

A student's guide to apprenticeships



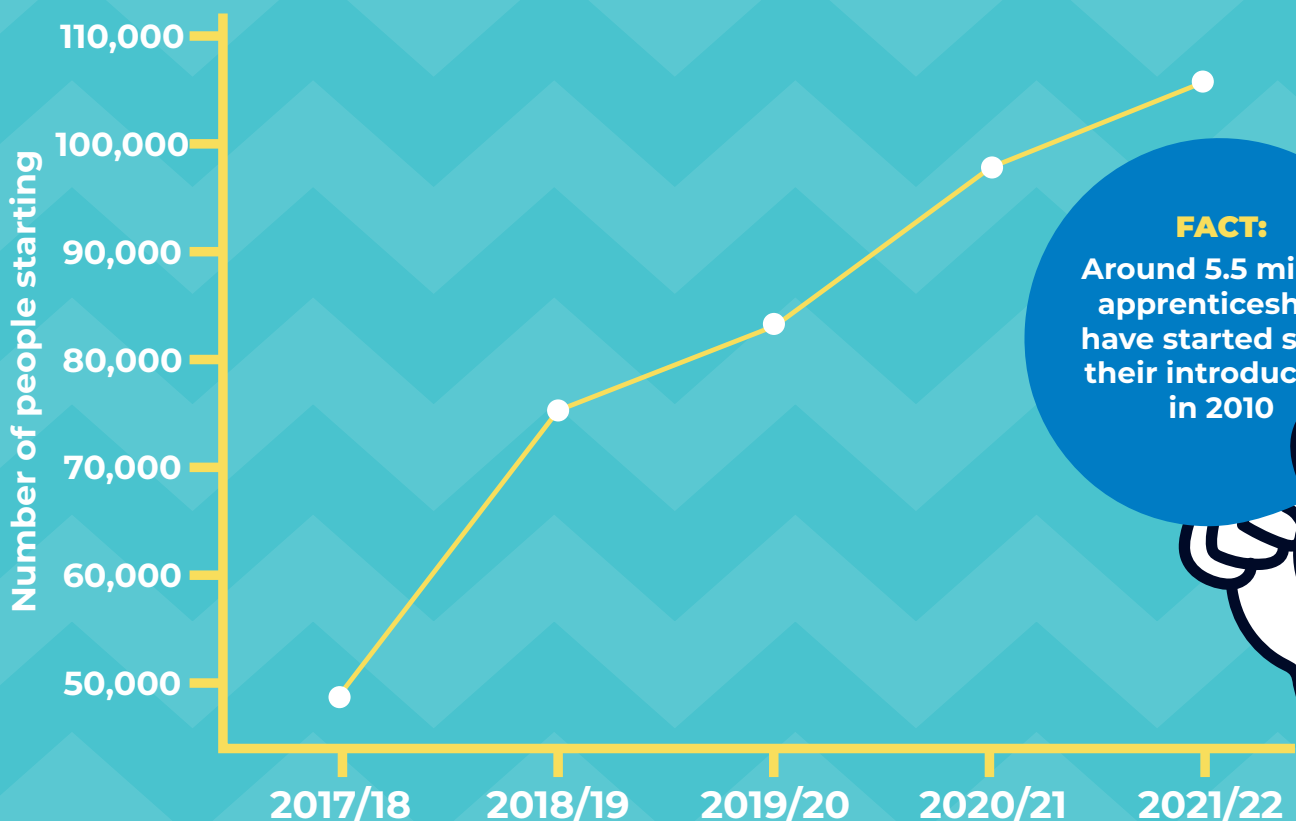


Welcome

This is an 'all you need to know' guide to apprenticeships, including higher and degree apprenticeships. Look out for the websites to support your research and possible applications on the back page.

Have you seriously thought about a higher or degree apprenticeship?

The number of people starting a higher or degree apprenticeship:





What is an apprenticeship?

An apprenticeship is a paid job where the employee learns and gains valuable work experience and works towards relevant qualifications. You will typically complete 80% paid work and 20% study at a university, further education college, or other provider.

How does an apprenticeship work?

You'll spend most of the week in work (a minimum of 30 hours) watching, learning, and getting stuck in. You'll learn from colleagues across all levels of the business, typically working closely with someone more senior who will review your progress, support you and coach you in the workplace.

You'll also spend time attending college, university or a training provider undertaking training, development, online training, or training at work.

They provide the opportunity for on-the-job training and the platform to explore the skilled professions within each sector.

The training costs are paid for by the Apprenticeship Levy, which is funded by the employer and the government.

Apprenticeships can provide great training and development opportunities that are specific to the area of work you're interested in, while earning a wage.

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Jargon... explained



Apprenticeship Levy:

The government apprenticeship levy is a tax paid by employers. This is used to help fund apprenticeship training costs.

Competitive salary:

This means the salary and benefits will be in line with similar roles for other organisations, or that it depends on your current skills and experience. Benefits could include: a pension, a company car, access to leisure facilities or a relocation allowance if you have to move for your job role.

NVQ: The NVQ is a work-based qualification that recognises the skills and knowledge a person needs to do a job. The candidate needs to demonstrate and prove their competency in their chosen role or career path.

Sector: An industry or part of an industry, covering groups of related occupations. Examples of sectors/ industries in apprenticeships are: construction, engineering, health, manufacturing, accounting and management.

National Apprenticeship Service (NAS): The NAS is part of the Skills Funding Agency and is a government agency that coordinates apprenticeships in England, enabling people to enter skilled trade professions. Please visit www.apprenticeships.gov.uk for more information.

Cover letter: A cover letter differs from your CV in that you can write about your skills and experience in more depth – and with the particular job in mind. It is very important that you write about your skills and experience that are relevant to the specific role you're applying for.

CV: A CV (Curriculum Vitae) is a primary part of any job search and is a great way to make yourself stand out! It's a short written description of your education, qualifications, previous work experience and skills that you can send to employers.

Skills Funding Agency (SFA): The Skills Funding Agency are responsible for giving colleges, training providers and employers the right funding to help adults, young people, the unemployed and people with low skill levels to get the skills they need for employment.

Higher National Certificate/ Diploma (HNC/HND): Higher National Certificates (HNCs) and Higher National Diplomas (HNDs) are work-related, vocational, higher education qualifications. They are level 4 and level 5 qualifications respectively.

Standards: Employers from over 200 organisations have been working together to develop a range of new apprenticeship standards approved by the Department for Education. An apprenticeship standard is a template for the way an apprenticeship is delivered, including what an apprentice will do during their apprenticeship, and the skills and behaviours they will need to perform in the role they're training for.

What are the different types of apprenticeships?

Apprenticeships are a great option if you know you learn better doing hands-on work – and you don't have to miss out on getting your degree because some providers actually offer higher and degree apprenticeships!

In 2022/2023, around 195,600 people started an apprenticeship in England, with 28,360 of them based in the north west.

Not all apprenticeships are created equal however!

1 Intermediate apprenticeship



Level 2

The equivalent to GCSEs at grade A* - C/9 - 4.

2 Advanced apprenticeship



Level 3

The equivalent to A Levels, T Levels and BTEC qualifications.

3 Higher apprenticeship



Level 4, 5, 6, 7

The equivalent to a foundation degree, bachelor's degree, or a master's degree.

4 Degree apprenticeship



Level 6, 7

The equivalent to a bachelor's degree or a master's degree.

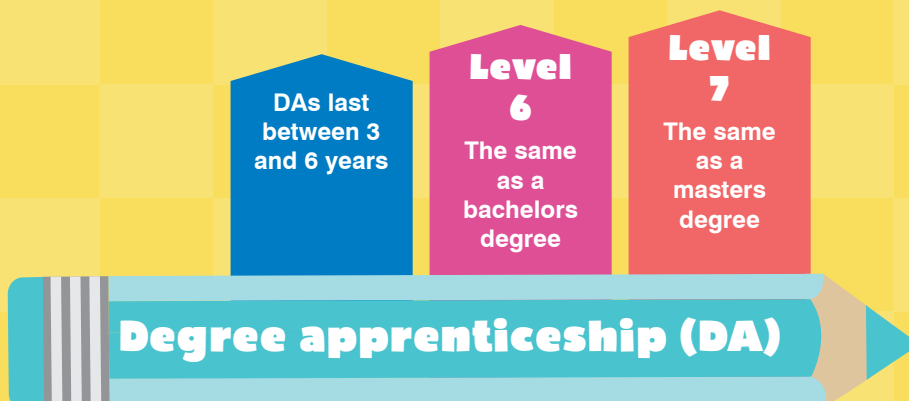
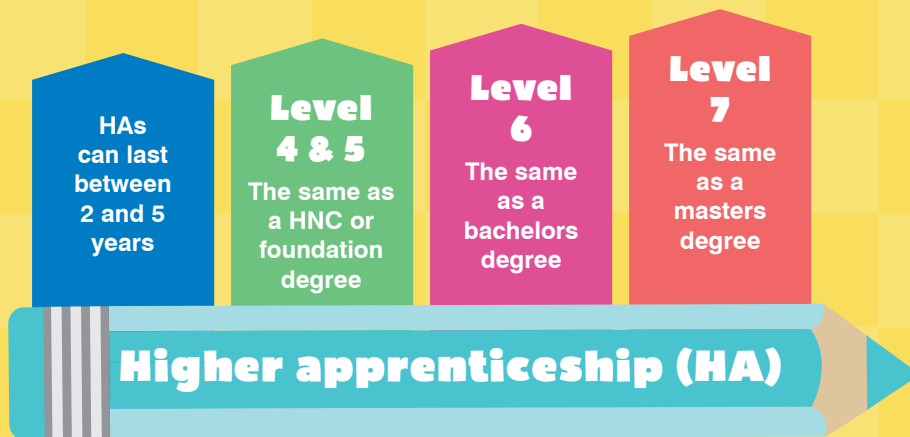
Higher and degree apprenticeships



Higher or degree apprenticeships are one career route: they might work best for you, so it's worth investigating! Apprenticeships offer an alternative training route to gain a degree level qualification.

Higher and degree apprenticeships are open to anyone over the age of 18 and can take from 2-5 years for a higher apprenticeship and 3-6 years for a degree apprenticeship. The time it takes will be dependent on your employer's needs and the awarding body. With both routes you can achieve a full degree qualification.

- They are co-developed and written by employers (e.g., Sellafield, BAE Systems, NHS, Cumbria Police) and higher education institutions (e.g., a university), so they are very much career/work/profession focused.
- They offer routes into higher education without the need for a student loan.
- Higher education courses begin at level 4-7 (foundation degree to masters)
- Professional qualification and a degree (if you study a degree apprenticeship)



FACT:
Around 87 universities now offer higher and degree apprenticeships.



FACT:
Higher apprentices
could earn **£150,000**
more on average
over their
lifetime

These skills will be developed over your apprenticeship with support from your employer and training provider, who will give you the opportunities to evidence these skills. For each apprenticeship standard please refer to:



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What's involved?

Each higher and degree apprenticeship has been developed by many employers and universities to create a "Standard". These define occupational duties which are formed from:

- Core (and specialist) skills required for specific job roles
- Core (and specialist) technical knowledge for specific job roles
- Core behavioural skills

Assessments

Undertaking your higher or degree apprenticeship will entail several different aspects of assessment and checking of your progress with your employer and training provider. This can include:

- If you are undertaking a higher-level qualification such as an HNC, degree or professional qualification then the assessment requirements will have to be met. This may involve module assessments, examinations, practical work, and presentations. This will be detailed by your training provider and in the apprenticeship standard assessment plan.
- On-going progress reviews with your employer and training provider to ensure that you are covering the core skills, knowledge and behaviours required. This is usually evidenced by real work and/or academic assessment requirements and pulled together in a portfolio.
- All apprentices doing standards have their skills, knowledge and behaviours evaluated at the end of their apprenticeship by taking an end-point assessment (EPA). This is known as synoptic assessment. Again, this EPA depends on the apprenticeship assessment plan but typically involves a review of a portfolio, a presentation or interview with a panel from the sector, or a formal examination.



Electro-mechanical engineer **higher apprenticeship (level 6)**



What is an electro-mechanical engineer?

- Solves real-world problems using a combination of mechanical and electrical engineering expertise e.g., designing a better wind turbine, ensuring a passenger plane can land safely, creating a robotic arm for surgery, developing a self-driving car, or producing a drone.
- The products you develop could include medical monitors, precision measurement tools and hydraulic actuator systems to bespoke industrial machinery and complex remote handling manipulators.
- They typically work in an office or laboratory environment.
- The role is usually carried out within normal office hours but travel off-site may be required.



What does an electro-mechanical engineer do?

- Responsible for delivery of project elements to time, cost, and quality, either on their own or as the leader of a design/test/systems/project team. Oversees the development of an entire product by understanding the principles of both electrical and mechanical disciplines.
- Provides information, advice and guidance on technical solutions and proposals, including cost/benefit analysis and awareness of commercial realities.
- Provides ongoing technical support once design and development items are implemented or deployed.
- Interacts directly with external stakeholders such as the customer or client, as well as suppliers and service providers.
- Works alongside a project manager, engineering team members, technical specialists, laboratory and site-based technicians, senior managers, plus other internal teams such as customer services, production, finance, health and safety, quality etc.

What skills are required?

- Communicate technical information with others at all levels, including technical reports and the use of digital tools.
- To plan, manage and lead engineering projects.
- Perform risk management for engineering activities.
- To problem-solve and find creative solutions.
- To use a mixture of skills in design, testing, analysis, reporting, verification, safety assessment, quality assurance, project management and delivering to time and cost.
- The ability to use programming software.
- The ability to interpret data.
- To be able to use a range of CAD and software tools to produce mechanical and electrical designs.
- Operate mechanical systems via electrical, pneumatic, or hydraulic means.

Where can I do this apprenticeship?

This occupation is found in many engineering sectors involving design, manufacture, and research & development; for example, industries such as aerospace, rail, automotive, defence, electronics, robotics, cybernetics, marine and renewable energy. Employers who may offer this apprenticeship are:

BAE SYSTEMS

ATKINS

Member of the SNC-Lavalin Group

Registered nurse degree apprenticeship (level 6)



What is a registered nurse?

- Play a vital role in providing, leading, coordinating and evaluating care that is compassionate, evidence based, and person centred.
- Make an important contribution to the promotion of health, health protection and the prevention of ill health.
- Empower people, communities, and populations to exercise choice, take control of their own health decisions and behaviours and support people to manage their own care where possible.
- They may work in a hospital, someone's home, the community, social care or public health.
- They may work various shift patterns which enable care to be provided 24 hours per day, seven days per week, 365 days of the year.



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What does a registered nurse do?

- Provide nursing care for people across the whole lifespan who could have complex and concurrent mental, physical, cognitive, and behavioural care needs and for people at the end of their life.
- Provide care, advice, and support to sick, injured or disabled people.
- Interact with a variety of service users, families, and carers, and with an extensive range of health and care professionals and other agencies including social services, police, probation, prisons, housing, education, language interpreters and third sector agencies.
- Work with support and facilitate the learning of a range of learners from across health and care professions.

What skills are required?

- To provide and promote non-discriminatory, person centred and sensitive care at all times.
- To work well as part of a team but also independently.
- To adapt to continual change, challenging environments, different models of care delivery, diverse populations, innovation and rapidly evolving technologies.
- To negotiate boundaries and play a proactive role in multidisciplinary teams.
- To confidently think critically, apply knowledge and skills and provide expert, evidence based, nursing care.
- To be emotionally intelligent and resilient individuals, able to manage their own personal health and wellbeing, and know when and how to access support.
- To safely demonstrate evidence-based practice in all skills and procedures required for entry to the register.
- To communicate effectively using a range of skills and strategies with colleagues and patient.
- Develop, manage and maintain appropriate relationships with people, their families, carers and colleagues.
- Demonstrate numeracy, literacy, digital and technological skills.

Where can I do this apprenticeship?

Registered nurses work in the public, independent and voluntary sector. Employers and higher education providers who may offer this apprenticeship are:



Business administrator advanced apprenticeship (level 3)



What is a business administrator?

- The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.
- Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.
- The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers.
- With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.
- The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.



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What does a business administrator do?

- Maintains records and files, handles confidential information in compliance with the organisation's procedures.
- Coaches' others in the processes required to complete these tasks.
- Makes suggestions for improvements to working practice, showing understanding of implications beyond the immediate environment (e.g., impact on clients, suppliers, other parts of the organisation).
- Manages resources e.g., equipment or facilities.
- Organises meetings and events.
- Takes minutes during meetings and creates action logs as appropriate.
- Takes responsibility for logistics e.g., travel and accommodation.

What skills are required?

- Proficient in IT skills, specifically MS Office. To choose the most appropriate IT solution to suit the business problem and be able to update and review databases, record information, and produce data analysis where required.
- To work efficiently and with integrity – showing a positive attitude
- To be able to demonstrate strong communication skills (both written and verbal).
- To adopt a proactive approach to developing skills and show initiative.
- To be organised and be able to manage priorities and time in order to meet a deadline.
- To show problem-solving skills and decision-making
- To have the potential for people management responsibilities through mentoring or coaching others.
- To have great interpersonal skills to build and maintain positive relationships within their own team and across the organisation.
- Uses relevant project management principles and tools to scope, plan, monitor and report in order to successfully deliver projects.

Where can I do this apprenticeship?

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike, from the public sector, private sector, and charitable sector.

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My dream apprenticeship

Using the descriptors below as a guide, design your dream apprenticeship!
You don't have to use the options below, they're there if you get stuck!

Industry possibilities	Business, Administration & Law	Health, Public Services & Care	Engineering & Manufacturing	Retail & Commercial	Construction, Planning & Surveying
Working format	On site	Office based	At home	In a team	Leadership
Company size	International	National	Local	Independent	Degree
Level		Intermediate	Advanced	Higher	HNC
Type of work	Technical	Manual	Customer facing	Administrative	Sales & Marketing
Duration	1 year	3 years	5 years	2 years	6 years



Industry/career:

Type of work:

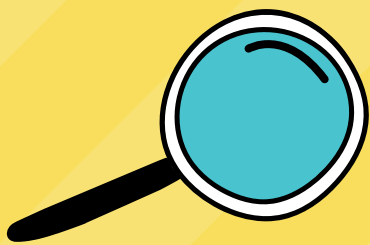
Work format:

**My dream
apprenticeship**

Company size:

Duration:

Level:



Myths...busted!



Apprentices aren't academically minded. **WRONG**

Higher and degree apprentices who apply to the employers and higher education provider will still need to meet the same entry requirements and high standards for the degree, AND you'll achieve the same academic degree qualification.

A degree apprenticeship is not a real degree. **WRONG**

All degree apprentices gain the same bachelor's and master's awards as traditional students, whilst higher apprentices will gain a higher education qualification such as a Higher National Certificate (HNC) or foundation degree. You also get to graduate in the same way as traditional students.

You won't be given any real work to do. **WRONG**

Employers will put together a training plan to ensure apprentices have all the skills, knowledge, and behaviours to be successful in their role. This puts you in a great position to progress in your field.

You can't do a higher and degree apprenticeship at a Russell Group university. **WRONG**

Yes, you can! The Russell Group consists of 24 member universities who are world-class, research-intensive universities. For example, the University of Birmingham offer a 4 – year degree apprenticeship for a BSc in Computer Science with Digital Technology.



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Degree apprenticeships are best suited to large companies who can afford the training costs. **WRONG**

Being a small or medium-sized business is advantageous when it comes to getting funding for higher and degree apprenticeships since they won't have to contribute to the Apprenticeship Levy but will be able to draw 90%-100% of the funding to help towards training costs for the apprentice from the government. Look out for opportunities in small and medium-sized businesses, not just the multi-nationals!

Apprenticeships have bad salaries. **WRONG**

Employers recognise the value of apprentices, meaning they do offer competitive salaries to attract the best talent. You'll be guaranteed at least the minimum wage (depending on your age and year of study, this may be the apprentice minimum wage). Apprenticeships offer other financial benefits too, such as sick pay and holiday allowance.

What I learn will be too generic and not relevant to the industry I want to work in. **WRONG**

Research and innovation are at the heart of higher and degree apprenticeship courses. They've been developed by both employers and higher education providers, so students receive the most up-to-date skills and knowledge relevant to each business sector.

Did you know?

Apprenticeships are available in a wide range of sectors such as Digital, Engineering, Nuclear, Project Management, Nursing, Accountancy, Leadership and Management.

I can't afford it. **WRONG**

Unlike most ways of gaining formal training and practical experience, apprenticeships are paid for by the government and your employer. Therefore, you don't take out a student loan for fees and living costs and gain a degree at zero cost. So they're great if university isn't an option financially, but please be aware that if you don't finish the course, your employer may ask you to paid back the training fees they've already spent. Always check your employment contract carefully!

I won't have a real job. **WRONG**

Most apprenticeships are full-time, just like a regular job. The Skills Funding Agency (SFA) states that the number of hours worked must be at least 30 hours per week, just seven and-a-half hours less than the 37.5 hours worked on regular contracts. This can be reduced, but only in exceptional circumstances. Apprenticeships must also last a minimum of 12 months and normally last between 1 to 6 years.

What's in it for me?

What could I earn?

You're entitled to be paid at least the apprentice rate (£5.28 per hour from April 2023) if you're an apprentice aged:

- under 19
- 19 or over, and in the first year of your current apprenticeship agreement

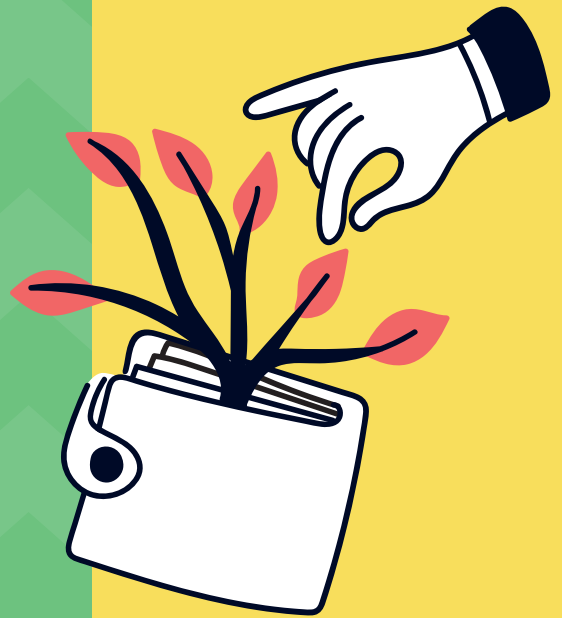
If you're 19 or over and have completed the first year of your current apprenticeship, you're entitled to be paid at least the minimum wage for your age. Refer to [acas.org.uk](https://www.acas.org.uk) for the most up-to-date minimum wage information.

Many companies pay more than this, particularly for higher level apprenticeships:

- A business administration apprentice can earn an average of £15,423 per year in the UK.
- An engineering degree apprentice can earn an average of £22,607 per year in the UK.
- A nurse apprentice can earn around £18,000 per year.

In fact, you could potentially earn upwards of £300 per week, plus your employer and the government are paying your tuition fees, meaning no student loans for you!

In contrast, English students taking a full-time university degree pay a maximum of £9,250 per year in tuition fees.



Apprenticeship discounts

As you'll be classed as an employee during your apprenticeship, rather than a student, you won't be entitled to student discounts, but the National Union of Students (NUS) offer an Apprenticeship Extra Card. For £11 per year or £19 for 2 years, you can get discounts on lots of brands. See more at www.apprenticeextra.co.uk:



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If you're doing a higher or degree apprenticeship and have a college or university email address, you should be able to access other student discount schemes or support.

FACT:
91% of degree apprentices were satisfied with their apprenticeship

FACT:
91% of apprentices go on to secure employment or go on to further study after completing their training.

The application process:



Where to apply?

For apprenticeship opportunities local to you and further afield, go to “Find an Apprenticeship” on www.gov.uk. Once you register you can set up your email and text alerts to inform you about new apprenticeship roles.



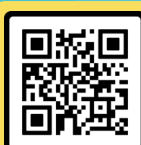
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You can also find a range of vacancies at www.ratemyapprenticeship.co.uk.



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Head over to amazingapprenticeships.com/higher-degree-listing/ to search for higher and degree vacancies. The website also has lots of other fantastic resources to explore.



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- Useful other websites are www.ucas.com and www.thestudentroom.co.uk
- Also check local employer recruitment websites and local press. Some employers will ask you to apply directly to them.
- If you want to work for a particular employer then look on their website for recruitment, vacancies, or apprenticeship information.
- Also, check out local recruitment and career fairs.

When to apply?

There is no fixed deadline to apply. Vacancies appear throughout the year, so it's definitely worth registering for alerts at www.gov.uk/apply-apprenticeship to catch vacancies as they appear.

Don't wait until the vacancy deadline to make an application! Be aware that some companies close their recruitment as soon as they have enough candidates.

- **October/November– larger employers' vacancies appear.**
- **January/February onwards– majority of vacancies appear.**

Some employers might start recruiting a month or two before the jobs start, so if you're aiming to start work in August/September, you'll need to start looking from March.

- DO** Check start dates closely, to make sure you'll have finished school or college.
- DO** Start your research early – the sooner the better, so you have time to fill any gaps in your CV with the things the employers are typically looking for, including getting some relevant work experience.
- DO** Get someone to check over your CV/ application before sending it off – they'll be more likely to pick up on any grammatical or spelling errors.

What to expect?

There can be several stages to the recruitment process:

- An application form or CV
- Online tests (aptitude tests)
- A phone or online interview
- An assessment day with employers

Smaller organisations may have a slightly more informal or personal process, perhaps involving an initial written application, followed by a face-to-face interview stage if you're shortlisted.

Have a plan B

So, what happens if you don't get the apprenticeship you wanted? It's a competitive world out there and throughout your career there may be times where you'll have to make alternative plans, so it's good to put together multiple options and different routes to achieve your goals. This may mean researching another employer, a different course, or training option. You may want to explore a different size company that may have a slightly different application process. We've put together some helpful hints on the recruitment process, on page 26.



Have you got what it takes to become an apprentice?

You've heard what an apprenticeship is, but how do you know if it's right for you?

It will be challenging.

An apprenticeship is not 'the easy option', you'll be starting a challenging job, trying to prove yourself in the workplace, while getting to grips with studying a higher or degree qualification. You'll be expected to achieve academically and at work, managing your time and adjusting to longer hours with fewer holidays than at school, college or university.

What grades are required?

This will depend on what and who you apply to. Grades vary from programme to programme. Some apprenticeships are awarded purely based on how you perform at interview.

Intermediate apprenticeship: Employers might ask for two or more GCSEs, at grades 4-9, or equivalent. For some intermediate apprenticeships, however, you might not need any formal qualifications. If you don't have GCSEs in English and maths, though, you'll usually be required to take a basic numeracy and literacy test. As part of the intermediate apprenticeship, you'll then either take a GSCE qualification in English or a Functional or Key Skills qualification at either level 1 or level 2.

Advanced apprenticeship: Typically, applicants will need five GCSEs including English and maths at grades 4-9 or to have completed an intermediate apprenticeship.

Higher and degree apprenticeship: Typically, applicants will need five GCSEs including English and maths at grades 4-9, and level 3 qualifications including: A Levels, T Levels, NVQs, or a BTEC. Some employers will expect or require applicants to have studied subjects relevant to the apprenticeship.

What are employers looking for?

An apprenticeship has been designed by employers, so you'll be developing the right skills and knowledge to be a success in your chosen industry. They're looking for personal aptitude and enthusiasm rather than just your academic ability. Anything that the applicant can do to demonstrate their interest and readiness for work could help them stand out from the crowd, such as volunteering, relevant work experience or part-time work. As well as being flexible and adaptable to suit changing business needs at work, apprentices will need to be self-motivated during independent study and be prepared to put what they learn into practice.

Skills required could include:

- ✓ Teamwork
- ✓ Collaboration
- ✓ Interpersonal skills
- ✓ Enthusiasm
- ✓ Communication
- ✓ Analysis
- ✓ Creative solutions
- ✓ Attention to detail
- ✓ Logical thinking
- ✓ Motivation
- ✓ Initiative
- ✓ Organisation

Write a CV

Writing a CV can be daunting, especially when you've never written one before – so here are some basics on what to include!

There is no one method for the 'perfect CV', but there are things you should aim to do, including: clearly formatting the document and keeping it short enough that the reader can scan it quickly.

Most important though, is that you adjust it to the job you're applying for.



What to include:

Personal details:

Name, email, contact phone number and address (clearly presented at the top).

Personal statement:

This is essential for you to stand out from the rest of the applicants – one concise paragraph should be enough.

Explain:

Who you are:

- What skills and experience you will be offering
- What type of role you're looking for

Work experience: list the most recent first, including – job title; name of the organisation; how long you were in the role; your key responsibilities (this can include voluntary experience).

Achievements: how have your experiences shaped your skills? How do these skills make you suitable for the role? Back up with evidence – how would you apply this to the role?

Education: experience and qualifications should be listed here, along with dates/ institutions at which they were achieved (you can include predicted grades here too).

Hobbies and interests: mention those which are relevant to back up your skills – this can give you something to talk about in the interview.

TOP TIPS

- ✓ **Use good vocabulary**, but don't inflate your achievements – be honest!
- ✓ Don't assume your CV will work for all roles you apply for – make sure to **adapt it to each application!**
- ✓ Ensure that your CV **reflects your understanding of the job requirements!**

Star technique

STAR is a technique used to structure your response to questions, especially in interviews, although you can use the STAR method in your CV, cover letter or application form as well. You can use it to highlight particular skills and qualities you have that the employer is looking for.

You may be asked a behavioural question designed for the employer to learn about how you behave in certain situations. You'll be asked to provide a specific example of a past situation or task to demonstrate the way you performed in that specific situation or task. The best way to respond to these types of questions is using the STAR technique.

When using STAR, remember:

- You can use examples from school, extra-curricular activities, jobs, volunteering and home.
- To keep examples short and to the point.
- To try to get your points across in a conversational way so as not to appear too rehearsed.
- To be prepared to answer follow-up questions about the examples you give.

What is the STAR technique:



Situation

Situation is all about context. Who? Where?



Task

Now, relate this to the role you were given. What was required of you in this situation?



Action

What did you do to resolve the situation? What actions did you take? What skills did you use? Talk about your abilities and skills.



Result

What was the outcome of all this? Evidence! What did you learn?

Example:

Describe a time when you had to meet a tight deadline...

Situation: "I was tasked to complete an extensive geography project as part of my homework and was only given 1 week to complete it."

Task: "I had to carefully plan out my time to make sure I got it done. This was important as I also had homework from other subjects."

Action: "I broke the project down into individual tasks, then estimated the time it would take for each one. I blocked out these times in my schedule, along with some extra time in case something went wrong."

Result: "I successfully met the deadline and I also managed to get the rest of my homework handed in on time".

STAR Practice:

Using the questions on the next page, practice the STAR technique. Try and come up with your own STAR example answers that you could use in an interview, using examples from schools, jobs and hobbies!

- Demonstrate your ability to work in a team.

Situation	Task	Action	Result

- Provide an example of a time when you used good judgment and logic in solving a problem.

Situation	Task	Action	Result

- By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.

Situation	Task	Action	Result

- Describe a time in which you were faced with a problem or were stressed, that tested your coping skills. How did you respond? What was the outcome? Looking back, what could you have done better?

Situation	Task	Action	Result

- Talk me through a time when you had to communicate to a large group. Tell me how did you get your message across effectively?

Situation	Task	Action	Result

- Describe a time in which you worked with a difficult supervisor or teammate.

Situation	Task	Action	Result

- Tell me about a time when you managed a project efficiently.

Situation	Task	Action	Result

Opportunities

Local opportunities in Cumbria



West Cumbria:

- Big providers of apprenticeships: Sellafield, Cumbria County Council, NHS, Tata Steel (Workington), local tradespeople, Lakes College.
- Opportunities for higher/degree apprenticeships:
 - Level 6 Apprenticeship in Project Management – Sellafield Project Academy/University of Cumbria
 - BSc (Hons) Project Manager Degree Apprenticeship – University of Cumbria

Barrow-in Furness:

- Big providers of apprenticeships: BAE Systems, Kimberly-Clark, Furness College
- Opportunities for higher/degree apprenticeships:
 - Supply Chain Higher Apprenticeship – BAE Systems
 - Police Constable Degree Apprenticeship – Cumbria Police
 - Finance Higher Apprenticeship – BAE Systems

Carlisle and Eden:

Opportunities for higher/degree apprenticeships:

- Property Manager Apprentice – Edinburgh Woollen Mill
- Software Developer Apprentice – Edinburgh Woollen Mill
- Instructional Design Apprentice – Siemens Plc
- Business Administration Apprentice – Carlisle City Council

Popular national programs

- The Government Economic Service Degree Apprenticeship Programme (GESDAP) – all major cities
- Jaguar Land Rover Applied Professional Engineering Programme Degree Apprenticeship – all JLR bases (Liverpool, West Midlands, etc)
- National Grid Gas Engineering Advance Apprentice (E&I), Gas Transmission – numerous locations across the UK
- Channel 4 Business Analyst Apprentice – Leeds & London

Reflection

Thinking overall about everything you've learned about apprenticeships. Take a moment and reflect on how much apprenticeships appeal to you.



Write down...

A key idea or concept that you have learned today:

Something about apprenticeships you want to find out more about:

Would I prefer to go to university or do a degree/higher degree apprenticeship and why?

Is an apprenticeship right for you? If so, what level?

Helpful hints in the recruitment process

Clearly read

the job description, making note of key points such as entry requirements and "essential" qualities

Research the company

beforehand, so you understand its key areas and priorities

Include relevant experience and skills

Be specific

and give examples to demonstrate what you have to offer

Back up

your statements with evidence

Use an **appropriate email address**

Regularly log onto your account to track applications

Don't let emails end up in your **junk folder**

Do you have a plan B?

Don't

undersell yourself. Be confident (but honest) about your abilities

What employability skills do you have?

Mention them if they are relevant to the role

Write about

relevant volunteering, work experience and part-time work

Start your research early

Good luck!

Speak to others about apprenticeships

Although apprenticeships have been around for hundreds of years, there are still some misconceptions surrounding them. You may find your friends and family don't know a lot about them. In the past, apprenticeships were geared towards traditional vocational courses such as carpentry or engineering. Your family may be surprised at the range of sectors they now cover, including digital, finance, media, law to name a few.

There are several resources that you can share with friends and family who want to learn more about apprenticeships:

- Go to local recruitment or career fairs, open days at colleges, universities where you can talk to the higher and degree apprenticeships.
- Watch the videos on the Hello Future website to hear how local higher and degree apprentices have found their apprenticeships.

Check out our e-courses on apprenticeships, applications and aptitude tests and interview techniques. These can be found on our website here:

www.hellofuture.ac.uk/courses/



Don't forget, we're not just in the classroom!

We have lots of
resources and
information
available on our
website to
support you:

Subject
experiences &
academic Q&As

E-courses

Finance and
budgeting

Case
studies

University
options



Apprenticeship
routes and
support

Studying at home
activities and
support

Events &
activities



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Edge Hill University



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Hello Future is a partnership of universities, colleges and employers. We are committed to the young people of Cumbria and want to improve access to any kind of higher education (university/college or higher/degree apprenticeships). We are here to help support you in making informed decisions about your career, the pathways to get there and making a successful transition to your next step.