

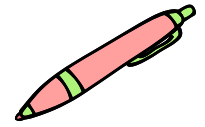
Allerton Grange Careers

*where will your next steps
take you?*

The Ultimate Apprenticeships Guide



Levels of Apprenticeship



Here are the levels of apprenticeship you will find advertised and some more information about them.

LEVEL 2

INTERMEDIATE LEVEL APPRENTICESHIP

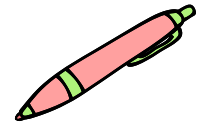
- Level 2 or Intermediate apprenticeships can be undertaken after completing GCSE's.
- If you have not achieved a grade 4 in English or Maths at GCSE, you will be asked to undertake further study in one or both of these subjects, alongside your apprenticeship.
- Not all jobs/careers offer apprenticeships at level 2, but lots do.

Some examples of Level 2 or Intermediate apprenticeships are:

- Barbering/hairdressing professional
- Customer Services
- Finance/accounting
- Pharmacy Assistant
- Early Years Practitioner
- Chef
- Hospitality
- Recruitment resourcer
- Care Worker
- Warehouse Operative
- Horticulture or landscape construction
- Autocare Technician (cars)

Once you have completed your Level 2/Intermediate Apprenticeship, you could progress onto a Level 3 apprenticeship and then work your way up to degree level.

Levels of Apprenticeship



LEVEL 3

ADVANCED LEVEL APPRENTICESHIP

- Level 3 or Advanced apprenticeships can be undertaken if you have passed Level 2 qualifications/GCSE's (they will typically ask for English and Maths at grade 4 or above plus 3 other GCSE's at grade 4 and above) OR if you have completed a Level 2/Intermediate apprenticeship.
- On average, it takes 18-24 months to complete a Level 3/Advanced apprenticeship.

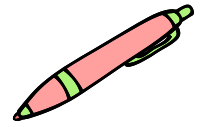
Some examples of Level 3 or Advanced apprenticeships (but there are lots more!)

- Lots of the same as level 2, but a step up. Plus;
- Optical assistant
- Machining technician
- Business administrator
- Dental nurse
- Teaching assistant
- Building services engineering technician
- Engineering technician
- IT Technical Salesperson
 - Software development technician
- Social media content creator
- Lead adult care worker

Once you have completed your Level 3/Advanced apprenticeship, you could progress onto a Level 4, 5, 6 or 7 apprenticeship.

Levels of Apprenticeship

LEVEL 4 OR 5



HIGHER LEVEL APPRENTICESHIP

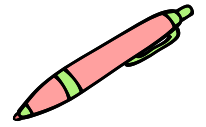
- Level 4 and 5 or Higher apprenticeships can be undertaken if you have passed Level 3 qualifications (A Levels, L3 Extended Diploma etc.) OR if you have completed a Level 3/Advanced apprenticeship.
- On average, it takes 1-5 years to complete a Higher apprenticeship, it varies a lot due to people's varying experience and the job role.
- A Higher apprenticeship is equivalent to a Higher Education Certificate/ Diploma or a foundation degree.

Some examples of Level 4/5 or Higher apprenticeships (but there are lots more!)

- Web Developer
- Aerospace Engineering manufacturing technician
- Financial Adviser
- Intelligence analyst
- Air Traffic Controller
- Marketing executive
- Construction quantity surveying technician
- Professional accounting or taxation technician
 - Children, young people and families practitioner
- People Professional (HR)

Once you have completed your Level 4/5 or Higher apprenticeship, you could progress onto a Level 6 or 7 apprenticeship.

Levels of Apprenticeship



LEVEL 6 OR 7

DEGREE/MASTERS LEVEL APPRENTICESHIP

- Level 6 and 7 or Degree apprenticeships can be undertaken if you have passed Level 3 qualifications (A Levels, L3 Extended Diploma etc.) OR if you have completed a Level 3, 4 or 5 apprenticeship.
- On average, it takes 3-7 years to complete a Higher apprenticeship.
- A level 6 apprenticeship provides you with an undergraduate degree, whereas a level 7 apprenticeship is a masters level degree.

Some examples of Level 6/7 or Degree apprenticeships (but there are lots more!)

- Business Management
- Police Constable
- Manufacturing Engineer
- Accounting
- Project Management
- Nuclear Engineering
- Retail Leader
- Laboratory Scientist
- Solicitor
 - Human Resources
 - Physiotherapist
 - Transport Planning
 - People and Culture

It's often big companies that advertise Degree Apprenticeships. Many other companies do offer them, but they tend to be for current employees to progress within the company.

The reality of apprenticeships!

The reality is, that there are apprenticeships in almost every area you can imagine, but a lot of these will be offered by an employer as extensions or variations of your role, once you have started work, or when you have completed an initial qualification.

Because of this, I encourage all students who are keen for an apprenticeship to look for jobs with companies, or in areas, that they are interested in and then use the interview as an opportunity to ask about further training/qualifications. If a company can give examples of people who have done this, they could be likely to offer you the same opportunity.

Apprenticeships are often HARD to find, HARD to apply for and HARD to be offered. They are definitely not an easy option. Students hoping to move onto an apprenticeship should:

- Be prepared to put a lot of time and effort into searching and applying for apprenticeships
AND
- Have a back up plan and college or university courses lined up as well.

Where can I find an apprenticeship?

Having said that the majority of apprenticeships are undertaken by people already employed by a company, there are lots advertised and available to people hoping to move directly into an apprenticeship from school or college. Here are the places you can look to find these opportunities...

Contacts

Do people you know work in or own companies who may be interested in taking you on as an apprentice? It is worth asking people you know, or letting your family, friends and social networks know that you're looking for an apprenticeship, that way, they can let you know if they have or hear of anything available.

Individual Companies

Companies advertise vacancies on their own websites, if you have an employer in mind, it's worth checking out their website.

Careers Events

There are events throughout the year, dedicated to specific areas of careers. Keep an eye out for these, they will be advertised on the school newsletter and in local press. Events include; The Leeds Apprenticeships Fair, The SEND Next Choices Fair, Leeds Creative Careers Fair, and many more.

General job search websites

Lots of these will come up with a google search, but popular ones are Reed, Indeed, Monster Jobs and Glassdoor

Dedicated apprenticeships websites

These include:

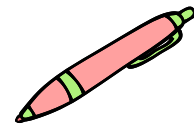
- The government apprenticeships website.
- UCAS (university applications platform, but now also advertises a lot of apprenticeships)
- The ASK Padlet - Yorkshire Learning providers website, with apprenticeship vacancies in Yorkshire (QR Code to scan)

LinkedIn

LinkedIn has over 1 billion members and is the place to go for all things professions networking or jobs related.



How to apply for an apprenticeship



Step 1

Do lots of research and searching to find out what's out there AND understand what level apprenticeship you can apply for.

Applying for an apprenticeship is VERY similar to applying for a job. It is NOT like applying for college/university.

Step 2

Create a CV (if you don't already have one). Unifrog has a fantastic CV creating tool! Not every apprenticeship application will need a CV, but many will, and you will need one throughout your working life.

Step 3

Sign up to the government apprenticeships site (and other jobs websites if you'd like to), to get regular alerts and updates when new apprenticeships are advertised.

Step 4

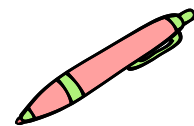
Each company will have a different recruitment process, which you'll need to follow. More information about this can be found on the next page.

Step 5

Just like a job interview, when you are interviewed for your apprenticeship, make sure you ask plenty of questions, to ensure you fully understand what you are signing up to.

The apprenticeship application process

What to expect...



All applications are individual for each role and each company. There is not a centralised system for all apprenticeship applications.

Some applications will need a CV, some will also need an accompanying letter of application. Some applications will be done online and you'll need to follow the steps and fill in each section.

Some apprenticeship applications will require you to do an online assessment.

These can be...

- Cognitive ability type tests
- Maths/English assessments
- Recording yourself answering questions or giving an opinion on a topic.

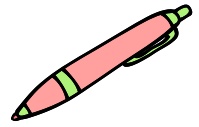
Make sure you read carefully all information you're provided with. You will be told what the process entails and you'll likely be directed to a website with examples or guidance.

*Be prepared for the following stages of an application.
You may not go through all these stages for every application, but it's best to be prepared!*

1. Application form completed or CV sent/uploaded.
2. Online assessment.
3. Virtual/online interview.
4. Attend assessment day (possibly with other candidates).
5. Interview

For some applications, you might only have to do steps 1 and 5.

Mrs Mills's Top Tips for Apprenticeships



Spend time researching and looking for apprenticeships. They take a lot of time and effort!

Use Unifrog to help you to create a strong CV.

Only be picky if you can afford to be!
If you've got amazing academic results, great work experience and a CV filled with volunteering, clubs, activities etc., you might be in a position to be picky about what company or apprenticeship you accept. The reality for the majority of people is that you can't be too picky!

Don't be too worried about the level of apprenticeship. Most companies will be happy to put you through a higher level of apprenticeship, once they know that you're going to stick it out and that you're committed to staying with the company.

Don't be shy!
Approach businesses and people to ask if they are looking for apprentices, or if they would consider taking on an apprentice.

Ask for help! See Mrs Mills at school, ask family or friends or reach out to people via LinkedIn.