

WHAT IS AN APPRENTICESHIP?

8 key facts you need to know

1

An apprenticeship is a real job

Available to individuals aged 16+ (with no upper age limit), apprentices are typically employed for at least 30 hours per week.

2

Apprentices are paid a salary

All apprentices will earn a salary of at least the National Minimum Wage for apprentices which is currently £5.28* per hour. Many employers pay more!

3

Apprenticeships last a minimum of 12 months

Most apprenticeships take between 1 - 4 years to complete. It will depend on the level and delivery model of the apprenticeship.

4

Apprenticeships range from level 2 to level 7

There are apprenticeships at levels equivalent to GCSEs right up to master's level and you can now achieve a degree through an apprenticeship.

5

Apprentices do not pay for their training

All apprenticeship costs are paid for by the employer and/or the government meaning that an apprentice will never have to pay for their training.

6

Apprentices will receive paid off-the-job learning

The equivalent of 6 hours per week of an apprentice's paid time will be spent undertaking off-the-job learning, gaining valuable skills and qualifications.

7

Apprentices will spend the majority of their time on-the-job

Most of an apprentice's paid time will be spent on-the-job, working with colleagues to learn new skills and gain experience of the workplace.

8

There are thousands of apprenticeships in more than 170 industries

New apprenticeships are advertised each week covering a wide range of job roles. You will be amazed at the variety and breadth available!

*The National Minimum Wage for apprentices is reviewed each April.



DISPELLING APPRENTICESHIP MYTHS

There are many apprenticeship perceptions that are outdated and often incorrect. This list of common myths will help you understand apprenticeships better.

1

Myth 1: An apprenticeship isn't a real job.

All apprentices are employed, doing real jobs and earning a salary, with a contract of employment. Apprentices are also entitled to paid time to complete off-the-job learning, equivalent to 6 hours per week.

Myth 2: Apprenticeships aren't a popular option for young people.

In the 2022/23 academic year, more than 77,000* young people aged 16-19 started an apprenticeship. (*Gov.uk)

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3

Myth 3: The range of apprenticeships is really limited.

There are nearly 700 different apprenticeship standards available, with more in development every day. This includes exciting roles like Zookeeper, Solicitor and even Doctor!

Myth 4: Apprenticeships are all low paid.

Although there is a National Minimum Wage for apprentices set annually, this is the minimum an employer can pay, and many employers will pay significantly more than this.

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5

Myth 5: Employers don't value apprentices as much as graduates.

Apprenticeships are valued just as highly as graduates, as apprentices have qualifications and direct experience of the workplace.

Myth 6: You can't get a degree through an apprenticeship.

There are many degree apprenticeships, that include qualifications at bachelor's and master's level.

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Discover more about apprenticeships
www.amazingapprenticeships.com



DISPELLING APPRENTICESHIP MYTHS

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7

Myth 7: You will have to pay for your training.

The employer and/or Government pay for all apprenticeship training costs, meaning that the apprentice can gain qualifications and training (including degree level) without gaining the debt.

Myth 8: Apprenticeships are only for those that aren't academic.

There are apprenticeship pathways that are suitable for just about everyone. The level that you start at will depend on the job role, your prior experience and qualifications.

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Myth 9: Apprentices are often 'let go' by their employer after their apprenticeship.

Approximately 94%* of apprentices remain in employment on completing their apprenticeship. (*Gov.uk)

Myth 10: You can't apply for apprenticeships and university.

You can apply for as many apprenticeships as you wish, as well as applying for other options including full-time university and anything else you are interested in.

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Myth 11: If you've done A-levels, you shouldn't consider a level 3 (advanced) apprenticeship.

Your next step doesn't have to be at the next level up. The level of an apprenticeship is determined by the job role, so it's important to keep your options open and consider all levels.

Myth 12: Apprenticeships are only for school leavers

There is no upper age limit for apprenticeships - as long as you are at least 16 and not in full-time education, you can become an apprentice. Lots of people undertake an apprenticeship to upskill during their career.

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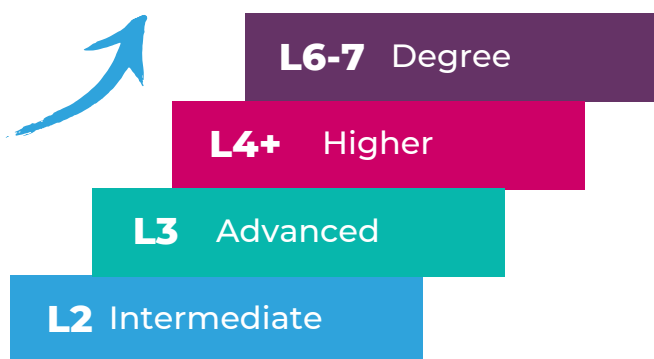
APPRENTICESHIP LEVELS EXPLAINED

Ranging from intermediate to degree level

Apprenticeship levels range from level 2 (intermediate) through to level 7 (master's level) in more than 1,500 different job roles.

There are four types of apprenticeship

- Intermediate (level 2)
- Advanced (level 3)
- Higher (levels 4 and above)
- Degree (levels 6 - 7)



Intermediate apprenticeships

Intermediate apprenticeships are typically considered to be the same level as five GCSE passes.

Intermediate apprenticeships are a fantastic way to get started with your career in an entry level role within an organisation.

Advanced apprenticeships

Advanced apprenticeships are considered to be the same level as two or three A level passes. Many individuals who have completed their A levels or other level 3 qualifications will undertake an advanced apprenticeship as it will enable them to gain experience in the workplace and undertake a variety of different tasks.

Higher apprenticeships

Higher apprenticeships include qualifications at levels 4 and above. They can be suitable for those looking to progress from level 3 qualifications, including advanced apprenticeships.

Degree apprenticeships

Degree apprenticeships are offered by universities and other higher education providers. They contain either a full degree or degree-level qualification and go up to master's level (which is post-graduate).

Which level is right for you?

The type of apprenticeship undertaken will depend on both the needs of the employer and the job role as well as the apprentice, their previous experience and qualifications held.

Your training provider will also be able to guide you as to the most appropriate level for you.



WHAT IS A DEGREE APPRENTICESHIP?

Frequently Asked Questions

What is a degree apprenticeship?

Degree apprenticeships are exactly what they say - an apprenticeship programme that leads to a full degree-level qualification. This could be a bachelor's or master's degree, or an equivalent professional qualification.

Who are they for?

Degree apprenticeships can be for new recruits into apprenticeships (for example, those leaving school) or they can be for an existing employee who is looking to upskill or retrain in their job role.

How long do they take to complete?

Degree apprenticeships will typically take between 2 - 6 years to complete, depending on the level and programme. The apprentice will split their time between working and studying with a training provider.

How much do they cost?

The apprentice will not be required to pay towards the cost of the training, this will be funded by the employer and/or government. The apprentice will earn a salary throughout their apprenticeship, which means they are being paid to learn and will not incur student fees.

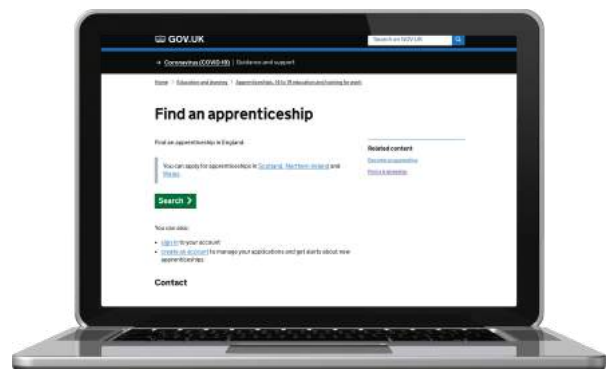
How do you find a degree apprenticeship?

Degree apprenticeships are still relatively new and the number of vacancies is expected to increase each year. Top places to look include:

Find an Apprenticeship

www.gov.uk/apply-apprenticeship

This is the government website where you can set up an account to search, apply and receive alerts for different apprenticeship vacancies.



Higher & Degree Listing

<https://amazingapprenticeships.com/higher-degree-listing/>

Twice a year, a listing of higher and degree apprenticeship vacancies is published on the Amazing Apprenticeships website containing a wide selection of opportunities and links to apply. Look out for this in November and February.



WHAT IS A DEGREE APPRENTICESHIP?

Frequently Asked Questions

UCAS Career Finder

careerfinder.ucas.com

The UCAS website also hosts some higher and degree apprenticeship vacancies.

What else happens if I don't finish the apprenticeship? Do I have to pay the fees back?

No, the apprentice will never be expected to pay back the apprenticeship training costs.

Do employers value degree apprentices as highly as they value a traditional degree?

Yes! Employers really value degree apprenticeships because you will be applying what you learn immediately in the workplace and helping to introduce and suggest new ideas and approaches.

Do apprentices get a social life?

Of course! You get the benefits of meeting new people at your workplace and through your training provider. There are also many networks you can join as an apprentice to meet others as well as applying for a [TOTUM apprentice card](#) to access fantastic discounts and benefits.

Is a degree apprenticeship a real degree?

Yes - it is exactly the same degree that you would study full-time, except it will be studied in a different way and your apprenticeship may also include additional qualifications and/or professional accreditation.

Do I apply to the employer or the university?

Firstly, you will need to secure an apprenticeship with an employer, and they will decide which training provider is best suited to the needs of their business. Depending on which training provider they are using, there could be additional applications or assessments that you will need to undertake.



FINDING THE BEST APPRENTICESHIP FOR YOU

Top tips to help you know when and where to look

With thousands of different apprenticeships to choose from - it can sometimes feel daunting to know where and when you should be looking - and what you should be looking out for.

Follow these top tips for finding the best apprenticeship for you:

Know what interests you most

A great place to start is to spend some time thinking about what interests you and the subjects, activities and tasks that you enjoy the most. It can be really useful to try and think about what you don't like as much as what you do like!

Take the [Which Apprenticeship Am I](#) quiz to help you to research the variety of apprenticeships available.

Listen to real apprentice stories

The range of apprenticeships is really huge. One of the best ways to help you to decide what you're interested in is to hear from other apprentices.

Research different employers

Apprenticeships are offered by large companies and small companies, right throughout England. The full range of apprenticeship job roles and levels that a company offers may not always be obvious to you, especially if that company is well-known for a particular product or service, or if you've never heard of the organisation before. Take some time to research the types of employers that offer apprenticeships and think about the kind of company you see yourself working in.

INSPIRE ME!

To hear from real apprentices, explaining how they found their apprenticeship and what they love most about their job roles, scan the QR code with your phone or visit: amazingapprenticeships.com/amazing-apprentices



FINDING THE BEST APPRENTICESHIP FOR YOU

Top tips to help you know when and where to look

Be clear on what matters to you

The best apprenticeships are not necessarily the ones paying the highest salaries or the biggest global brand. There are many other factors you can consider when researching your options and the different programmes available. Being clear about what is most important to you can really help in your decision-making process. For example, you could consider:

- What does the company do?
- Do the company's values and ethos fit with your own?
- What level is the apprenticeship?
- What progression are they offering?
- Is the position fixed-term or permanent?
- How many apprentices do they employ?
- How long will the apprenticeship last?
- Do they support apprentices to join networks of other apprentices?
- How far away is the apprenticeship?
- What kind of tasks will you be doing day to day?

Know where to look

There are lots of ways you can search for apprenticeships, including:

- Find an apprenticeship website
- Company websites
- Social media
- Through friends and family
- Local job sites

If you have a particular employer in mind, you can always send in your CV.

Understand the recruitment cycle

There is not one fixed application date for apprenticeships. Vacancies are advertised throughout the year and the employer will decide when they want to recruit. Some employers will advertise almost a year ahead of the planned start date (this is typical for large schemes) and other employers will advertise with a fairly short application window and closing date.

TOP TIP

Never wait for the closing date before submitting your application. If an employer receives a lot of applications, they may decide to close earlier than expected and you don't want to miss out!



RELOCATING FOR AN APPRENTICESHIP

Your options and points to consider

Relocation for apprentices is on the rise, with many employers realising that in order to attract the widest pool of talent to their businesses, they may need to recruit from beyond their local area. This guide sets out some of the options for anyone considering relocation through an apprenticeship.

Can I relocate as an apprentice?

Absolutely! You can move to a new place to undertake an apprenticeship in the same way you could for any other type of job. Relocating doesn't have to be an obstacle, even if it feels daunting at first. But it's important that you do your research and plan your move thoroughly.

Do all apprenticeships come with accommodation?

It's unusual for an employer to offer accommodation to apprentices, but not unheard of. There are some larger organisations who offer on-site accommodation to their apprentices in the first year, whilst other employers may provide assistance to link you up with other apprentices joining the company who may also be looking for shared accommodation.

What support might employers offer?

Some employers will offer support with relocation, but most apprentices will need to take responsibility for it themselves. Some employers may offer financial assistance towards the cost of accommodation, others may offer different types of packages, such as covering your travel expenses to visit home once a month. If the support available isn't obvious, you may need to ask your employer at interview if they offer any assistance with relocation.

WHAT ARE THE OPTIONS?

There are lots of different types of accommodation, including:

- Renting on your own or with friends or colleagues
- Living with family or family friends in the area.
- A house-share with fellow apprentices. If your employer is taking on several and you're not the only one relocating, your employer may organise a new starters group to help connect you.
- University accommodation if you are doing a degree apprenticeship.



RELOCATING FOR AN APPRENTICESHIP

Your options and points to consider

What should I consider when choosing accommodation?

- **Convenience - getting to and from work:** Look at an online map and put in the postcode of your workplace / training provider and the accommodation you're considering. Lots of online maps show travel options and times.
- **Safety:** Accommodation that's secure and in a safe area. Visit the area, but also do some online research. The website <https://www.checkmystreet.co.uk/> lets you put in a postcode and find out lots about the area, including local shops, crime information and even broadband speed.
- **Cost:** Somewhere you can afford with your apprenticeship salary. Have a look online for budget planners that could help you work out your finances, for example <https://www.moneyhelper.org.uk/en>
- **Living arrangements:** Do you want to live alone or to share with others?

 **RESEARCH** 

Will my employer or training provider help me with relocation costs?

Some employers may offer relocation expenses, but this isn't a given. You could do some research on what is offered on employer websites when you are looking for a role, for example by reading case studies from other apprentices they have employed.

It may come up in your interview, or when you receive your job offer, as they will want to know how you feel about relocation if you live far from the role. If not, don't be afraid to ask. You don't have to make it overtly about money, simply asking 'Do you offer any help towards the move?' should be enough.

How can I make friends?

It can feel daunting moving to a new area, especially if you don't know anyone. Here are some ways you could make new friends:

- ✓ Get to know your housemates (if you have some).
- ✓ Meet up with your colleagues - some employers will run sports / common interest groups.
- ✓ Join a local sports team.
- ✓ Join local online groups for your area to find out about local events.
- ✓ Ask your training provider if they arrange any groups or socials.



RELOCATING FOR AN APPRENTICESHIP

Your options and points to consider

How do I manage in a new area?

- Make sure you know your local area, particularly bus routes, road names and have some local taxi numbers saved on your phone.
- Always make sure your phone is charged when you go out in case you need an online map.
- Practise your journey to work and to your training provider so that you feel confident on your first day.
- Locate important shops and services, like chemists, supermarkets and cash points.
- Download local apps, e.g. for public transport or medical services.
- Give yourself time to settle in. It can take a while to get used to an area and it will be different for everyone.

What do I need to do next if I'm thinking of relocating?

- Talk to your parents / carers about what they think and what support they could offer you if you relocate.
- Think about who you know in the area(s) where there are interesting apprenticeship opportunities, and talk to them about whether they could help with accommodation or support once you're there.

- Talk to your teachers or careers adviser at school. They should be able to give you some advice and encouragement.
- Do lots of research online and read about other apprentices who have relocated. Listen to their words of advice about what went well, and what they wished they'd done differently.



APPRENTICESHIP FINANCES

What financial support am I entitled to?

One of the benefits of being an apprentice is that you are paid, but how does this work and how could it affect your household?

SALARY

How much will I be paid?

There are different rates of minimum pay for apprentices depending on your age and year of your apprenticeship. As a minimum, you must be paid the National Minimum Wage for Apprentices (NMWA). If you are 19 or over and have completed your first year, you're entitled to the National Minimum Wage (NMW) or National Living Wage (NLW) rate for your age.

Who sets the national minimum rates?

The rates are set by the government and will usually increase each year too. The new rates will typically come into effect from April each year to coincide with the new financial year and can be found on [gov.uk](https://www.gov.uk).

What is the current hourly rate for apprentices?

The current National Minimum Wage for Apprentices (NMWA) is £5.28 per hour, which was set in April 2023. This is set to increase to £6.40 in April 2024.

Why does the National Minimum Wage for Apprentices (NMWA) seem low?

It might sound low, but it is higher than it has ever been. The employer is investing in training costs and releasing the apprentice with paid time to undertake off-the-job learning, which is reflected in the wage.

Can apprentices be paid more than the National Minimum Wage for Apprentices?

Yes. Lots of employers will pay more than the minimum rate and are offering increasingly more competitive pay.

Do employers offer any other benefits?

Your contract of employment will set out your entitlement to holiday pay, sickness and any other benefits, such as travel expenses, company car, laptop or IT equipment, mobile phone, gym membership or other incentives.

BENEFITS

Can apprentices claim benefits?

Potentially, yes. The benefits you may be able to claim will depend on your individual circumstances. If you are claiming benefits and you want to discuss how your apprenticeship will affect Universal Credit or Child Benefit, we recommend you have a discussion with your Jobcentre Plus work coach.



APPRENTICESHIP FINANCES

What financial support am I entitled to?

FINANCIAL SUPPORT

What financial assistance is available?

An apprenticeship is a paid job, so you will earn a salary. From this, you will need to cover your day-to-day expenses like lunch, travel and living costs in most cases. However, there may be local grants or bursaries that you can apply for.

Who can I speak to if I am concerned?

If you require assistance, you should start by speaking to your training provider who will advise you about any local funding that you may be able to apply for. They will also be able to connect you with any local support services and help you to discuss your needs with your employer too.

What support can I get if I am a care leaver?

If you are under 25 years old when you start an apprenticeship and have previously been in the care of the local authority (for at least 13 weeks since the age of 14), you could be eligible for a £3,000 bursary payment.

Check out our Care Leavers Guide to Apprenticeships for more information.



WORK RELATED EXPENSES

Can I get help with travel costs?

It is your responsibility to cover travel costs, but your employer or training provider may be able to support you. Many local areas offer discounts on public transport for apprentices, like the [Apprentice Oyster Card](#) in London, or the [Workwise scheme](#) in West Midlands. Speak to your training provider or check with your local public transport operator to see what they offer.

Can I get help with any childcare expenses?

There are many different types of childcare support. You may qualify for help from the government towards childcare costs. Have a look at: [Childcare you can get help paying for](#).

Can I get help with clothing and other expenses associated with working?

Support with clothing and other expenses is not widely available, however, if you claim Universal Credit or any other benefit, you should talk to your work coach about any support available. There are sometimes local schemes and charities like [Dress for Success](#) that offer support with clothing and advice on presenting yourself.



APPRENTICESHIP FINANCES

What financial support am I entitled to?

TAX

Do apprentices pay tax?

If you earn over a certain amount a year, you have to pay tax. The salary threshold is set by the government and is subject to change. Find out more on [GOV.uk](https://www.gov.uk). National Insurance contributions also depend on a salary threshold set by the government. Find out more on [GOV.uk](https://www.gov.uk)

Do I have to pay council tax while doing an apprenticeship?

Potentially, yes, but it will depend on who is living in your household, their occupation and age. You could be eligible for a discount on council tax and will need to check with your local Council or visit their website for further guidance.

DISCOUNTS

Are there any discounts for apprentices?

You can buy the TOTUM Apprentice card, which is £24.99 per year (your employer or training provider may pay for it) and offers a huge range of discounts. Find out more here: [TOTUM Apprentice](https://www.gov.uk/totum-apprentice).

RELOCATION

Is there any funding if I live away from home?

Some employers may offer a relocation allowance (money to help you move), but you would need to discuss this before you take a position. Each scheme will be different, but you may be able to claim expenses for certain travel costs or items you require for your position.

FIND OUT MORE



Citizens Advice give impartial, independent advice on managing finances and benefits.

The [third episode of The Parent Perspective Podcast](#) is all about finances.



GOV.uk has information about all aspects of benefits, tax and other important issues.



TOP TIPS TO FIND A GREEN APPRENTICESHIP

Where to look and how to spot great vacancies



It's an exciting time for individuals thinking about green apprenticeship roles. Many organisations are now focusing on the different ways they can have a positive impact on the environment through the products and services they offer, and in turn, linking this to the apprenticeship programmes that they offer.

What is a green apprenticeship?

All apprenticeship job roles have the potential to develop skills to help contribute to Net Zero. A green apprenticeship is where all, or part of the job role, includes tasks that contribute towards helping to achieve Net Zero. There are a wide variety of apprenticeships that support this ambition, ranging from environmental practitioners, to countryside rangers and smart home technicians.

What is Net Zero?

The government has set a target for the UK to reach 'Net Zero' carbon emissions by 2050. The aim of the Net Zero strategy is to balance the amount of carbon dioxide being released into the atmosphere and the amount of carbon dioxide being removed from it, creating an equilibrium - therefore there would be zero increase in net emissions - hence the name Net Zero.

Which green apprenticeships are available?

All apprenticeships are affected by sustainability, but in different ways and to different degrees.

The Institute for Apprenticeships has created three categories of apprenticeships to show the level of impact different roles have on reducing carbon emissions within the green economy.



Light Green: These apprenticeship roles have duties or tasks that could link to sustainability, but do not directly link to Net Zero.



Mid green: These apprenticeship roles play a part in achieving Net Zero, but this is not the main purpose of the full role.



Dark Green: These apprenticeship roles directly involve work that reduces carbon emissions and sustainability is embedded throughout these roles. For example, a wind turbine engineer.



TOP TIPS TO FIND A GREEN APPRENTICESHIP

Where to look and how to spot great vacancies

Which green apprenticeship job roles are there?

Here are some examples:



Smart Home Technician

Installing devices in homes to allow people to monitor how much energy they are using.



Countryside Ranger

Protecting wildlife and helping to conserve green spaces and natural habitats.



Environmental Practitioner

Providing employers with a high level of professional environmental advice and expertise.



Ecologist

Studying the relationship between living things and their environment.



Forest Operative

Managing trees, plants and the environment in forests and woodland.



Metal Recycling Operative

Identifying different metals, sorting and separating them into grades.

Which words and phrases should you look out for?

Vacancies may include words that indicate they will be linked to the 'green' economy, including:

- Atmosphere
- Agriculture
- Biodegradable
- Biodiversity
- Bioenergy
- Biofuel
- Carbon footprint
- Carbon neutral
- Climate
- Compostable
- Conservation
- Countryside
- Earth
- Eco-friendly
- Ecological
- Ecosystem
- Emissions
- Endangered
- Energy efficient
- Energy-saving
- Environment
- Fossil fuel
- Future
- Geographic
- Global warming
- Habitat
- Hydro
- Natural
- Nature
- Net Zero
- Nuclear
- Ocean
- Organic
- Planet
- Plastic-reduction
- Pollution
- Protection
- Recycle
- Reducing carbon emissions
- Renewable
- Resource-efficient
- Responsible
- Solar
- Solutions
- Sourced
- Sustainability
- Thermal
- Upcycle
- Water
- Zero waste



TOP TIPS TO FIND A GREEN APPRENTICESHIP

Where to look and how to spot great vacancies

How can you build your experience?

If you're applying for a green role, it could be a good idea to try and gain some experience to help you to stand out as part of the recruitment process. Some ideas include:

- Encourage your school / college to reduce their carbon emissions. Perhaps you could create an engaging assembly, or you could help in setting up an innovative recycling scheme to reduce your school's impact on climate change.
- Get involved in exciting environmental projects in your local community. This could include volunteering for a beach clean-up or helping to plant more trees in order to decarbonise the atmosphere. Volunteering is a great way to contribute towards Net Zero, as well as increase your experience. You can find some opportunities on the Wildlife Trusts' page, which shows you some volunteering opportunities that are close to you: www.wildlifetrusts.org

- Another useful website is www.environmentjob.co.uk where multiple green employers list their volunteering vacancies.
- You could further develop your knowledge by utilising information that is already available for you on the internet. For example, there are many Ted Talks which discuss the importance of slowing down the effects of climate change.
- You can stay up to date with current global environmental issues by following relevant pages on social media and regularly reading relevant articles in the news.

INSPIRE ME!

Meet some apprentices working in a variety of different 'green' roles and hear how the work that they do is supporting sustainability, improving the environment and saving the planet.

Visit:

www.amazingapprenticeships.com/green-careers-week



HOW DO I WRITE A CV AND WHY DO I NEED ONE?

Top tips to get you started with your CV

Many job adverts will request that you submit a CV as part of the application process. Having a CV ready that can be quickly updated is important for any new job seeker.

This guide will get you started...

What is a CV?

CV comes from the Latin word curriculum vitae which stands for 'course of life'. It is a short document that summarises your education, skills and experience, which relate to a role you want to apply for.

Do all CVs follow the same format?

No, there are different CV styles, depending on the role and the stage you're at, but there are certain things that employers will always expect you to include (see the checklist).

Who looks at a CV?

It depends on the size of the organisation. It could be just one person, for example, the company owner if it's a small company, or it could start with HR and go to multiple people in a larger company. Many employers now remove personal information that could be used to unfairly advantage or disadvantage you.

What should I include in a CV?

The main sections to include are:

- Contact details**
Full name, mobile number and email address.
- Profile / personal statement**
A short paragraph, setting out your main skills and attributes.
- Education and qualifications**
Including type and grades (if you have not yet taken your exams, you can include predicted grades).
- Work or volunteering experience**
Details of any paid or unpaid employment or experiences and a short summary of tasks completed.
- Skills and achievements**
For example, IT packages you can use, any languages you speak.
- Interests and hobbies**
This section is useful if you don't have much work experience.
- References**
You may be asked to provide two referees that can provide a personal or professional reference.



HOW DO I WRITE A CV AND WHY DO I NEED ONE?

Top tips to get you started with your CV

What should I include in my profile / personal statement?

It should be a concise statement (around 100 words) that sums up who you are, what you hope to do and helps you to sound like the right person for the job.

You could include:

- Why you are suitable for, or interested in the role / industry.
- A sentence or two about any work / volunteering experience.
- Any skills, attributes or significant achievements that are relevant.
- Any academic qualifications that are relevant to the role.

How can I make my CV relevant to the role I am applying for?

Look at the job advert and refer to the job description, person specification and company details. Think about how your skills and experience match what the employer is looking for. Make sure you highlight any relevant qualifications, training or experience you have.

Should my CV be the same for everything I apply for?

No, try to tailor some of the sections of your CV so that it is relevant to the role you're applying for. For example, in the interests section, you could say that you enjoy gaming if you're applying for a role in that industry. You should also make sure your profile statement is relevant to the role you're applying for.

CV TOP TIPS

- Make sure there are no spelling/grammar mistakes.
- Ask someone to proofread your CV.
- Use active words to highlight your skills and strengths, for example: planned, organised, created.
- Personalise your CV to the employer by linking it with words used in the advert and job description.
- Make sure your email is professional.
- Include a cover letter with your CV.
- Don't lie or exaggerate.
- Don't include your home address if you're uploading your CV online.



HOW DO I WRITE A CV AND WHY DO I NEED ONE?

Top tips to get you started with your CV

Use a professional font consistently that is clear to read and a font size between 10 and 12.

Use clear spacing and bullet points.

Use section headings and make them stand out.

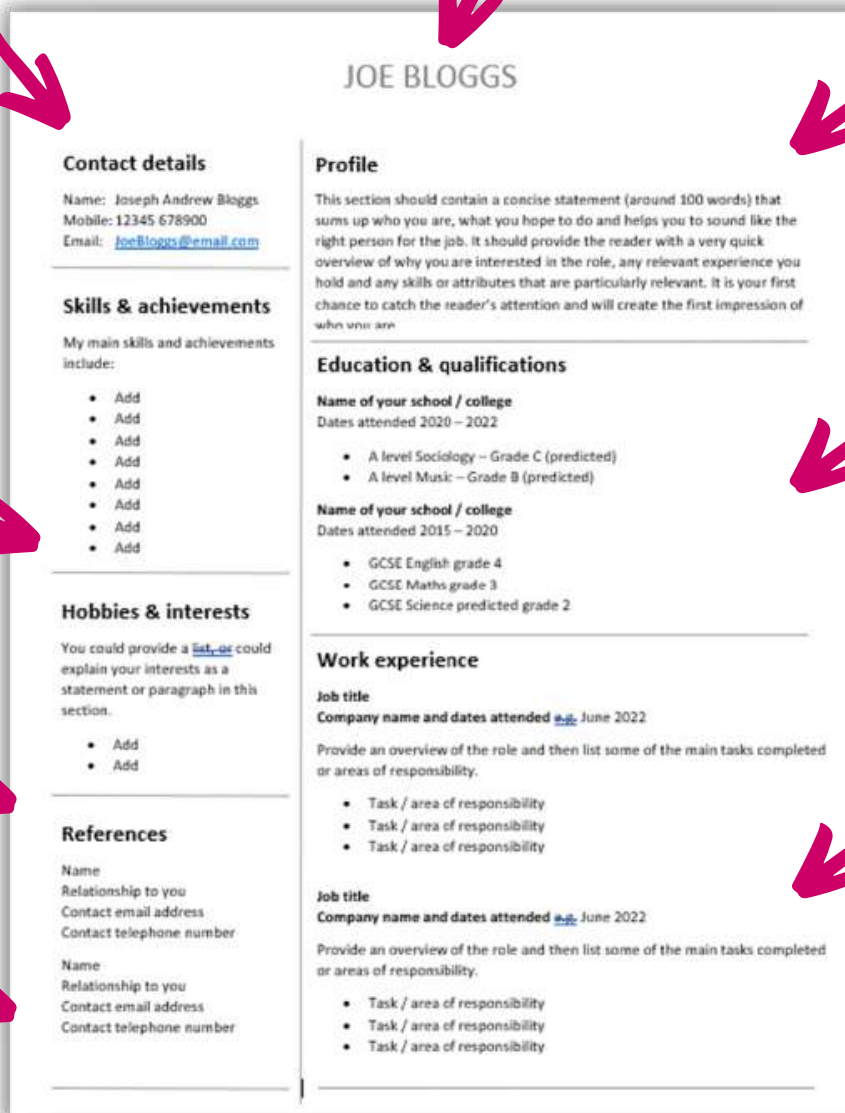
If you prefer, you can say 'References available upon request'.

Use your name as the title.

Put your profile statement at the top under the title.

List everything in order of most recent first.

You can include any voluntary activities and unpaid work.



JOE BLOGGS

Contact details
Name: Joseph Andrew Bloggs
Mobile: 12345 678900
Email: JoeBloggs@email.com

Skills & achievements
My main skills and achievements include:

- Add
- Add
- Add
- Add
- Add
- Add
- Add

Hobbies & interests
You could provide a [list](#), or could explain your interests as a statement or paragraph in this section.

- Add
- Add

References

Name
Relationship to you
Contact email address
Contact telephone number

Name
Relationship to you
Contact email address
Contact telephone number

Profile
This section should contain a concise statement (around 100 words) that sums up who you are, what you hope to do and helps you to sound like the right person for the job. It should provide the reader with a very quick overview of why you are interested in the role, any relevant experience you hold and any skills or attributes that are particularly relevant. It is your first chance to catch the reader's attention and will create the first impression of who you are.

Education & qualifications

Name of your school / college
Dates attended 2020 – 2022

- A level Sociology – Grade C (predicted)
- A level Music – Grade B (predicted)

Name of your school / college
Dates attended 2015 – 2020

- GCSE English grade 4
- GCSE Maths grade 3
- GCSE Science predicted grade 2

Work experience

Job title
Company name and dates attended [a.c.](#) June 2022

Provide an overview of the role and then list some of the main tasks completed or areas of responsibility.

- Task / area of responsibility
- Task / area of responsibility
- Task / area of responsibility

Job title
Company name and dates attended [a.c.](#) June 2022

Provide an overview of the role and then list some of the main tasks completed or areas of responsibility.

- Task / area of responsibility
- Task / area of responsibility
- Task / area of responsibility

WHERE CAN I GET HELP WRITING MY CV?

If you are at school or college, there should be support available, speak to your careers adviser and find out. There is also lots more support available online.



WRITING A COVERING LETTER

What to include to make a positive first impression

You should always include a covering letter when you send your CV and/or an application form to an employer.

This quick guide sets out what you should include in a covering letter.

What is a covering letter?

A covering letter is a formal letter to an employer. It should always accompany a CV and an application. It is a brief letter that introduces you, the applicant, and encourages the employer to consider you for the job.

Can I write one covering letter to use for any role I want to apply for?

You should always write a new covering letter for each role you apply for, making sure what you say is relevant to the role and the organisation. However, you don't have to write a new letter completely from scratch each time, as there will be some parts you can reuse, but there will be other parts that need to be adapted every time.

What should I include in a covering letter?

The main sections to include are:

Which role?

Say which apprenticeship you would like to apply for and where you found it.

Why this role?

Say why you are interested in the role.

Why this organisation?

Say why you are interested in working for the organisation.

Why you?

Say what you have done that is relevant to the organisation.

What are you like?

Say what experience and skills you have that are relevant to the role.

What next?

Thank them and ask for an interview.

BEFORE YOU START

- Ensure you have the correct company name and recruiter details, as well as contact details.
- Think about the right language and tone.
- Have evidence or examples of any skills and experience you want to mention.



WRITING A COVERING LETTER

What to include to make a positive first impression

Dear Full Name, e.g. Dear Claire Jones,
Dear Ms Surname, e.g. Dear Ms Jones,
Dear Mr Surname, e.g. Dear Mr Jones,

Tip: Use Ms instead of Miss/Mrs, don't presume marital status
Tip: Don't assume gender from someone's name.

Try not to address your cover letter to Dear Sir/Madam OR To whom it may concern unless the company has a no name policy and won't give you a personal name. It could imply you haven't done your research.

Address your letter to the right person. To do so:

- Check the job advert as it may say who to send it to. If not:
- Contact the company and see if they can give you a name (some may have a no name policy though). If not:
- Find out the name of head of the department your apprenticeship is in and address it to them. If not:
- Find out the name of someone who works in human resources (HR) and address it to them. If not:
- Address it to the HR department at the company.

Say which apprenticeship you would like to apply for and where you found it.

Dear

I would like to apply for the XXX apprenticeship with XXX, which I saw advertised on XXX. Please find my CV enclosed / attached.

I am very interested in the XXX apprenticeship offered by XXX because of the programme's focus on XXX.

XXX is a XXX in the sector and one of the most respected XXX in the UK and globally. The award-winning apprenticeship programme that you offer is highly acclaimed and I would be delighted if you would consider me for a position with your company.

I saw on your website and social media that you are currently XXX. I recently did work experience at XXX / completed a project on XXX and feel the skills and knowledge I gained from this would make me a good candidate for this apprenticeship.

You will see from my CV that I have XXX work experience and from this I have gained XXX skills, in addition to being able to XXX. I am a XXX person/student/employee. I am really interested in XXX, meaning I have a strong foundation for this apprenticeship.

Thank you for taking the time to consider me for this role. I would appreciate the opportunity to discuss my application further at interview.

Yours sincerely,

XXX (your name)

Show you have researched the company and the content of the apprenticeship they are offering.

Say something that acknowledges the vision and values of the company, as well as their success.

You could say here something you are doing / have done that is relevant to something the company does.

Finish your letter by thanking them and asking for an interview.

Write here about yourself and why you would make a good apprentice at their company. Mention two or three skills and experiences you have that are relevant to the role and show you as the perfect candidate.

If you started the letter with a personal name, like Claire, end the letter with Yours sincerely. If you didn't manage to find a personal name and are sending it to a department, using Sir/Madam, finish with Yours faithfully.



WRITING A COVERING LETTER

What to include to make a positive first impression

Use the same lettering and style as you used in your CV.
See our Rapid Read on writing a CV if you haven't got one
<https://tinyurl.com/mtusfnjw>

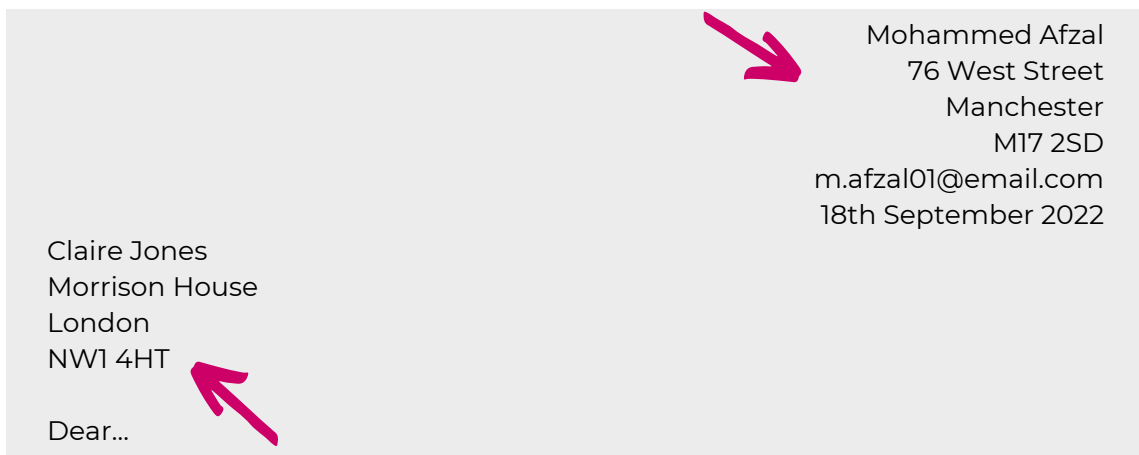
LAYOUT OF A FORMAL LETTER

What is a formal letter?

A formal letter is a professional letter, written in formal language, in a set format. The formal letter layout is mainly used for professional communication, and employers would expect to see a covering letter laid out in the set format.

What should a formal letter always include?

- Your full name should be on the first line.
- Your full address, including postcode, should be underneath this (using separate lines for each new line of your address).
- Your email address should then be immediately underneath this.
- The date (writing the month and year in full) should immediately follow beneath this.
- All of the above should be in the top-right corner of the page, aligned to the right.



- The recipient's name and address should be below this, aligned on the left-hand side of the page, laid out in exactly the same way as yours.

BEFORE YOU SEND

- Check if your language is clear and to the point.
- If your cover letter is longer than one page, reduce it to a page by taking out anything that is less relevant.
- Read through your letter and check it for spelling and grammar. If using a computer, run a spell check and grammar check. Then read it again with fresh eyes a while later – you can often spot mistakes when you re-read it.
- If you are emailing your letter and CV, make sure you put your name and title of the apprenticeship in the subject line of the email.



END POINT ASSESSMENT EXPLAINED

What happens at the end of an apprenticeship?

What is End Point Assessment?

End Point Assessment (also commonly referred to as EPA) is the final stage of the apprenticeship programme.

The purpose of EPA is to confirm that the apprentice has met all of the knowledge, skills and behaviour requirements set out in the apprenticeship standard.

What is an apprenticeship standard?

Each apprenticeship has a standard. This is a short document setting out the main purpose of the apprenticeship, the job roles linked to the standard and the expected knowledge, skills and behaviours that the apprentice should have achieved. There are more than 600 different apprenticeship standards available. You can read more here:

instituteforapprenticeships.org/apprenticeship-standards/

How does EPA work?

To reach EPA, the apprentice will have completed a series of activities and tasks with their employer and training provider. They will then jointly agree that the apprentice is ready to move forward for their End Point Assessment. This stage is called 'the gateway'.

End Point Assessment methods explained

This short film (4 minutes) has been created by the Institute for Apprenticeships and Technical Education to explain the different types of assessment methods.

[Click here to view](#) or scan the QR code



What are the EPA requirements?

The process of EPA is different for each apprenticeship standard. It could include a range of different activities such as:

- Presentation of a portfolio
- Professional discussion
- Test
- Practical demonstration

The whole process of EPA is co-ordinated and conducted by a third-party organisation that is not connected to the employer or training provider. This organisation is called the End Point Assessment Organisation (EPAO).



END POINT ASSESSMENT EXPLAINED

What happens at the end of an apprenticeship?

Additional support

If you require additional support to complete your EPA, your training provider will be able to make appropriate arrangements for you. These could include:

- Extra time allowance
- A scribe
- A reader
- A personal support worker to attend
- British Sign Language (BSL) interpreter
- Assistive technology

...and many other flexibilities and permissions.

You can [read more about the arrangements](#) on the Institute's website.

What happens if you don't pass?

If you have not passed any elements of your EPA, then you will usually be able to re-take the parts that you need. This can sometimes limit the overall grade that you can achieve.

What happens on completion of EPA?

When you have successfully completed your EPA, you will have achieved your full apprenticeship. You will receive a grade of either pass/merit/distinction (this varies between different apprenticeships). You will then receive your apprenticeship certificate, issued to you by the Education & Skills Funding Agency on behalf of the Department for Education.

SHARE YOUR STORY

At Amazing Apprenticeships, we love to hear apprenticeship stories so we can help to inspire others.



We celebrate apprentices of all ages, levels, job roles and locations.

We believe that everyone has an interesting story to tell, and we want to give you the opportunity to share yours.

For more information scan the QR code above, or visit: [amazingapprenticeships.com/amazing-apprenticeships](https://www.amazingapprenticeships.com/amazing-apprenticeships)

