



Your chance to be the “Apprentice!”

“A long apprenticeship is the most logical way to success. The only alternative is overnight stardom, but I can't give you a formula for that.” - Success You Long, Chet Atkins

What is an apprenticeship? In the UK an apprenticeship is when you're employed to do a real job while studying for a formal qualification, usually for one day a week either at a college or training centre. They are an increasingly popular study option, as apprenticeships are a great way to gain hands-on experience while studying towards an industry-recognised qualification and earning a wage. They are available across a range of sectors, from accounting, business and law, to construction, engineering and transport.

Who should do one? Anyone 16 and over.

There are four different levels of apprenticeship:

- *Intermediate* - equivalent to five good GCSE passes.
- *Advanced* - equivalent to two A-level passes.
- *Higher* - equivalent to the first stages of higher education, such as a foundation degree.
- *Degree* - comparable to a Bachelors or Masters degree.

When can I do one? At a time that is mutually convenient for you and your study timetable and your employer. You can apply for apprenticeships at any time of year - whether you're successful depends on if an employer has a vacancy. You'll be able to check the specific entry requirements of your chosen apprenticeship once the position opens.

Why should I do one? To learn and build your CV. What you'll learn depends on the role that you're training for. However, apprentices in every role follow an approved study programme, which means you'll gain a nationally-recognised qualification at the end of your apprenticeship. You'll also be constantly developing your transferable skills, otherwise known as soft skills, which are highly valued by employers. These include communication, teamwork and problem solving, as well as knowledge of IT and the application of numbers.

Where can I do one? Most job sectors offer apprenticeship opportunities in the UK, with a wide range of specific roles on offer within each. These include:

- Accounting apprenticeships in roles focused on bills and expenses, payroll and taxes.
- Business apprenticeships in roles such as business administration, business development, consultancy and leadership.

- Construction apprenticeships in roles such as building, plumbing and quantity surveying.
- Engineering apprenticeships in roles such as civil engineering, mechanical engineering and electrical engineering.
- Apprenticeships in healthcare, such as dental and nursing apprenticeships.
- IT apprenticeships in roles such as information security and software development.
- Law apprenticeships offered at paralegal, legal executive or solicitor level.
- Marketing apprenticeships in roles such as digital marketing, social media and public relations (PR).

How can do I one? You'll need to sell yourself to employers to stand out from the competition - before you start your apprenticeship search, discover how to make the best possible application with your own research.

Make sure your CV is ready and up-to-date. Tailor it to the apprenticeship roles you are thinking of applying for. Look for relevant advertising within your current or previous educational institutions and appreciate the key words and skills.

Many websites have apprenticeship listings where you can apply online, for example:

<https://www.prospects.ac.uk/graduate-jobs>

What will I do about it once I have done one? By the end of your apprenticeship, you'll hopefully have gained the skills and knowledge needed to either succeed in your chosen career or progress onto the next apprenticeship level. Make sure you update your CV with this experience and keep in touch with the new people you have added to your professional network. Use resources such as LinkedIn and industry specific resources to help you.

Further information can be found from or other links found on the HeadStart website:

<https://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships/what-is-an-apprenticeship>

<https://www.apprenticeships.gov.uk/apprentice/what-is-an-apprenticeship#>

And for those looking for almost overnight stardom, one option:

<https://fmuk.etrabez.com/ag/fmuk/appuk16/welcome.html>