploma in Maintenance Operations (Construction) - this provides the opportunity for individuals who are working as a multi-skilled operative, within three of the following areas:- Painting, Trowel (Bricklaying or Stonemasonry), Plastering, Carpentry, Plumbing, Drainage, Wall & Floor Tiling, Roofing. If you are interested then contact Vicki here at South Devon College, Vantage Point, Long Road, Paignton, South Devon, T4 7EJ. Tel: 01803 540438.

Tuesday at 09:05 · Like · Comment



Apprenticeships YorkshireHumber

Exciting Apprenticeship opportunity for a 'IT Solutions Architect' to work for a dynamic financial company in Holbeck, Leeds 11. If you're self driven and enthusiastic with a desire to succeed within IT and Telecoms then this could be perfect for you! Apply now (Ref#65145) <http://ow.ly/3XpaJ>

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Next Steps

- Research comprehensively
- Talk to providers of training
- Register at: www.apprenticeships.org.uk
- Create or update your CV and tailor it
- Request advice and guidance as you need it
- Develop your “Plan A” and back up “Plan B”
 - icould, careersbox, careerscape, KUDOS, resources in the LRC