



# Apprenticeships

## What are Apprenticeships?

As employees, apprentices earn a wage and work alongside experienced staff to gain job-specific skills. Off the job, usually on a day-release basis, apprentices receive training to work towards nationally recognised qualifications. Anyone living in England, over 16 years-old and not in full-time education can apply.

Apprenticeships can take between one and four years to complete depending on the level of Apprenticeship, the apprentices' ability and the industry sector. The minimum salary is £2.60 per hour; however, many apprentices earn significantly more.

## Who are they for?

Apprenticeships are open to all age groups above 16 years-old whether you are just leaving school, have been working for years or are seeking to start a new career. You just need to be living in England and not taking part in full-time education.

There may be different entry requirements depending on the Apprenticeship and the industry sector. However competition for places with employers can be fierce, so you will need to show that you are committed, and aware of your responsibilities to both yourself and the company who would employ you. You also need to be happy to work as both part of a team and individually, and be able to use your own initiative.

## Training

Apprenticeships are designed with the help of the employers in the industry, so they offer a structured programme that takes you through the skills you need to do a job well. There are targets and checks to make sure that your employer is supporting you and you are making progress.

As an employee you will be in employment for most of your time as most training takes place on the job. The rest usually takes place at a local college or a specialist training organisation. You can complete this off-the-job training on day release or over a number of days in a block. The amount of time you spend varies according to your Apprenticeship. It could be anything from one day every other fortnight to two days every week. So all the things you study will be useful in your job and help you succeed in your future career.

Your employment will be for at least 30 hours per week. There may be a small number of circumstances where the learner cannot complete the full 30 hours. In these cases employment will be for more than 16 hours per week.

## Levels

Apprenticeships are increasingly recognised as the gold standard for work-based training. There are over 100,000 employers offering Apprenticeships in more than 160,000 locations; there are more than 200 different types of Apprenticeships available offering over 1,200 job roles. There are three levels of Apprenticeship available:

### 1 - Intermediate Level Apprenticeships

Apprentices work towards work-based learning qualifications such as a Level 2 Competence Qualification, Functional Skills and, in most cases, a relevant knowledge-based qualification.

### 2 - Advanced Level Apprenticeships

Apprentices work towards work-based learning such as a Level 3 Competence Qualification, Functional Skills and, in most cases, a relevant knowledge based qualification.

### 3 - Higher Apprenticeships

Apprentices work towards work-based learning qualifications such as a Level 4 Competence Qualification, Functional Skills and, in some cases, a knowledge-based qualification such as a Foundation Degree.

If you feel you are now ready to consider doing an Apprenticeship you can apply for Apprenticeship vacancies online using a recruitment system that lets you search for, view and then apply for Apprenticeships.

Log onto [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[Begin searching for vacancies »](#)

It is easy to search and apply for Apprenticeship vacancies. Simply follow the steps below.

**Step 1 - Register your details** *(use your personal e-mail address not college)*

Go to [Apprenticeship vacancies](#) and register your details by clicking the 'Register now' link under the 'New User?' tab.

Then create username and password. Remember to keep your username and password safe.

*(use your personal e-mail address not college)*

You'll receive a confirmation email sent to your inbox. You must click on the link in the email to activate your account. This link opens a window to your 'MyHome' page.

**Step 2 - Create your 'MyHome' page**

Your 'MyHome' page is your secure space. You can use it to;

Search for Apprenticeship vacancies and save your search results

Log your areas of interest (e.g. business administration)

Manage your applications

**Step 3 - Search for your match**

Search for Apprenticeships that match your interests by;

Occupation/job role

Employer

Keyword

Learning provider (e.g. college)

Location/postcode (e.g. South Yorkshire)

**Step 4 - Browse your results**

You can click on any of the listed vacancies for more information. Each listing gives detailed information about the job, including the employer, training, pay and the qualifications you will be working towards.

You can save your search results, so they are easy to access at any time, or start a new search.

**Step 5 - Manage your future**

Once you've found the job you want, applying is easy.

The application form is simple, secure and reusable, so you can respond to as many vacancies as you like, and save your application forms.

You can view the status of your applications and manage them online.

More information on apprenticeships and employment is available on the Longley Park College website – available via your desktop on PCs in college. [www.longleypark.ac.uk/careers\\_home.php](http://www.longleypark.ac.uk/careers_home.php)

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