

APPLYING FOR APPRENTICESHIPS

**16 OR OVER, AND NOT IN FULL-TIME
EDUCATION? THEN WHY NOT APPLY
FOR AN APPRENTICESHIP?**

**THEY CAN BE A WINNING FORMULA TO STARTING A
SUCCESSFUL CAREER:**

80%

**ON THE JOB
TRAINING**

20%

**OFF THE JOB
TRAINING**

20

**DAYS ANNUAL
LEAVE**

££££££

WAGE

100%

**JOB
SATISFACTION**

Apprenticeships allow you to **LEARN** and **EARN** at the same time, and your job training is linked to a specific job role in the workplace - so you are training for a job that exists.

Employers must pay you the apprenticeship wage, which is currently £4.15 an hour. However, many employers choose to pay more.

THERE ARE 4 LEVELS OF APPRENTICESHIPS:

Intermediate	Level 2	Equivalent to 5 GCSE passes 9 - 4	12-18 months
Advanced	Level 3	Equivalent to 2 A Level passes	18 - 24 months
Higher	Level 4 - 7	Leads to a Foundation Degree	Up to 6 years
Degree	Level 6 - 7	Equivalent to Bachelor's or Master's degree	Up to 6 years

WHERE CAN I FIND AN APPRENTICESHIP?

National Apprenticeship Service
Company websites
College websites
Local Training Providers
Employment agencies (eg www.indeed.co.uk)

NATIONAL APPRENTICESHIP SERVICE

This is a good place to start to find out the different apprenticeship careers available and the employers offering apprenticeships.

By creating an account you will be alerted to new opportunities in your area as soon as they are advertised.

You will find many roles advertised which will be new to you. Do you know what a Fenestration Installation Apprentice does? (They install on-site windows, doors, bi-fold doors, and conservatories, made of PVC-U, aluminium, steel, timber or composite).

The entry requirements for apprenticeships do vary depending on the employer, so always check that you have the required qualifications, skills and qualities.

Take time to read the job description carefully, pick out the skills and qualities asked for, and tailor your application to demonstrate you have these attributes, by giving examples from school or college, work experience, clubs, and activities outside of education.

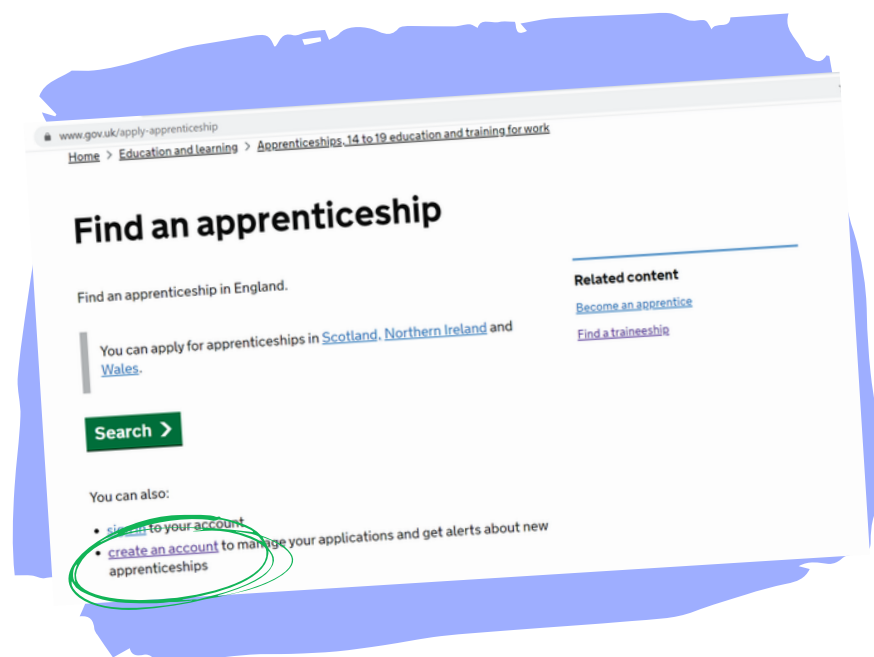
Be prepared for the employer to follow-up your application with online tests (eg numeracy, literacy, situational judgement), and in the current climate a telephone or video interview. Practice and preparation will give you confidence and help you to succeed with these different methods of assessment and interview.



For further information on interview hints and tips, read our guides in the publications section of our website.

HOW TO GET STARTED

www.apprenticeships.gov.uk



1 Go to 'Find an apprenticeship'
www.gov.uk/apply-apprenticeship
and click on 'create an account'

CREATING AN ACCOUNT ALLOWS YOU TO

- ✓ Apply for an apprenticeship
- ✓ Track your apprenticeship applications
- ✓ Receive alerts about new apprenticeships

2 Fill in the online form

You will need:

Home address including postcode

Email address

Telephone number (mobile or landline)

To think of a password with upper & lowercase letters, a number & at least 8 characters

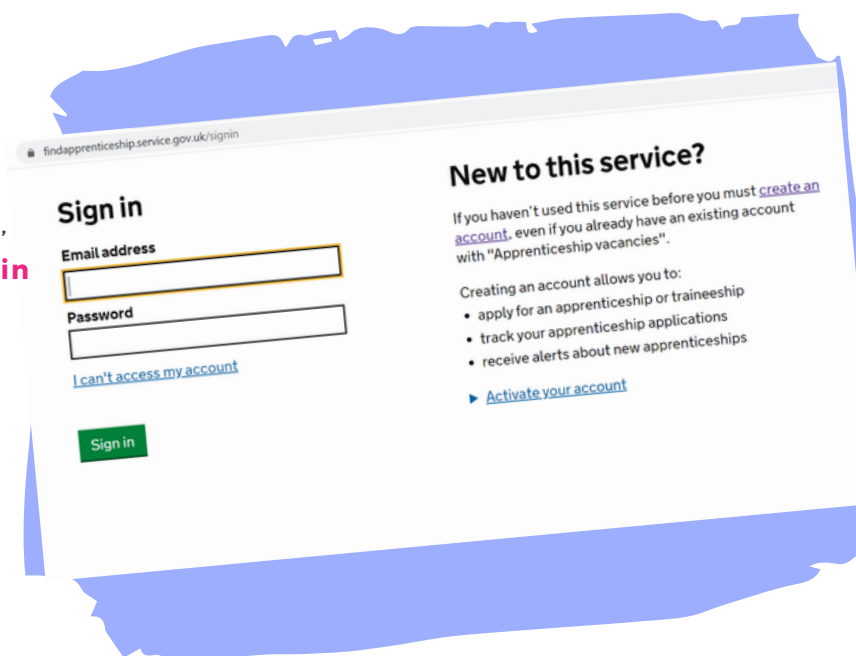
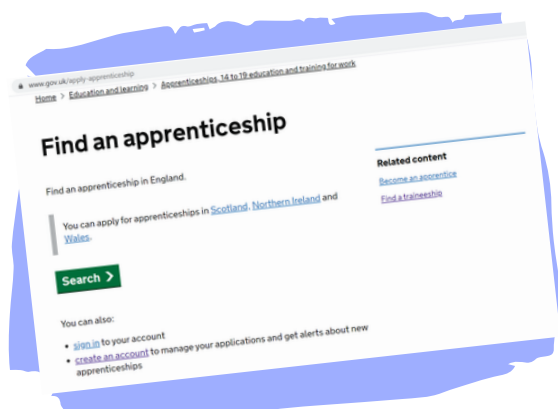
(Don't forget to write down or save your username and password so that you can find it easily)

3 Activate your account

This can be done through your email account and clicking on the message from nationalhelpdesk@findapprenticeship.service.gov.uk called SFA Apprenticeships - Activation Code

4 Make a note of your 6-character code

Then you are ready to return to the sign-in page of 'Find an apprenticeship'
www.findapprenticeship.service.gov.uk/signin



5 Find an apprenticeship

Use the **Keyword** search if you know what apprenticeship you are looking for, eg Early Years Practitioner, Business Administrator, Bricklayer.

Ensure you choose the right level of apprenticeship based on your current qualification level: for example, to study for a Higher or Degree apprenticeship you will need to have achieved a Level 3 qualification.

Or use '**Browse**' if you want to see what apprenticeships are available in different job categories.

EXAMPLE APPRENTICESHIP

Click on the apprenticeship job title that interests you:

Read through the Apprenticeship Summary and supporting information:

If you are interested in applying for the apprenticeship - check how to apply by looking in the Training section:

Apprentice Nursery Practitioner
Edgbaston Kindergarten
(Added 06 Aug 2020 - 2 positions available)

Here at Edgbaston Kindergarten, we are currently looking to expand our team. If you are passionate about starting your career in Childcare, then this is opportunity for you.

Distance: 0.5 miles [Journey Time](#)
Closing date: in 7 days
Possible start date: 07 Sep 2020

Apprenticeship summary

Weekly wage
£166.00

Working week
Monday to Friday, 40 Hours Per Week, Times TBC.
Total hours per week: 40.00

Expected duration
12 months

Possible start date
07 Sep 2020

Date posted
06 Sep 2020

Distance
0.5 miles

Apprenticeship level
Intermediate

The main role will include:

- Looking after the children and helping them with activities
- To use your own initiative to plan events to help the children learn
- Be able to establish a good relationship with the children
- Changing nappies and assisting with personal care of the children
- Helping to set up and clear away the children's toys
- Feeding and greeting parents and children at the nursery
- Making sure all children are safe and treated equally
- Participating in activities with the children e.g. reading, numeracy and literacy activities
- Communicating with parents and families to help to encourage the child's learning
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Assisting at snack and mealtimes
- Outdoor play
- The role will vary on a daily basis, but you will work as the Nursery apprentice which is a vital support in all running projects
- The role will need you to use your initiative and be confident in your duties

Training

Training provider
INTERSERVE LEARNING & EMPLOYMENT (SERVICES) LIMITED

Applications for this apprenticeship are being processed by Interverve Learning & Employment

Contact
Laura Longden 07872109430
laura.longden@interverve.com

Your full role and responsibilities will be set out by your employer. Edgbaston Kindergarten will provide you with all the on-the-job training you need to upskill in your role and your 20% off-the-job learning will be incorporated into your working day.

If successful, you will complete the Early Years Practitioner apprenticeship programme delivered through Edgbaston Kindergarten's dedicated training provider, Interverve Learning & Employment.

Apprenticeship standard
Early Years Practitioner Level 2 (SCSSE)

OR if applicable read the 'Employer's Application Instructions'

Employer's Application Instructions

If you are interested in applying for this vacancy then please click on the 'Apply Now' link and complete our Application Form.

This apprenticeship requires you to apply through the employer's website.

[Apply now](#)
Closing date: 14 Sep 2020

Birmingham Careers Service are here to support you with your apprenticeship search. If you are aged 16-19, or up to 25 with a disability, you can contact us by phone, text, WhatsApp, Email or Webchat - all our contact details are on our website www.birminghamcareersservice.gov.uk