



APPRENTICESHIP TOOLKIT

EXTRAORDINARY
PARTNERSHIP

#ChangingLives



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A GUIDE TO APPRENTICESHIPS

What is an Apprenticeship?

An apprenticeship is a job with substantial training and the development of transferable skills. It is a way for people to earn while they learn, gaining a real qualification, with a real future. You must be employed to carry out apprenticeship training.

What are the Benefits of an Apprenticeship?

- Earn a salary
- Learn job specific skills
- Gain a variety of transferrable skills
- Work towards nationally recognised qualifications, with support from your employer
- No qualification fees (an apprentice must not be liable for the cost of their training)
- Progress into Higher Education
- Advance in your chosen career.

What Training is Offered?

- Hands-on work experience and training in all aspects of the job
- At least 6 hours per week of your normal working hours must be spent on training. This is called 'Off the Job Training' and can take the form of college training, shadowing, online learning and training etc. If you're learning new skills, knowledge and behaviours relevant to your apprenticeship, it is Off the Job Training!
- Your learning will be delivered through Yeovil College in the form of either masterclasses, day release or block release.
- Assessments and reviews in the workplace by your Yeovil College assessor.
- Depending on the apprenticeship, Functional Skills in English & Maths can be taken if you do not already hold appropriate qualifications in these subjects.

Apprenticeship Levels

Name	Level	Equivalent Level
Intermediate	2	5 GCSE passes at grade 9-4 / A* - C
Advanced	3	2 A Level passes / Level 3 Diploma / International Baccalaureate
Higher	4, 5, 6, and 7	Foundation Degree and above
Degree	6 and 7	Bachelors or Masters Degree

Apprenticeship Eligibility

You can do an apprenticeship as long as you meet the following requirements:

- You are aged over 16 (if you will be 16 by the end of the summer holidays, you may start your apprenticeship after the last Friday in June of that academic year).
- You have lived in England for a minimum of 3 years*.
- You are not in full time education.
- You must not already hold an equivalent or higher level qualification in the subject of your apprenticeship (if your existing qualifications are completely different, this is fine!).

Minimum Entry Requirements for an Apprenticeship

Entry requirements depends entirely on the apprenticeship you are looking to do, along with requirements for the job role and industry. In some cases, you need to have completed an apprenticeship or qualification at a certain level before accessing the next level of apprenticeship.

Expectations of an Apprentice Employer

Different employers may offer different benefits and conditions, but as a minimum all apprentices will receive:

- On and off the job training in all aspects of the job and support with your apprenticeship training
- A contract of employment
- Paid annual leave entitlement (at least the statutory minimum level)
- The statutory minimum length of rest breaks
- Statutory Sick Pay
- Maternity, paternity and adoption pay and leave
- The National Minimum Wage for apprentices (at least).

National Minimum Wage for Apprentices

The National Minimum Wage rate for apprentices applies to apprentices who are either:

- Under 19
- 19 or over and in the first year of their apprenticeship.

So, if you are aged 18 and in the second year of your apprenticeship, you may still be paid the National Minimum Wage for apprentices.

Apprentices who are over 19 and have completed the first year of their apprenticeship are entitled to the current minimum wage rate for their age.



The National Minimum Wage rates change in April every year, so stay up to date by scanning this QR code.

As an apprentice, you are paid for your normal working hours and training that forms part of your apprenticeship – this includes any college attendance and off-the-job Training.

How many hours per week will I work as an apprentice?

You will usually work a minimum of 30 hours per week as an apprentice. If you work less than 30 hours per week, you will still be able to do an apprenticeship – the length of your apprenticeship will be adjusted to factor this in (the minimum duration for apprenticeships are usually worked out on 30 hours per week). It will depend on your job role and employer how many hours you work. If you are under 18, you can only legally work a maximum of 8 hours per day or 40 hours per week.

What can I expect from Yeovil College throughout my Apprenticeship?

- An individual learning plan.
- An assessor who will support you throughout the apprenticeship.
- Regular progress reviews.
- Off-the-job training in College, where it forms part of the apprenticeship training.
- Delivery and support with functional skills.
- Chance to develop Functional Skills in Maths and English.
- A Training Plan (which details all of the above) that is part of the Apprenticeship Agreement and is signed by Yeovil College, the employer and apprentice at the beginning of the apprenticeship.

How can I find Apprenticeship Vacancies?

- Find and apply for apprenticeship vacancies online at www.gov.uk/apply-apprenticeship.
- Search online for apprenticeship job vacancies.
- Using your Grofar login (full time students) and accessing our apprenticeship vacancy list.
- Contact employers directly with a CV and covering letter – just because they don't have a vacancy advertised, it doesn't mean that they won't be interested!
- Book a 1:1 appointment with one of our Student Recruitment Consultants for tailored advice and support.
- Contact us via email at - studentrecruitment@yeovil.ac.uk



"I would definitely recommend an apprenticeship to others as it helped my confidence and my ability to grow. I found that learning on the job and applying the knowledge you learn to the real world and to your specific job role a good way of learning and understanding it."

Isabelle Bartle

Formerly of The Gryphon School

Studied a Business Administration Apprenticeship at Yeovil District Hospital.

CV GUIDE AND TEMPLATE

CV Guide: We know that creating your CV can be a little daunting and it's often difficult to know what to include in each section. In this guide, we have broken down each section of the CV and given you a few helpful tips to get you thinking and start you off!

Name & Contact Details

- Include your address, email and telephone so that employers know how to get hold of you
- Make sure that these details are all up to date and correct
- Ensure your email address sounds sensible and professional
- There is no need to include your date of birth, gender, age, national insurance number, health conditions or marital status.

Personal Statement

This is a good way to show an employer who you are and what you are looking to achieve (make this specific to the job role you are applying for). Keep it as brief as possible and get your point across without waffling! 2 – 3 lines is an ideal amount of information to include.

Key Skills & Personal Qualities

- Employers are keen to find out about you, so give them a brief (bullet point) overview.
- Think about what makes you a great candidate and why you will be an asset to a team.
- Some examples include; IT skills, great team player, excellent communication, and customer service skills.
- If you have a full, clean UK driving licence, you can include this too.

Education & Qualifications

- School/College name, dates from and to
- Subjects/qualifications undertaken and grade achieved.

List in date order (with your most recent first) and ensure that the grades you include are correct – employers or our Apprenticeship Team will ask for certificates or proof at some point! If you have not yet finished your qualification, include your predicted grades. You don't need to include your primary school – this isn't really relevant to an employer.

Employment & Work Experience

- Employer/Company name, dates from and to
- Include the job role and a very brief description of your main duties

List in date order and include any full and part-time jobs you have had. You can and should also include any unpaid, voluntary or short term work experience you have undertaken. Don't worry if you don't have much to include at the moment – everyone starts somewhere and employers will be interested in anything you have done, even if this is not specific to the industry you are applying for.

Hobbies & Interests

You don't have to include this section, but it can be a good way to tell employers about yourself and gives them an idea about what you are like to work with. For example, if you are into team sports, it shows that you know how to work with others and are dependable or maybe your voluntary work suggests that you are committed and motivated. If you have any hobbies and interests which are related to the job, be sure to include those!

References

It is up to you whether you include the name and contact details of your referees, or if you prefer to put 'References available upon request'. Employers will assume that you have references and follow them up if you get to the next stage, if you do not choose to include them here.

If you are including details, include the following; Name and job title (or how you know the referee), email address and telephone number.

It's important to check with your referee first, that they are happy to provide a reference for you and be aware that they are verifying that they know you and that what you include on your CV and applications is correct. Always use an employment reference if you have one, if not teachers and tutors are usually happy to be asked.

Additional CV Tips

- Keep it brief! Your CV should be 2 pages in length, maximum!
- Be honest – you will need to be able to back up everything you have included!
- Think about the layout and formatting of your CV. Does it look professional, neat and clear?
 - Make sure what you have written makes sense and flows well.
- Have you used capital letters in all the right places and included appropriate punctuation?
- Always ask someone to proof read your CV for you – they'll check for spelling mistakes, typing errors and that it makes sense!
- Be proud and confident – this is your time to shine and 'sell yourself' to employers.

86%

of employers said that apprentices helped them develop skills relevant to the organisation.

EXAMPLES OF INTERVIEW QUESTIONS

All companies interview in different ways, however the types of questions asked in interviews tend to be fairly similar. Employers tend to ask questions about you, your work experience, your strengths and weaknesses and what you know about their company. Therefore, it's a good idea to prepare some answers to these types of questions so when they come up you know exactly what to say!

Examples of Interview Questions

Questions about the employer

During interviews employers will try to determine if you have a genuine interest in working for them. To do this they will ask questions such as:

- What do you know about our company?
- Why do you want to work for us?
- Why do you think you are the right fit for our company?

In order to prepare for these questions you must do your research. Take a look at the company's website and try to memorise a few facts about them. Make sure you understand what products and services they offer so you can talk about them if asked.

Questions About You

Most interviews will start with questions about you, employers will use these questions to find out a bit more about you and will help them to decide if you would be a good fit for their company. They may ask questions such as:

- Can you tell us a bit about yourself?
- What do you do in your spare time?
- Do you have any hobbies or interests?

Use your answers to reflect what personal skills and qualities you possess. For instance, if you play team sports you could say how this has helped to develop your team working and communication skills. If you enjoy drawing or painting you can use these hobbies to show that you're a creative person.

When preparing answers for these questions, consider the job description and person specification and try to reflect some of the desired skills mentioned in your answers.

Questions about your Work Experience

A lot of questions you will get asked in an interview will be around your work history to enable you to talk about your experience and relate it to the position you are applying for. Some questions you may be asked include:

- Tell us about a time you faced a challenging situation.
- What is your greatest achievement at work?
- Tell us about a time something went wrong, and how did you rectify the situation?

If you don't have much work experience to talk about you can use examples from outside of work such as school projects, volunteering or anything else you can apply to the job description. Be sure to talk about your experience positively and match your examples to the skills the employer is looking for.

Questions about your Strengths

The strengths employers are looking for will vary between companies and job positions, the key attributes they are looking for are normally outlined in the job description. To determine your personal strengths employers may ask:

- Why do you think you are the right candidate for this position?
- What would you say are your main strengths?

It is a good idea to plan two to three answers for questions like these and try use specific examples that indicate your strengths.

Questions about your Weakness

Employers will also ask questions around your weaknesses to see if they think you are qualified for the job.

They may ask:

- What is your greatest weakness?

There are a number of ways you can respond to this question. For instance, you can talk honestly about skills that aren't critical for the job role, talk about a skill you have improved on as you have identified it as a weak area or try and turn something seemingly negative into a positive.

Just remember that even though the question is about weaknesses, your answer should always be framed around the positive aspects of your skills and abilities as an employee. Again, it is good to plan two to three answers for these questions and use examples where you can.



For more examples of interview questions, scan the QR code.



TIPS TO HELP YOU ACE YOUR APPRENTICESHIP INTERVIEW!

Interviews may seem like a daunting experience but after reading our 10 top tips and example questions, you'll be fully prepared and ready to make that all important first impression.

An interview provides employers with a chance to meet with you and decide if you're the right person for the job. It is also worth remembering that interviews provide you with an opportunity to help you decide whether the job and company are right for you.

Top Tips for Interviews

1. Read the job description.

Look over the job description and person specification carefully and understand the key skills and qualities the employer is looking for.

Once you have a clear understanding of what the employer is looking for, try to think of some examples of a time where you used these skills/qualities. Being able to provide examples like this will show the employer that you understand the type of person they are looking for and that you share many of the same qualities.

2. Do Your Research!

Take a look at the company's website, find out about its products and services and try to memorise a few facts about the company.

Employers love to see that you've taken an interest in their company and will ask questions to find out if you know anything about them. By proving you've done your research you'll be on track for giving a great interview.

3. Re-Read Your Application Form.

It's a good idea to go over your CV and application form and have a think about what questions the employer may ask you about.

4. Carry Out A Mock Interview.

Ask someone you trust, this could be a parent, teacher, form tutor etc., to carry out a mock interview with you so you can practice answering questions and ensure you're getting across everything you want the employer to know about you.

A practice run is a great idea if you haven't experienced an interview before and should help ease any nerves or worries you have for the real thing. Just remember that feeling a bit nervous is completely normal and as long as you've done your preparation you'll have nothing to worry about.

5. Know The Route!

Make sure that you know how to get to where the interview is being held.

This may mean you will need to arrange a lift to the venue, if so make sure this is done at least a few days before the interview. If you are making your own way to the venue it's a good idea to have a trial run before the interview date to make sure you know the way and how long it will take you to arrive.

6. Look Smart.

Interviews are all about making a good first impression, to ensure you make the right one make sure you dress in smart and comfortable clothing.

Employers will take note of how you present yourself and what you wear to an interview will be one of the many factors that help an employer decided whether or not you are right for their company.

7. Arrive 10 Minutes Early.

Make sure you know the time your interview is taking place and aim to arrive 10 minutes early. The last thing you want to do is show up late! Arriving 10 minutes early will show the employer that you have good time keeping skills and will give you a few minutes to prepare and relax before the interview begins.

8. Give Specific Examples.

Employers use interviews as a way of assessing your skills, the examples you provide will evidence that you have the skills you say you do. As mentioned above, take a look through the job description and try to think of examples where you have highlighted the skills the employer is looking for.

9. Ask Questions.

At the end of an interview you'll always be asked if you have any questions for the employer. Be sure to make the most of this opportunity and always ask some questions. Asking questions will show the employer that you're really interested and enthusiastic about the position.

When preparing for your interview write down two or three questions you can ask at the end of your interview. Some examples of good questions to ask include:

- Are there opportunities for additional training and education?
- Will there be opportunity for progression in this role?
- What would I be doing on a typical day?
- What do you enjoy most about working here?
- What is the most challenging aspect of the role?
- What is the office culture/team like?
- How will progress be assessed?

10. Strike the Right Tone.



To complete your interview in the best possible manner always end by thanking the employer for their time and ask 'What are the next steps from here?' This will again highlight to the employer just how interested you are in the position.

For more advice and guidance on how to prepare for interviews, scan the QR code.



**Discover more about
apprenticeships at Yeovil College.**



"Ryan has emerged from his apprenticeship as a fine young man with an admirable amount of resilience. He is a fantastic asset to his employer and truly embraces the Yeovil College core values."

Ryan Larcombe

Engineering Apprentice
with Turnspeed Precision
Engineering.

WE WORK WITH OVER 400+ EMPLOYERS





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