

APPRENTICESHIPS



WHAT ARE THEY? WHO ARE THEY FOR? HOW I CAN FIND AND GET ONE?

An apprenticeship is a training scheme where you get paid to learn on the job and build up experience and qualifications at the same time.

Apprenticeships are not just for school and college leavers they are available at all ages.

Apprenticeships are available in a wide range of trades and professions (more on that in a minute!) but are usually based

around hands-on, practical (sometimes called “vocational”) skills.

The end goal of an apprenticeship is to train you to do a specific job or trade by yourself.

Apprentices earn a salary and will spend part of their working week on off-the-job training and this could be time spent at college or a training centre one day a week, or could be spent all on the job, online learning – or a combination of these.

Many providers of apprenticeship training can now deliver all or most training either on the job or online, so it's not always required for apprentices to travel long distances to attend their training.

APPRENTICESHIPS COME IN FOUR DIFFERENT LEVELS:

1. INTERMEDIATE

(equivalent to 2 GCSEs)

2. ADVANCED

(equivalent to 2 A Level passes)

3. HIGHER

(equivalent to a foundation degree)

4. DEGREE

(equivalent to a bachelor's or Masters)

The apprenticeship level you start on will depend on different factors including, whether you have any previous work experience and qualifications, the type and level of the apprenticeship and the responsibilities you'll be undertaking.

Once you have completed an apprenticeship, it is possible to then move onto a higher-level apprenticeship course, enabling you to continue to develop your skills, knowledge, experience and qualification levels.

You might start on a lower-level apprenticeship than your previous education level or any qualifications you have already achieved. Don't worry, this is quite normal and will only be because you will be learning new skills and knowledge in a job or industry sector that you may have little or no experience of.

WHAT SORT OF APPRENTICESHIP SUBJECTS CAN I TAKE?

When people think of apprenticeships, they might tend to think of trades such as building and plumbing. While these are great options, they're only a small piece of the apprenticeship puzzle!

Apprenticeships are also available in business (accountancy, marketing, HR administration and more,) specific areas of engineering such as civil engineering or electrical engineering, IT, healthcare, law, media, hair and beauty, and much more. The possibilities are almost endless!



WILL I GET A QUALIFICATION AT THE END OF IT?

Most apprenticeship standards will include a qualification as part of the course but not all require one. As an apprentice you'll be assessed at the end of your training and a pass, merit or distinction result means you will have met or exceeded the competency level required for the job and you'll receive a certificate to show you've achieved your apprenticeship.



HOW MUCH WILL I EARN AS AN APPRENTICE?

Usually quite a bit. Whilst, apprentices under the age of 19, or aged 19+ and in the first year of their apprenticeship, will earn at least the national apprentice wage of £4.30 per hour, many employers will pay much, much more to attract and keep their apprentices.

Like any other employees, as an

apprentice, you will also be entitled to sick pay, at least 20 days holiday per year, and to any other benefits your company offers to its other employees, such as healthcare plans and childcare vouchers.

You'll work between 30 and 40 hours per week but it is also possible to work part-time.

WHO SHOULD DO AN APPRENTICESHIP?

Anyone who wants to train and get qualified and paid whilst doing it.

Whilst apprenticeships are popular options for young school and college leavers, they are in fact available to anyone aged 16 or over. So, if you're seeking a career change and want to

get back into work and make yourself even more employable in the future, they could be just the thing for you.

The most important thing is that you are enthusiastic, ready to learn and have a great can-do attitude and a willingness and desire to learn.



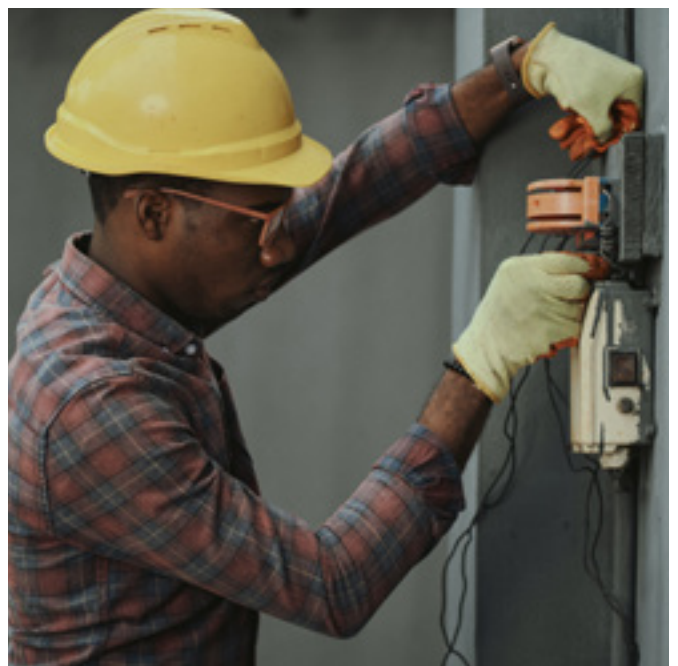
HOW LONG DOES AN APPRENTICESHIP TAKE?

All apprenticeships will take a minimum of 12-18 months to complete, some will be 2 years and higher and degree levels can take around 3-6 years.

WILL I HAVE A JOB AT THE END OF IT?

Most apprentices remain in employment with their employer when they complete their apprenticeship. However, by achieving an apprenticeship, it will certainly increase your future job prospects!

While an apprenticeship scheme does not usually guarantee you permanent employment within the company that is training you, it hugely increases your chances of securing permanent work in your chosen career.



HOW DO I FIND AN APPRENTICESHIP?

The Cornwall Apprenticeships website has a weekly list of apprenticeship vacancies across Cornwall: CORNWALLAPPRENTICESHIPS.COM

OTHER SOURCES FOR APPRENTICESHIP VACANCIES INCLUDE:

- **FIND AN APPRENTICESHIP**
[gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)
- **FIND A JOB**
[gov.uk/find-a-job](https://www.gov.uk/find-a-job)
- **GET MY FIRST JOB**
[getmyfirstjob.co.uk](https://www.getmyfirstjob.co.uk)
- **INDEED**
[indeed.co.uk](https://www.indeed.co.uk)
- **LINKEDIN** – search the jobs tab
- **FACEBOOK** – search the jobs section

With many of these websites you can easily search 'Apprentice' to find any vacancies in your local area.

Remember to leave plenty of time to get your application in before the deadline – some employers may close their vacancies early if they've had lots of applications and interest.

Your perfect apprenticeship may never be around the corner, keep your options open, consider all types of apprenticeships and remember new apprenticeship vacancies are being advertised every day.

Our tip is to also use your own personal network of friends and family. The more people that know you are looking for an apprenticeship or job, the further you are throwing open your job search.

Finally, make sure you have a CV and covering letter ready to send, and remember you should adapt your CV to every apprenticeship or job you are applying for.

WHAT'S AVAILABLE TO HELP ME APPLY FOR AN APPRENTICESHIP?

Your local **JOBCENTRE WORK COACH** can help advise and direct you to support.

THE CORNWALL & ISLES OF SCILLY PEOPLE HUB can help with everything you need to search and apply for the right apprenticeship for you.

Call **0333 0150699** (Mon-Fri, 9am-4pm) or email peoplehub@cornwaldevelopmentcompany.co.uk

THE NATIONAL CAREERS SERVICE can provide support both online and face to face.

Visit: nationalcareers.service.gov.uk

Call: **0800 100 900**



CAN I APPROACH AN EMPLOYER ABOUT AN APPRENTICESHIP, *even if they aren't currently advertising an apprenticeship vacancy?*

Yes, that's a great idea.

Employers will welcome direct contact from interested jobseekers and some may have never considered or thought of taking on an apprentice before.

In fact, many apprenticeships are created in this way, especially when an individual has undertaken a work trial or period of work experience with the employer.

WHAT INFORMATION IS AVAILABLE TO GIVE TO A POTENTIAL EMPLOYER *who might be willing to take me on as an apprentice?*

Cornwall Apprenticeships has lots of useful information for employers on it's website. Employers can also contact the team by emailing info@cornwallapprenticeships.com
cornwallapprenticeships.com

Cornwall & Isles of Scilly Skills Hub are very happy to speak with any employer who is considering taking on an apprentice and can help guide them through the simple steps.
01209 708660
ciosgrowthhub.com/the-skills-hub

Now is a great time for employers to take on apprentices of all ages, as many employers are struggling to find and recruit experienced staff. The apprenticeship training cost to employers is minimal and **there are Government incentives of up to £4,000 for employers to take advantage of.**

FURTHER HELP

APPRENTICESHIPS.GOV.UK

CORNWALLAPPRENTICESHIPS.COM

CORNWALL APPRENTICESHIPS

 **PEOPLE HUB**
Cornwall & Isles of Scilly

 **SKILLS HUB**
Cornwall & Isles of Scilly

National Careers Service
Helping you take the next step