



CARDINAL NEWMAN
CATHOLIC SCHOOL



Securing an Apprenticeship

A guide to support students in understanding what an apprenticeship is, what it involves, how to find one and the application processes they should prepare for in order to secure their place.



Apprenticeships

Contents

- Page 3** **What is an Apprenticeship?**
A brief outline of what is involved in undertaking an Apprenticeship
- Page 4** **Things to Consider**
Benefits and drawbacks of Apprenticeship options
- Page 5** **Before You Apply**
Things to do before starting applications
- Page 6** **Finding Vacancies**
How to go about sourcing suitable vacancies to apply for
- Page 7** **Training Providers**
A short list of popular training providers both locally and nationally
- Page 9** **Applications**
The application process outlined
- Page 10** **Example CV**
- Page 11** **Example Covering Letter**
- Page 12** **Example Application Form**
- Page 14** **Assessments**
An outline of some assessments that may be used in the recruitment process
- Page 15** **The Interview**
An overview of what the interview process is likely to include, how to prepare and the different types of questions you might face



What is an Apprenticeship?

It's a real job, with hands-on experience, a salary and the chance to train while you work. You're treated just like all the other employees, with a contract of employment and holiday leave. This will mean you get the same holidays as other members of staff, no term-times etc.

When you're an apprentice:

- you get paid and train at the same time, with at least 20% of your time spent in off the job training, often at a college, university or with a training provider
 - you train to be fully competent in your chosen occupation
- you're on a career path - with lots of future potential for you

How Long?

An apprenticeship can take between one and six years to complete depending on the level of apprenticeship you undertake

Types of Apprenticeship?

Name	Level	Equivalent educational level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

This means that you can look to do an apprenticeship after Year 11 (dependent on grades) or you can continue on in full-time education (college or Sixth form) and then go on to an apprenticeship (ideally at a higher level)



Things to Consider

Benefits:

There are a number of advantages in undertaking an apprenticeship over your other options such as:

Salary:

You get paid as an apprentice and you are an employee. Apprenticeship wages start at £4.15 an hour but the average apprenticeship wage in 2019 was £7.75 per hour. This can be much higher especially for Higher or Degree Apprenticeships.

Employment:

As you are already an employee your employment normally continues once you are fully qualified so you are less likely to have to find employment once qualified as you would if you had gained your qualifications in further education.

Experience:

Those people who undertake an apprenticeship gain a lot more hands on experience of the actual job than those who gain similar qualifications in the classroom and employers value experience.

Drawbacks:

There are however a few points you also might want to consider such as:

Holidays:

As an apprentices you are entitled to the same holidays as other members of staff but this is not the same as your friends who remain in education will receive and might be just 28 working days per year including bank holidays.

Specific Qualifications:

You have to be sure that the area you do your apprenticeship in is what you want to do. The qualifications you do are specific to the job and not as transferrable to other areas as qualifications gained in college or 6th form. If you qualify as an engineer that is your career path, if you did A Levels in Physics, Maths you could use those to go into different areas.



Before You Apply

Before we move on to how to find vacancies and the application process there is some work to do:

Back-Up Plan:

Apprenticeships are very competitive. They are jobs with limited vacancies and, as such, there is no guarantee you will be able to secure one. This means you will need to be considering other options as a back-up plan and should be discussing this with your careers adviser.

Are You Sure?:

The qualifications you gain in an apprenticeship qualify you for that role and don't transfer to other areas as much as qualifications such as BTECs and A Levels so you need to be sure.

Research:

Before you start applying for an apprenticeship in any role you need to be sure that you know what's involved as this might be different than you believe.

Try these websites:

<https://nationalcareers.service.gov.uk/explore-careers>

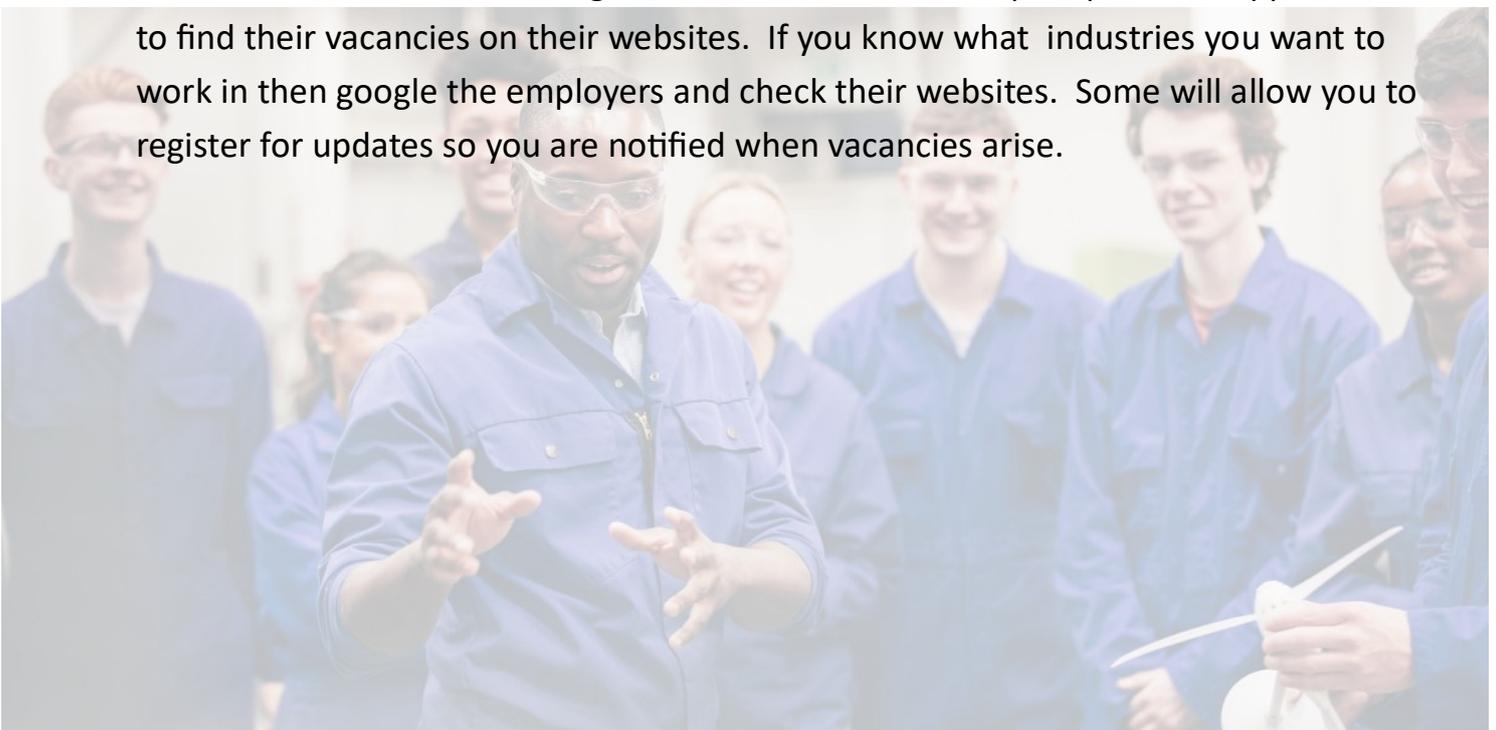
<https://guest.startprofile.com/world-of-work/explore/industries>



Finding Vacancies

Once you have confirmed that you want to undertake an apprenticeship and that you are confident you know enough about the roles you want to apply for there are four main ways to apply for an apprenticeship.:

- 1) **Direct to vacancies:** Vacancies are most commonly advertised on: https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch?_ga=2.32810878.1124009532.1588082434-119329303.1588082434 and once you are registered on this website you can receive updates every time a new vacancy that might interest you is listed. Other vacancies may be advertised on larger company websites and you will need to check employer websites to find these.
- 2) **Applications to Training Providers:** Apprenticeships consist of an employer who offers the job and a training provider who undertakes the training side. Training providers can recruit applicants and then submit them to employers directly. A list of local and national training providers and what kind of training they offer is over-leaf
- 3) **Speculative Applications:** Some students find success approaching employers directly who aren't actively recruiting yet. You can find a CV builder and a CV Guide in the careers section of the school website: <http://www.cnsc.school/careers-students>. To find employers to apply to you can google the sector you are interested in or use <https://www.yell.com/>
- 4) **Larger Employers:** A number of larger companies make the decision not to advertise their vacancies on the government website and expect potential applicants to find their vacancies on their websites. If you know what industries you want to work in then google the employers and check their websites. Some will allow you to register for updates so you are notified when vacancies arise.



Training Providers



Coventry & Warwickshire
Chamber of Commerce
Training

CWT offers apprenticeships in:

Apprenticeships: Accountancy, Business Admin, Childcare, Customer Service, Hairdressing, Health & Social Care IT, Social & Digital Marketing, Teaching Support, Team Leading & Management

Coventry College offers apprenticeships in:

Business Administration, Management Customer Service, Logistics, Team Leading, Childcare, Teaching Assistant, Bricklaying, Plastering, Plumbing & Heating, Health & Social Care, Property Maintenance, Carpentry, IT, Catering, Activity Leadership, Sport, Engineering, Manufacturing Engineering,



https://www.coventrycollege.ac.uk/courses/?wpv_post_search&wpv-course-mode%5B%5D=apprenticeships&wpv_view_count=423



Heart of England Training Ltd

Heart of England Training offers apprenticeships in:

Barbering, Beauty Therapy, Business Admin, Childcare, Customer Service, Hairdressing, Health & Social Care, IT, Management, Social Media and Digital Marketing, Sports, Teaching Assistant

MGTS offers apprenticeships in:

Technical Engineer, Craft Engineer, Engineering Production



JBC Skills Training >

TRAINING & APPRENTICESHIPS
IT Tech / Coding / Cyber Security

JBC offer apprenticeship in:

IT, Software, Digital Marketing, Cyber Security



**WARWICKSHIRE
COLLEGE
GROUP**

WCG offers apprenticeships in:

Adult Care Worker, Agriculture, Accountancy, Animal Care, Arborist, Autocare Technician, Barbering, Bricklaying, Business Administration, Carpentry & Joinery, Childcare, Chef, Crop Technician, Customer Service, Dental Nursing, Digital Marketing, Early Years, Electrician, Electrical Engineering, Engineering, Equine, Farriery, Hairdressing, Horticulture, Hospitality, Human Resources, IT, Land Based Engineering, Marketing, Security, Vehicle Maintenance, Plumbing, Welding, Vet Nursing

MTC offers apprenticeships in:

CNC Machining, CAD Design, Quality Control, Technician Roles, Project Engineers, Multi-Skilled Maintenance

<https://the-amtc.co.uk/apprenticeships/for-apprentices/>



ProVQ reruit for apprenticeships in:

Vehicle Technician, Customer Service & Parts, Vehicle Fitter, Specialist Tyre Fitter.

Primary Goal offer vacancies in:

Infrastructure Technician (Education),
Infrastructure Technician (Commercial)

<https://primarygoal.ac.uk/>



JTL offer apprenticeships in:

Electrical, Plumbing

Applications

Once you have found the vacancy (or vacancies preferably) you need to complete your application.

The majority of employers will want to see your CV:

CV:

Get help with writing your CV here:

<https://nationalcareers.service.gov.uk/get-a-job/cv-sections>

Further help and examples are also available on the school careers website:

<http://www.cncs.school/careers-students>

Covering Letter:

If you are applying speculatively to an employer you will need to write a covering letter, even if it is via email the email will be written as a covering letter. For help with this see:

<https://nationalcareers.service.gov.uk/get-a-job/covering-letter>

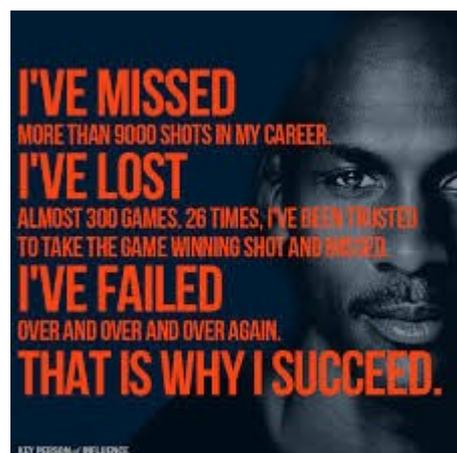
Shortlisting:

At this point the employer will be deciding whether or not to put you forward for the next stage in the application process:

It is a good idea to apply for numerous vacancies and not wait for each individual vacancy in turn as you will miss out on some and not maximise your chances of success.

If you don't get put forward for an interview don't take it personally, some employers are overwhelmed by applications and nearly everyone will have to apply for a number of vacancies before securing one.

Keep positive and keep making efforts to improve each application, you only have to be successful once.



Example CV

Harry Styles | Finance junior

1

Location: London
Telephone: xxxxxxxxxxxx
Email: xxxxxxxxxxxx

Professional Profile

2

'Motivated young professional with an exemplary academic record and passion to progress within the financial industry'

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or department. My part-time roles and volunteer work have also provided me with a range of workplace skills such as relationship building, communication and team work.

Core skills & achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Team work
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

Education

3

GCSEs – Secondary School – 2015

- Maths, science, English **A**
- Geography, Media, French **B**
- Geography, Business studies **C**

Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

Work experience

4

Sep 2014 - Present

Joe's cafe
Part time dish washer

Outline

Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment

Responsibilities

- Interacting with kitchen and waiting staff to collect used dishes and cutlery without interrupting customer service
- Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
- Supporting events and busy periods by providing ad hoc support to colleagues when needed
- Checking cutlery, kitchen and tables in line with hygiene standards to ensure they are met
- Supporting kitchen preparations during opening and close down of café

References available on request

1

Give yourself a catchy title that relates to the jobs you are applying for

2

Get recruiters' attention with a punchy profile that summarises your education, skills, and passion for the industry you want to enter

3

Highlight your most impressive exam results and mention any clubs or sports teams you have been a member of

4

Work experience doesn't have to be full time paid roles, you can also write about **voluntary work**, **school work placements** or **part time roles**

Example Covering Letter/Email

J

Joe Newman
24 Sanpits Lane
Coventry
CVX 5XX
077 777 77777 joe.newman@gmail.com

12th August 2021

Tom Roberts
HR Manager
Roberts & Gladman Ltd
34 Roberts Road
Coventry
CVX 5XX

Dear [INSERT RECRUITING MANAGER'S NAME OR SIR IF NOT],

Re: Opportunities/Vacancies

I am writing to enquire whether you have any vacancies within your store in Palisades for a person with my abilities, either now or in the future?

I am a recent school leaver who is interested in a career in [INSERT INDUSTRY YOU ARE INTERESTED IN]. I would welcome the opportunity to work for [INSERT COMPANY NAME] because of your reputation for quality products, excellent customer service and great opportunities for career progression [RESEARCH – MAKE REFERENCE TO COMPANY SPECIFICALLY].

Currently, I am studying a [INSERT QUALIFICATION TYPE & LEVEL] in [INSERT CAREER/SUBJECT AREA] at [INSERT NAME OF INSTITUTION]. My interest in this area was further reinforced by a recent work placement at [INSERT COMPANY NAME]. Although my time at [INSERT COMPANY NAME] was brief I learnt to [INSERT WHAT YOU DID AND WHAT YOU LEARNT]. I really enjoyed this work placement and I'm very keen to find part-time work while I continue with my studies.

In addition, I am a [INSERT PERSONAL ATTRIBUTE ONE] and [INSERT PERSONAL ATTRIBUTE TWO] person who gets on well with people at all levels in a mature and responsible manner. Please find attached a copy of my CV which highlights my skills and experience. I would be very grateful if you could contact me by phone, letter or email whether you have any suitable vacancies either now or in the future.

Yours [SINCERELY IF NOT ADDRESSED TO NAME OR FAITHFULLY IF IS]

Application Forms

Full Name: McNameface (Last) Namey (First) -
Address: **1 Street Street**
Street Address
Townytown
TT1 1AB

Phone: **0777777777** Email **_nameymcnameface@gmail.com**

Position Applied for: **Apprentice - exhibitions**

What are your main strengths?

I feel that I have very good communication skills. As a keen team member of a local football team, it is crucial that we communicate constantly when on the pitch to ensure that everyone can work together to win the game. I have been praised by the team captain for the way that I communicate effectively on the pitch, saying that I am calm, motivational and fair.

What skills would you like to improve during this apprenticeship?

I would like to improve my knowledge of the latest advertising and marketing techniques being used within the museum sector and how these could be adapted to suit new exhibits and collections.

What skills would you like to improve during this apprenticeship?

I would like to improve my knowledge of the latest advertising and marketing techniques being used within the museum sector and how these could be adapted to suit new exhibits and collections.

What are your hobbies and interests?

My hobbies are football, reading books and working out. Along with this, I also like cooking. While researching the company, I got to know about the in-house gym. Having a gym in the workplace is a great idea as employees can get to know each other better on a casual level apart from their designated roles.

Try and mention strengths that are useful for the role you are applying for

Don't highlight flaws such as timekeeping or motivation Focus on development and what role offers

No socialising with friends . This has negative connotation

Focus on what you have to offer , potential and enthusiasm.

Application Forms

Why are you suitable for this position?

I have always wanted to work as an exhibition designer for a museum that embraces cultural changes and provides a sensory experience for its visitors. My studies helped me to develop key artistic and organisational skills, while the experience that I gained from working at my local museum has been the ideal preparation for a career in this field. I would relish the opportunity to be part of the team that works on the concepts for your upcoming exhibits and collections.

Focus on what you have to offer, potential and enthusiasm.

Give an example of when you worked as part of a team

During my time in the university film society, we decided to run a series of workshops for the local community. My role involved planning the daily activities, ensuring that the intensive course covered everything we wanted to include. While some tasks did overrun, the event was a resounding success with attendees remarking on how well it had been organised.

Think of a positive outcome and mention your specific role within

Why do you want to work for us?

I read an article a few months back on the outreach your company does within the community. Giving back and volunteering is a significant part of my own personal values, and I remember feeling excited that a company values the community as much as I do. That excitement grew when I saw there was a job opening in my field here. I would really love coming to work each day, knowing that I am helping to make a difference in the community through my work here.

Do your research - know the company and what they do - don't say things like 'brother was there' or 'It's close to home'

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signed: Date:

Assessments

A number of employers and training providers will ask you to undertake an assessment of your abilities.

There are two main types of assessments that you will be asked to do:

Basic Skills:

This will be a computer or paper based assessment of your functional skills in English and Maths. These are more common in intermediate level apprenticeships and give the employer an idea of your levels in both of these areas.

Psychometric Assessments:

This can be something that you undertake online with the employer/training provider emailing you a link to the test or they will invite you in to do this. You should be informed of what kind of assessment will be involved and a lot of companies will provide you with example questions to help you prepare.

In order to prepare for these tests you should practice the right kind of assessments. The below link is to free practice assessments:

<https://www.practiceaptitudetests.com/free-aptitude-tests/>

Doing these tests means that you can be considered for the next stage so they are incredibly important. Not taking these seriously and not preparing and practicing these is likely to end your application there.



Interviews

The Interview Process

Everyone who has a job has had an interview. When applying for an apprenticeship you might have more than one: some training providers will do a brief interview either in person or over the phone before putting you forward to the employer.

They range from a brief chat over the phone to a full panel interview with several members of staff and can include other activities such as presentations or group discussions although most won't unless applying for higher or degree level apprenticeships.

Before The Interview:

Check Where and When:

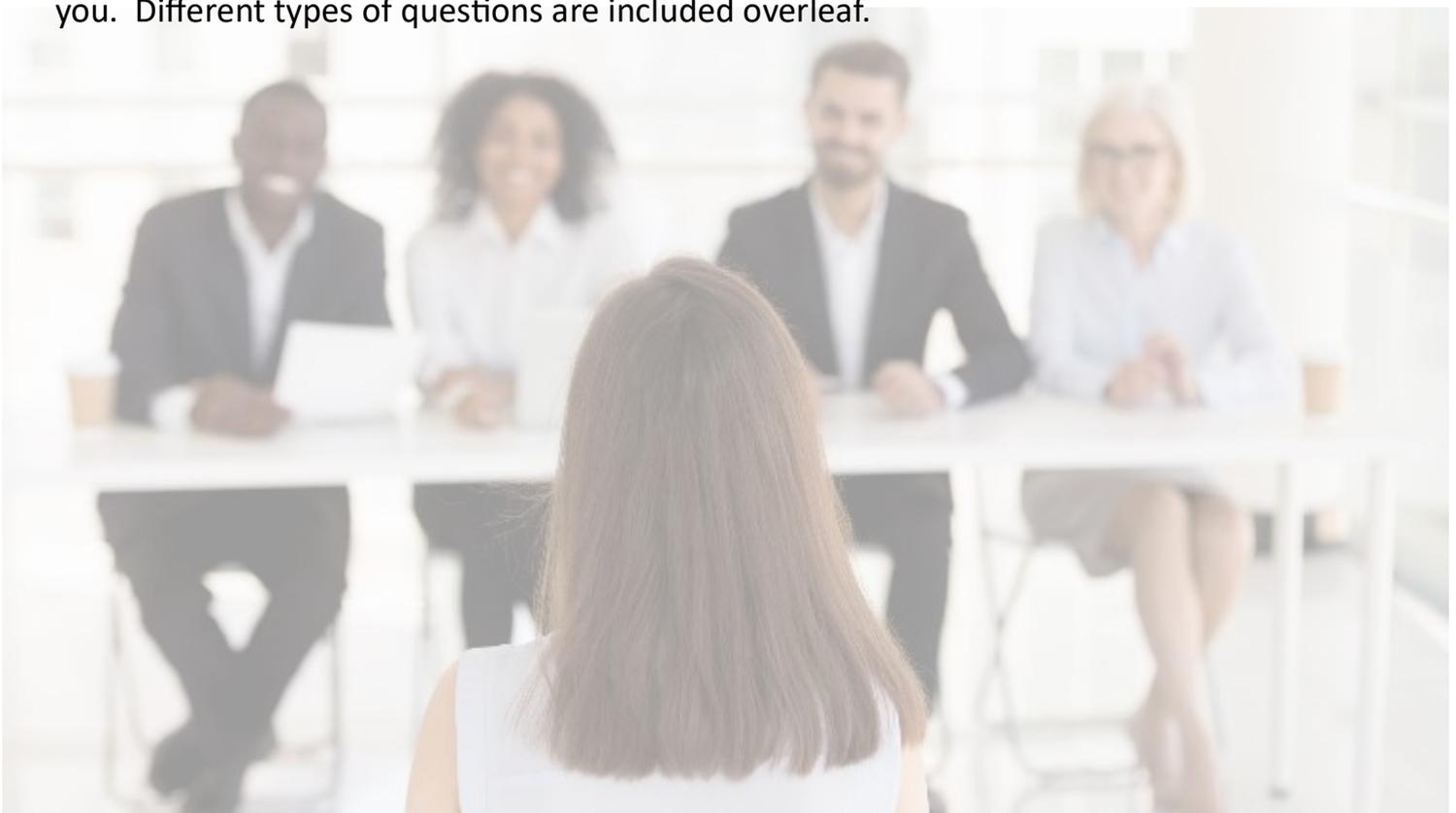
Make sure you are certain about the venue and time and ensure you know how you will get there and how long it will take. Being late might end your chances of success.

Know Your Stuff:

Research, research, research!! It is worth your time to find out as much as you can about any company you are interviewing for as well as the apprenticeship you want to do. This is the basics, beyond this you could also read around things that are happening in the industry or what competitors are doing.

Practice:

Even asking friends or family to ask questions they think might be asked will help prepare you. Different types of questions are included overleaf.



The Day of the Interview:

What to Wear:

You don't have to wear a suit to an interview but what you wear helps tell the interviewers how you feel about the vacancy. Dress smartly and it shows you're taking it seriously.

Arrive Early:

Make sure you aren't late, this gives the impression you aren't reliable and if you aren't reliable for the interview you won't be reliable in the job. Aim to arrive 10-15 minutes early but not much earlier.

Body Language:

Be careful not to slouch, yawn or fold your arms too much. Make eye contact, stay calm and sit up straight and remain alert. Studies have repeatedly shown that what you actually say in an interview may not be as important as how you say it and how you are behaving whilst saying it!

Success in an interview can be:

50%	Body Language
40%	Voice
10%	Words

Clarify:

If you aren't sure what a question means or if you didn't hear then ask them to repeat the question or to clarify what they mean. This is perfectly fine and much better than trying to answer a question you weren't asked.

Ask Questions:

At the end of the interview you will be given the chance to ask questions so make sure you do. Not asking questions suggests you aren't interested. Examples of questions you could ask are:

- What would a typical day look like?
- How would my development be monitored and evaluated?
- What has happened to previous apprentices in the company?
- Does the company have any big plans over the next five years?
- How would my team be structured?



Interview Questions

There are five main types of interview questions you could face and you can and should prepare for all of them

- Motivational Questions
- Competency based Questions
- Technical Questions
- Strength Based Questions
- General Questions

Motivational Questions:

These are general questions used to check how interested you are in the role:

- What interests you about this role?
- What makes you want to join this company?

Competency Based Questions:

These are questions related to the skills and abilities needed in the job. They are an objective way of comparing you to others and the employer will have an idea of what kind of answers they are looking for. You should use real examples wherever you can.

- Can you give me an example of when you have solved a problem?
- Can you tell me about a time you have worked successfully as part of a team and what was your role?

Technical Questions:

These are rarely used for school leavers but they do come up sometimes. They are a way of checking your specific knowledge such as awareness of IT packages etc.



Strength Based Questions:

These are increasingly common for use in recruitment of apprentices as they offer less scope for prepared answers, don't rely on technical knowledge school-leavers might not have. They also give an insight into an applicants personality.

- What are you good at?
- What subjects do you enjoy most and why?
- What things energise you?
- What achievement are you most proud of?
- How would your closest friends describe you?
- What are your weaknesses?

How To Answer:

- It's fine to ask for clarification or to check your understanding, define the contact if not clear. It is much better to ask for clarification than to answer the wrong question.
- It's okay to ask the interviewer to repeat the question to make sure you get it.
- Don't be afraid to ask for a minute to consider your answer
- Structure your answer, think about what you are going to say before you start.
- Think of giving your answer as your chance to give your perspective.
- Any preparation you have undertaken will shine through.

