



Apprenticeship GUIDE



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.

If you're 16 or over, you can become an apprentice as long as you spend at least 50% of your working hours in England – for the duration of the apprenticeship and you are not in full-time education.

If you live in [Scotland](#), [Wales](#), or [Northern Ireland](#), check out your apprenticeship options.

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

Your apprenticeship can take between one and six years to complete, depending on which apprenticeship you choose, what level it's at, and your previous experience.

Different apprenticeships are available all over England, at companies large and small, in a wide range of industries and organisations. From local organisations to large national brands.



www.gov.uk/find-traineeship

You get valuable hands-on experience working whilst you learn, which helps you progress in your working life.

Completing your apprenticeship means you've earned and learned. Given your training is funded by contributions from the government and your employer, and you receive a regular salary, apprenticeships are a great option for getting on the job ladder or supercharging your career.

What are the different types of apprenticeships?

There are hundreds of different apprenticeships to choose from. Whether you're at the start of your career, want to change career direction, or if you're returning to work after a break.

All apprenticeships make sure you're 'job ready' for the role you have trained for.

Apprentices earn a salary right from day one of their employment and training.

If you think you need better skills and need more work experience so that you're ready to apply for your chosen apprenticeship – you could consider [doing a traineeship](#).



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Find an apprenticeship

1

So, you've found the apprenticeship you'd like to apply for?

Once you've searched and found the right apprenticeship for you, you can get on with the application process. If you haven't found your ideal apprenticeship yet, you can [search for the latest apprenticeship vacancies](#) by job title or employer, or just browse to see what's available in your area. You can then manage your applications and even get alerts about new apprenticeships.

www.apprenticeships.gov.uk/apprentice/find-an-apprenticeship



2

Apply for the job & send the application to the employer

[Get help](#) with writing applications, creating a good CV and covering letter.

www.nationalcareerservice.gov.uk/careers-advice/cv-sections



3

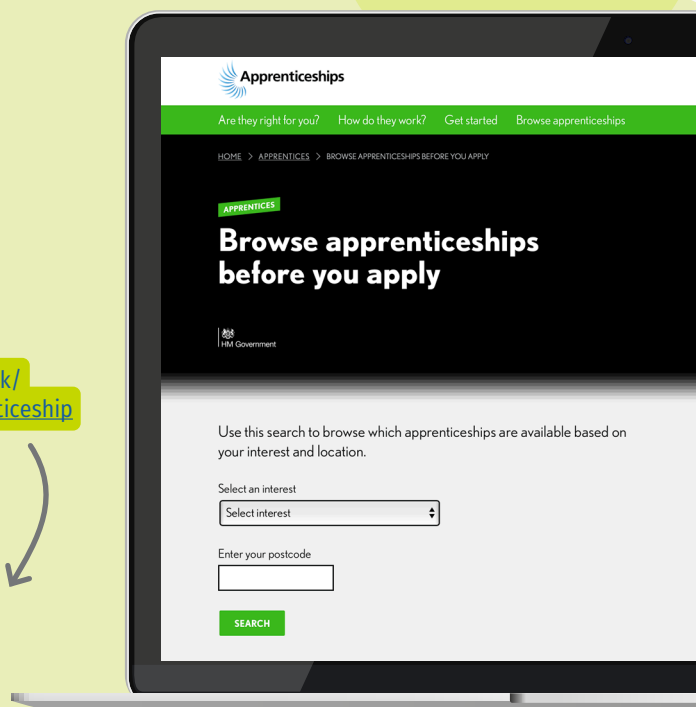
Wait for the applications to be shortlisted

If you haven't applied for many jobs before, this can be the nail-biting bit, where you're waiting to hear back from the employer. Sometimes it might help to check when the closing date was for applications – this should give you a clue as to when they'll be in touch. It's a good idea to apply for more than one apprenticeship vacancy at one time. Try and get a number of applications to potential employers; that way you're increasing your options and not waiting for a response from one employer. If you don't get an interview, don't take it personally. It's usual to apply for a number of vacancies before you find the right apprenticeship for you. This happens to everyone and it's part of the normal process.

4

If you're on the shortlist, you'll be invited for an interview with the employer

This first interview could be an online chat or video call, rather than a face-to-face one. Remember to brush up your research into the organisation for each stage of the interview process.



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What we offer...

West Thames College offer Construction, Logistics, IT, Business & Management Apprenticeships. Employers large or small, get in touch with us. We can support and guide students to apply for your live vacancies and be the provider of choice for your business.

Your teacher or careers adviser can help you find out about training providers and how to get in touch. There are also other local organisations that can help you find out more, like a job centre or other community programmes.

The interview process

Everyone goes through the interview process at some stage of their working life. When you apply for new jobs, you will almost always have an interview, whatever stage you're at in your career.

If you want to upskill or are returning to the workplace after a break, you may already know how to prepare for an interview and what you're expected to take with you on your first day.

If that's the case, then all you need to do is [Find an apprenticeship](#).

If you're planning on working for bigger organisations, you might have two or three interviews. A smaller employer may just want to meet you face-to-face, to see if you fit into their organisation.

Employers will each set their own application process for an apprenticeship, which will be similar to applying for any other job within that organisation. This typically, will involve an interview.

Interviews can range from face-to-face, a panel interview, on the telephone or online. It just depends on how the employer wants to conduct it.

If you've not done an interview before, the following tips should help you through the whole process:

Before your interview...

» Check where & when

Find out what time your interview is, then figure out the best way to get there in plenty of time. Also check the employer's website for the address, directions and any useful advice on finding their premises.

» Know your stuff

It's worth finding out as much as you can about the apprenticeship, and the organisation that's interviewing you. You might also want to keep up to date with the relevant news in your industry, just in case your interviewer asks your opinions on any relevant news stories.

» Practice

Try a mock interview with a teacher, adviser or even a friend. A simple practice interview can help you feel more confident, and see what questions and answers you need to practice. Remember to include a few questions that you think you might be asked e.g. Why you chose this apprenticeship, what you enjoy most about your current studies.



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[www.apprenticeships.gov.uk/
apprentices/browse-apprenticeships](http://www.apprenticeships.gov.uk/apprentices/browse-apprenticeships)



Day of the interview



What to wear

You don't necessarily need to wear a suit, but smart trousers or a skirt and a shirt or blouse will show you're taking it seriously.



Get there early

Especially if you're using public transport. Look to arrive between 10 and 15 mins before your interview time, and make sure you have their phone number handy so you can let them know if you're delayed. Remember, being on time and reliable could be the first thing they learn about you.



Good body language

Try not to slouch, yawn or fold your arms. Stay calm and alert, sit up straight and make eye contact. Whoever is interviewing you will know you're nervous and not necessarily used to being asked interview questions.



Don't worry if you don't understand

Ask them to repeat or rephrase the question. If you're still unsure make a good guess, or relate it to something you know better.



Ask them questions too

This is your apprenticeship too, so make sure you show enthusiasm and prepare a few questions to ask your new potential employer. If you're the successful candidate, you'll be offered the apprenticeship by the employer. For more information on [preparing for an interview](#) there's a detailed guide on the National Careers Service website.



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



Your Apprenticeship

What to bring & other useful info

Your employer will be in touch beforehand to let you know your working hours, and when they'd like you to start on your first day. If however, you already work at the place where you're going to start your apprenticeship, then you can ask your employer directly.

Meet your new team

When you start your apprenticeship, you'll meet the people you'll be working with. They will show you around and answer any questions you might have.

What comes after my apprenticeship?

Apprenticeships are designed to make you 'job-ready' in the role you're training for. Once your apprenticeship is up and running, and you're gaining more experience and learning new skills, you can start to plan for the next step.

Most apprentices stay on in employment or further training after their apprenticeship. It's always worth discussing your future career with your current employer, as well as doing some research yourself.



At this point you could also ask some of the following:

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What you will need to bring – notebook/pens/ID

What time you need to arrive

How you should dress – suit or jeans

How much money you will need to bring for lunch, etc

Who you should ask for when you arrive

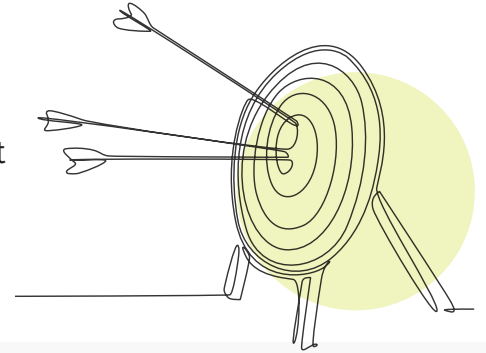
Where to get the bus/train or park your car

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Assessment

Once the apprenticeship training is completed, an independent assessment will take place, this is called an 'end-point assessment'. The assessment is the apprentice's opportunity to demonstrate that they are genuinely competent in their occupation at the end of their training.



It also gives the apprentice the opportunity to demonstrate what they've learnt throughout the apprenticeship. (This assessment only applies for apprenticeship standards and not for frameworks).

Details of what is in an end-point assessment is set out in the assessment plan. This will include an assessment of the apprentice's:

KNOWLEDGE



SKILLS



BEHAVIOURS



Your apprentice can't achieve an apprenticeship standard without satisfying all the requirements listed in the apprenticeship standard, including the end-point assessment.

Where to find an end-point assessment organisation

You must select an organisation to deliver the end-point assessment from the [register of end-point assessment organisations](https://www.apprenticeships.gov.uk/register-of-end-point-assessment-organisations) and agree to a price with this organisation for the end-point assessment.

Although the training provider will be involved in arrangements for the end-point assessment, the assessment itself must be independent.

The training provider must contract with the end-point assessment organisation on your behalf and have a written agreement in place to make payment to them for conducting the end-point assessment.

End-point assessment cost

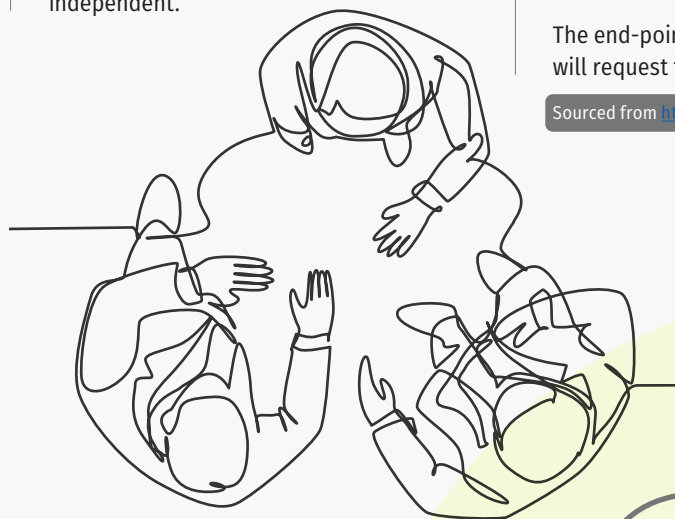
We expect that the cost of the end-point assessment should not usually exceed 20% of the funding band maximum. This cost is included in the overall cost agreed with the training provider for the apprenticeship.

Certification

When your apprentice successfully completes their apprenticeship they will be awarded a certificate.

The end-point assessment organisation will request the certificate on your behalf.

Sourced from <https://www.apprenticeships.gov.uk>



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www.gov.uk/guidance/register-of-end-point-assessment-organisations

