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## Apprenticeships – the facts

### What is an apprenticeship?



An apprenticeship gives you free structured training, an understanding of the workplace and the valuable skills and knowledge that employers say they want – learned whilst doing a real job and getting paid. They cover a wide range of careers and industries and are offered by large and small companies. There can be strong competition for some apprenticeships.

Apprenticeships usually last between one and five years depending on their level. The levels available are intermediate (level 2), advanced (level 3) and higher and degree (levels 4-7). They often lead to the offer of a permanent job and progression to the next level of apprenticeship.

You will have training away from the workplace (the equivalent of one day a week) by day-release, block-release or e-learning. It is likely you will have regular tests before a final assessment that must be passed at the end. If you do not have level 2 (GCSE grade 4/C) in English and maths, you will have to study these too.

### Who are they for?



Apprenticeships are for anyone over the age of 16, who has left school. They are for people who know what they want to do and feel they would learn well in the workplace. Employers can offer apprenticeships to their existing staff too. As you will be working full-time, it is important to think about how you will manage studying and working at the same time.

If you are in Year 11 at school and applying for apprenticeships, it is a good idea to have a backup plan and apply to a sixth form or college as well.

### What does the employer look for?



Employers look for people who are keen and enthusiastic, can show that they really want the job and will work hard for the business. They set their own entry requirements. As a guide:

- level 2 (intermediate) apprenticeships usually require some GCSEs
- level 3 (advanced) apprenticeships usually require four or five GCSEs at grade 4/C or above, including English and maths or a level 2 apprenticeship
- higher and degree apprenticeships (levels 4-7) usually require a level 3 qualification or apprenticeship.

### How much are apprentices paid?



As a minimum, all apprentices aged 16-18, and those aged 19 or over, in their first year, receive £4.15 an hour (some receive more depending on the apprenticeship and employer). This changes every April. See [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates) for the most up to date pay.



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## How do I find an apprenticeship?



Although the main apprenticeship application period tends to be November to March, there are vacancies advertised all year round. There is no central place where all apprenticeship vacancies can be found, so you need to be pro-active.

- Register on **[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)**
- Attend apprenticeship and job fairs.
- Register with training providers – in case they get vacancies from employers.
- For higher and degree apprenticeships try **[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)** and **<https://careerfinder.ucas.com/jobs/apprenticeship>**
- Search for companies on **[www.yell.com](http://www.yell.com)** and send them your CV and cover letter asking them to consider you when they have vacancies. Keep an eye on companies' social media for news of vacancies.

## Extra support



The government provides additional apprenticeship funding to training providers and employers to provide extra support to care leavers and those with an Education, Health and Care plan. Also, care leavers are eligible to receive a £1,000 bursary. Support is also available to help with mental health issues. For more information, look at the 'Essential guide to apprenticeship support' at **[www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)**

## NUS Apprentice extra



Even though you are an employee rather than a student, the National Union of Students (NUS) has created the NUS Apprentice extra card which gives you discounts in-store and online. Look at **[www.apprenticeextra.co.uk](http://www.apprenticeextra.co.uk)** for more information.

## Traineeships



A traineeship is a course with work experience that gets you ready for work or an apprenticeship. It can last up to 6 months and is for those aged 16-24. As well as a work experience placement, you will also get help with your English and maths if you need it. You won't be paid, but you may be given expenses for things like travel and meals.

## Further information



**[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)** – general information about apprenticeships.

**[www.gov.uk/find-traineeship](http://www.gov.uk/find-traineeship)** – to browse traineeship vacancies and apply.

**[www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)** – a range of documents providing information about apprenticeships.

**[www.amazingapprenticeships.com](http://www.amazingapprenticeships.com)** – look at the vacancy snapshots and check out the live broadcasts from companies that employ apprentices.

**[www.gov.uk/government/publications/higher-and-degree-apprenticeship-vacancies](http://www.gov.uk/government/publications/higher-and-degree-apprenticeship-vacancies)** – higher and degree apprenticeship vacancy listing.



Email: [enquiries@ckcareers.org.uk](mailto:enquiries@ckcareers.org.uk)

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## Finding an apprenticeship

Job hunting usually takes time and effort. Are you wondering how to go about finding an apprenticeship? This leaflet has plenty of ideas and tips to help.

### First, know what you want to do

You will need to have an idea of what you want to do and have researched what the type of work you are interested in involves, along with the training, pay and qualifications needed. If you are at school or college, talk to the careers staff there and they will help you match your skills and qualities to possible types of job. You could also do the 'Skills health check' at <https://nationalcareers.service.gov.uk/skills-assessment> or take the Buzz Quiz at <https://icould.com>

Schools and colleges usually have other quizzes and job matching programmes you can try. For background information on jobs, including the skills and qualifications needed, a good place to start is <https://nationalcareers.service.gov.uk/explore-careers>

### The local labour market

It is also important to consider if the kind of apprenticeship you want to do is available in your area. You may need to be flexible and go further afield to find the one you want. That could mean travelling to a neighbouring city or moving to another town. As part of the package, some apprenticeships, especially those at a higher level, may provide accommodation and in others, the pay is enough to allow you to rent, or live with friends or relatives. If these options aren't feasible, you may need to think about other types of work. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

### Are you prepared and ready for your job search?

- Do you have a well-written CV that is up to date and targeted to the specific apprenticeships you are applying for? Do you have a cover letter and an appropriate email address? Are you confident about filling in application forms and preparing for interviews? The National Careers Service website, <https://nationalcareers.service.gov.uk/get-a-job> has help and advice about applying for jobs, including writing a CV and going for interviews. There are lots of resources on the Amazing Apprenticeships website too, to help with searching and applying for apprenticeships, check out <https://amazingapprenticeships.com/resources>
- Is there anything that might stand in your way of getting an apprenticeship? If so, tackle it. If, for example, you need a qualification, lack work experience or lack confidence, there are courses and voluntary work opportunities that you could take advantage of to help. **Traineeships** help people aged 16 to 24 get ready for an apprenticeship or job if they don't have the appropriate skills or experience - look at [www.gov.uk/guidance/traineeship-information-for-trainees](http://www.gov.uk/guidance/traineeship-information-for-trainees) for more information. **Voluntary work** opportunities are advertised at <https://do-it.org>



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## Be pro-active: do research and approach companies

**Websites – the internet is a great resource when looking for apprenticeships.**

- **Register or apply** – large companies tend to have a ‘careers’ or ‘vacancies’ section on their website. If there are vacancies you will be able to apply, or, if there are none at the time, you may be able to upload your CV in case of future vacancies, or register for news and apprenticeship vacancy alerts.
- **Job sites (online recruitment sites)** – businesses large and small, post vacancies with sites such as Indeed and Monster, or with specialist sites such as the government’s apprenticeship vacancies site. See these and more listed later.
- **Directories** – use [www.yell.com](http://www.yell.com), [www.thomsonlocal.com](http://www.thomsonlocal.com) and the free magazines which advertise local businesses, to identify local companies, especially small businesses that may not have a website.

**Break into the ‘hidden job market’.**

- You don’t have to wait for apprenticeships to be advertised. Look at what’s happening locally – check out the business pages in the papers or keep an eye on Twitter, to see which companies are setting up or expanding. They could be looking for new staff.
- Ask friends, neighbours and relatives if they know of vacancies where they work or if they would be able to ask people they know to look out on your behalf.
- Apply ‘on spec’ to a company that isn’t advertising. This shows interest and initiative. You should send a speculative letter and CV. Make sure you phone first to get the name of the person you need to write to.

**Apprenticeship fairs** – look out for these and other careers events, where you can meet employers face to face. Take along your CV.

**Use social media to your advantage.**

- Social and professional networking sites – if you feel confident, make sure you have a good profile on sites such as LinkedIn, get involved in professional forums and blogs and say what kind of apprenticeship you are looking for.
- Use Facebook and Twitter, as well as the company’s website, to learn more about a company and be the first to hear about vacancies.
- Make sure your social media accounts give a good impression of you to a prospective employer. Tidy up your account and be careful of what you post. More and more employers are checking out applicants’ social media accounts to get an idea of what they are like.

## Useful apprenticeship vacancy websites

Here are some key websites, but there are many more you could use.

**Leaving Year 11 – or have level 2 qualifications?**

You are likely to be looking for an intermediate (level 2) apprenticeship or an advanced (level 3) apprenticeship. It is important to **register** on the sites wherever possible.

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) (official government website)

[www.allaboutschoolleavers.co.uk](http://www.allaboutschoolleavers.co.uk)

[www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk)

## **Leaving Year 13 or college – or have level 3 qualifications?**

You could look for an intermediate (level 2) or advanced apprenticeship (level 3) along with Year 11 leavers or those that have level 2 qualifications, however, if you have, or are working towards, a level 3 qualification you could look at higher and degree level apprenticeships (levels 4-7) and similar school leaver programmes. Apprenticeships are offered in a wide range of jobs and sectors including: business, civil engineering, cyber security, digital marketing, engineering, nursing and policing. Big name companies now recruit higher and degree level apprentices, offering an alternative to full-time study. The employer is responsible for recruitment and decides how they will advertise. There is currently no central place where degree apprenticeships must be advertised. It is best to keep an eye on:

**[www.gov.uk/government/publications/higher-and-degree-apprenticeship-vacancies](http://www.gov.uk/government/publications/higher-and-degree-apprenticeship-vacancies)**

**[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)**

**[www.thebigchoice.com](http://www.thebigchoice.com)**

**[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)**

**[www.studentladder.co.uk](http://www.studentladder.co.uk)**

**[www.thescholarshipclub.org.uk](http://www.thescholarshipclub.org.uk)**

**[www.prospects.ac.uk](http://www.prospects.ac.uk)**

**[www.future-talent.com](http://www.future-talent.com)**

**<https://careerfinder.ucas.com>**

Also look at university websites, as they may advertise on behalf of, or as well as, the companies they are in partnership with.

General job vacancy websites also advertise apprenticeships, these include:

**[www.totaljobs.com](http://www.totaljobs.com)**

**[www.indeed.co.uk](http://www.indeed.co.uk)**

**[www.reed.co.uk](http://www.reed.co.uk)**

**[www.monster.co.uk](http://www.monster.co.uk)**

**<http://student-jobs.co.uk>**

There are also websites that advertise vacancies for specific sectors. If you know the career area you are interested in, it might be helpful to look at these. In this 'Apprenticeships' leaflet series there are leaflets covering 15 different sectors – all of which include useful websites. This is a list of all the leaflets, so you can find which one you need to look at:

**Agriculture, environmental and animal care**

**Business and administration**

**Care services**

**Catering and hospitality**

**Construction**

**Creative and design**

**Digital**

**Education and childcare**

**Engineering and manufacturing**

**Hair and beauty**

**Health and science**

**Legal, finance and accounting**

**Protective services**

**Sales, marketing and procurement**

**Transport and logistics**

It pays to look at specific company websites too – if nowhere else that's where they will advertise.

## Keeping track

It can be easy to lose track of where you have applied to, but keeping a record will keep you organised.

### My apprenticeship application record

Date	Action (what I did)	Contact details	Response	Next steps	Comments/ details
Example 20/03/2020	Sent 'spec' letter and CV	XYZ Engineering www.engineering.co.uk	Interview offered 15/04/2020		



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## Top tips for finding an apprenticeship

1

Think about the type of work you want to do. Check with your careers adviser that this is realistic for you.



2

Be flexible about the type of work you will consider and where you are prepared to travel to. The more flexible you are, the more choices you have.

If you know of any companies that are recruiting, you could go and see them in person with a copy of your CV – or email them a copy with a cover letter. Ask family, friends and your careers adviser if they know of any companies you could approach.



3

4



Find companies that offer the type of work you are interested in by using websites such as [www.yell.com](http://www.yell.com) or [www.thomsonlocal.com](http://www.thomsonlocal.com). Email them a copy of your CV with a cover letter. You may need to contact them first to find out who to send it to. If you don't hear back from them, you could follow this up with a phone call or email to check if they received your speculative application.

Check company websites, Facebook and Twitter accounts to see if they have any vacancies.



5

6



You could try applying to training providers – some employers may advertise directly with them.

7



Register with [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) and job sites such as [www.indeed.co.uk](http://www.indeed.co.uk). Make sure you download any apps that alert you to new vacancies.

8



Go along to open days, apprenticeship and careers events and job fairs to meet employers and training providers.



# 9

Get help from your careers adviser with online applications and check your email account daily.



# 10

Have a sensible email address and clean up your Facebook and Twitter accounts, as many employers check out applicants through social media.



# 11

If you are phoning employers, you may need to prepare. Think about what you want to say, practise until you feel confident and have a pen and paper ready to write down notes.

# 12



You may be asked to write a letter or email, send a CV or complete an application form. It would be useful to get advice on preparing good, realistic applications. Letters or emails should be short, stating the main points about you and your skills and what you would like to do.

# 13



You will be asked to go for an assessment and interview. Make sure you prepare – find out where you need to go and how you are going to get there.

Think about what you are going to wear and get your clothes ready in advance. Find any documents (such as your passport or qualification certificates) that you have been asked to take with you.

# 14



In the interview, you need to be confident but not over-confident. Be prepared to talk about skills you already have, skills you would like to develop and learn and ambitions you may have. Show interest and enthusiasm for what you are applying for. Think about any questions you would like to ask the interviewers. If you are not confident about interviews get some help and practise.

**Following these tips will give you the tools and self-confidence to go out there and get the apprenticeship you want!**



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## Apprenticeship interview questions

This leaflet provides examples of questions you might be asked at an interview, tips for answering them and examples of questions you might want to ask.

### Examples of questions you might be asked

**What experience do you have of ... (the type of job you are applying for – such as caring for people, painting and decorating, working with computers etc)?**

- ✓ This doesn't have to have been a paid job – it could be something you do in your spare time.

**What do you know about this type of work? What is it that interests you about it?**

- ✓ Make sure you know what the work involves – look at information in the job description and on the company's website and at <https://nationalcareers.service.gov.uk/explore-careers>. If you have any experience of this type of work, talk about why you like it.

**Why do you want to work for this company?**

- ✓ Find out what you can about the company on their website, Twitter and Facebook pages. Look in the 'news' section for any new developments.

**(If appropriate to the job role) How do you feel about working shifts and how would you travel to work?**

- ✓ If the job does involve early starts and/or late finishes – how are you going to get there?

**How do you feel about learning new skills?**

- ✓ Talk about when you have enjoyed learning new skills and be enthusiastic about this.

**What skills do you think you will need to learn to do this sort of work?**

- ✓ Again, make sure you know what the work involves and the skills needed.

**What hobbies and interests do you have?**

- ✓ Can you link your hobbies and interests to the skills needed for the apprenticeship? For example, playing football involves team work and having good communication skills.

**(If you are still in education) How are you doing at school/college and what results are you expecting?**

- ✓ Be honest, the employer or training provider will contact your school or college for a reference.



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## Examples of questions you could ask and why you might want to ask them

### How long does it take to complete the apprenticeship?

- ✓ Apprenticeships take different amounts of time to complete, from one to five years usually.

### Where will the training be held and carried out?

- ✓ Different trainers and employers will organise this in different ways. Training could be mostly on the job, at a training centre for different periods of time or may involve online learning. Will the facilities with the employer or training provider enable you to gain training to the most current standards?

### What will the training cover and what qualifications will I get?

- ✓ Find out the name and level of any qualifications that you will be working towards.

### What sort of assessments will there be?

- ✓ Find out about how you will be assessed, and how often this will take place. Will you take written, spoken or online tests? What will the end point assessment involve?

### How will I know how well I am doing? What sort of support will there be?

- ✓ Ask who will supervise your work and let you know how you are getting on. Are there people who can offer additional help if you need it?

### Will I need any equipment or special resources?

- ✓ Find out who is responsible for supplying any specialist equipment or safety items that you might need. Funding may be available.

### What happens in the first weeks of the apprenticeship?

- ✓ A good induction programme will give you an idea about what is expected of you.

### What are my chances of being employed at the end of the apprenticeship?

- ✓ How many completed their apprenticeship successfully and got permanent jobs? How many went on to the next level of apprenticeship? What help will you get if the employer does not have a permanent job for you at the end of the apprenticeship?

### Are there any opportunities to see what it is like?

- ✓ Some employers run taster weeks as part of the recruitment process.

## After you have been offered the apprenticeship, you could ask

### What will I be paid and will it be paid weekly or monthly?

- ✓ Don't be afraid to ask about pay – the minimum is £4.15 an hour (from April 2020).

### What are the hours of work, holiday and other conditions of service?

- ✓ You need to be aware of all the factors that can affect your employment.



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## Higher and degree apprenticeships

Higher and degree apprenticeships are relatively new and the number and type on offer is increasing each year. They provide the opportunity to get higher education qualifications whilst working hands-on and earning. If you think you can cope with the demands of working and studying, you could consider an apprenticeship. As there are no tuition fees to pay, there can be strong competition for vacancies. Employers are looking for high achievers with a mature attitude.

If you are uncertain about your career ideas, then studying for higher education qualifications through the traditional route – full or part-time at university or college – is likely to keep your options open. If you are interested in a specific job, then you could consider a higher or degree apprenticeship, if one is available in the career you are interested in.

If you are in sixth form or at college and can't decide, or need a backup plan, you could apply for both apprenticeship vacancies and university places and see what offers you get.

### What you need to know

- Apprenticeships are open to people of all ages. Some employers offer their existing staff the opportunity to do an apprenticeship.
- Higher apprenticeships lead to qualifications at levels 4-7. They include foundation degrees and professional qualifications up to the level of a master's degree (level 7).
- Degree apprenticeships include a full bachelor's (level 6) or master's (level 7) degree as a component of the apprenticeship.
- Groups of employers, universities and colleges create degree apprenticeship 'standards' to meet employers' specific business needs. Where professional registration is necessary, the apprenticeship standard is designed to cover this.
- Employers can set their own entry requirements, which can include specifying subjects, grades or UCAS Tariff points.
- You may think university is not for you, however the split between university or college, the workplace and online learning varies widely with each apprenticeship, so it's an area worth checking out.
- In order to achieve the full apprenticeship, in addition to the degree or degree-level qualification, you will complete an end-point assessment, which could be a review of your final portfolio, a work-based project or a presentation and interview.
- Approximately 80% of training is on the job.
- For more information look at [www.gov.uk/government/publications/higher-and-degree-apprenticeships](http://www.gov.uk/government/publications/higher-and-degree-apprenticeships) – which includes two guides to higher and degree apprenticeships.

Apprenticeship vacancies are advertised at any time of the year, but you will find the majority in the September to February period, with apprenticeships to start in September.



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## What higher and degree apprenticeship vacancies might there be?

There are currently over 200 higher and degree apprenticeships approved for universities, colleges and training organisations to deliver with employers. More are being approved all the time. Examples include:

Actuary	Hospitality manager
Aerospace engineer	Intelligence analyst
Air traffic controller	Laboratory scientist
Architect	Marketing manager
Bespoke tailor and cutter	Midwife
Building services design engineer	Nuclear scientist and nuclear engineer
Chartered legal executive	Nursing associate
Chartered manager	Paramedic
Chartered surveyor	Physician associate
Civil engineer	Police constable
Construction site supervisor	Professional economist
Data scientist	Registered nurse
Dental practice manager	Retail manager
Dietitian	Solicitor
Ecologist	

## Universities and colleges offering higher and degree apprenticeships

Over 100 universities and 200 colleges work with employers to deliver training, so look at individual university and college websites, as you may find more information there.

## How to apply

The employer is responsible for recruitment and decides how and where they will advertise. There is currently no central place where higher and degree apprenticeships must be advertised. Places to look include:

- **[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)**
- **[www.gov.uk/government/publications/higher-and-degree-apprenticeships](http://www.gov.uk/government/publications/higher-and-degree-apprenticeships)** – publications related to higher and degree apprenticeships, including a vacancy listing.
- **<https://careerfinder.ucas.com/jobs/apprenticeship>** – UCAS website listing apprenticeship opportunities, including those at higher and degree level.
- **[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)**
- **[www.studentladder.co.uk](http://www.studentladder.co.uk)**

It's also worth checking out company websites, Facebook, Twitter, university and college websites – you can often register for vacancy alerts.

**Don't forget – your careers adviser is there for advice if you need it.**

## Finally, a tip from an employer

“If applying for a degree apprenticeship, your cover letter should describe your motivation for wanting to pursue a degree apprenticeship over the traditional route”.



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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Agriculture, environmental and animal care

Apprenticeships in agriculture usually involve working outdoors. You could be based on a farm, working with crops or livestock. Environmental roles tend to involve observing and monitoring changes to our surroundings, such as assessing our air and water quality or maintaining public gardens. Jobs in animal care could involve looking after animals, training them or ensuring their safety.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – animal care and welfare assistant, equine groom, golf greenkeeper, land-based service engineer.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum, most employers will want a science qualification.

#### Level 3 advanced apprenticeships



**Jobs** – crop technician, farrier, veterinary nurse, water environment worker.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – agriculture/horticulture professional adviser, environmental practitioner, golf course manager.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You need to have a willingness to learn and the ability to manage your own time. Enthusiasm and a responsible attitude are also important, as well as having the skills to use the necessary equipment needed to carry out your role.

Specifically for environmental and agriculture roles, you may need practical skills, the ability to safely deal with chemicals and skills in engineering. In animal care, you may need to be able to deal with unpleasant and upsetting situations. For higher and degree levels, you may also need leadership and project management skills.



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### Things to think about...



- you may need to work shifts including evenings and weekends
- your work may be outdoors in all weathers (rain, snow and wind)
- your work may be physically demanding.

### What's new



There could be big changes within this sector in the next few years. **40%** of the UK agricultural workforce is due to retire and currently there are not enough people qualified to take over their jobs. Due to Brexit, farmers who employ seasonal workers from Europe, may have difficulty filling vacancies.

Climate change is affecting the environmental sector, flooding and coastal erosion are now more common and laws on air and water quality may change after Brexit. New jobs may be created to help solve these problems.



## Where are the apprenticeships?



A lot of people working in this sector work for small or medium sized businesses (a company with less than 250 people) - for example farms, veterinary surgeries or kennels and catteries. Many apprenticeships are based in the countryside, however, large environmental consultancy companies or oil companies are more likely to be based in larger towns and cities. There are apprenticeships in agriculture, environmental and animal care at all levels of job – most at level 2 but many at level 3 and higher. There were not many vacancies in this sector in 2018/19. Most were at level 2 and 3.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Arla  
JCB  
Pets at Home

Environment Agency  
John Deere  
PDSA

Forestry Commission  
Morrisons  
Yorkshire Water

## How much will I earn?

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information, look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at  
<https://nlbc.uk/careers/land-based-careers>  
<https://nationalcareers.service.gov.uk/job-categories/animal-care>  
<https://nationalcareers.service.gov.uk/job-categories/environment-and-land>
- trying sector specific websites such as [www.countryside-jobs.com](http://www.countryside-jobs.com) and [www.stubbingcourtraining.com](http://www.stubbingcourtraining.com)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Business and administration

Business and administration roles are essential to all industries, as they facilitate the necessary tasks required for the smooth running of companies and public services. Working in this sector usually involves working indoors, in an office or from home. You could also be based in a customer-facing role as the first point of contact for members of the public, or supporting other members of staff within the company.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – recruitment resourcer, scrum master.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – business administrator, HR support, library, information and archive services assistant, recruitment consultant.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – associate project manager, HR consultant, departmental manager, chartered manager.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience. For some level 7 (master's degree level) apprenticeships, a degree is required.

### Skills, qualities and experience

You need to have a willingness to learn, clear communication skills and the ability to manage your own time. Skills in IT, problem solving and team working are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you need to be organised, able to work well under pressure and use your own initiative, be professional and adaptable and have excellent customer service skills. For higher and degree levels, you may also need leadership and analytical thinking skills, along with the ability to manage and motivate staff.



Gatsby Benchmarks

### Things to think about...



- you may be working in an office most of the time
- you may be dealing with sensitive/confidential information
- you may be working in a pressurised environment.

### What's new



Many businesses in the UK may be affected by Brexit and/or cuts to funding from the government. The impact of this is yet to be discovered.

The way businesses are run is also changing rapidly, as companies consider how they can be more sustainable, such as giving staff the option to work remotely.

Increasingly, businesses continue to use social media to influence sales and secure new contracts.

## Where are the apprenticeships?



Business and administration jobs are found in most companies, all over the country. You could work for a huge multinational company with thousands of employees, in a small family company, be self-employed or anything in-between. Depending on who you work for, there may be opportunities for progression within the company. Apprenticeships in the sector are at all levels of job – many at level 4 and above, but you can start at level 2 or 3 and work up. There were lots of vacancies in 2018/19, mostly at level 3.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Banks/building societies

Building companies

Civil Service

Government – NHS, DWP, HMRC

Local councils

Schools, colleges and universities

Most companies in the UK will have a business or administration department.

## How much will I earn? £✓

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?



Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished the apprenticeship?



Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?



It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at  
<https://nationalcareers.service.gov.uk/job-categories/business-and-finance>  
<https://nationalcareers.service.gov.uk/job-categories/administration>
- trying sector specific websites such as [www.instructus-skills.org](http://www.instructus-skills.org), [www.cipd.co.uk](http://www.cipd.co.uk) and [www.bsmsa.co.uk](http://www.bsmsa.co.uk)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) and [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Care services



Apprenticeships in the care services sector span across a range of different roles, which are usually related to helping people stay healthy or supporting them when they are ill. There are also opportunities to move into research or teaching within the industry. If you enjoy working with people and want to support them, you may find yourself drawn towards a career in the caring professions.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – adult care worker.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – lead adult care worker, domestic violence worker.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – children, young people and families practitioner, social worker, leader in adult care.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You need to have a willingness to learn, clear communication skills and the ability to manage your own time. Good attendance and punctuality, enthusiasm and skills in team working are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you need to have a desire to help people, be sensitive, caring and understanding, able to work well under pressure, trustworthy, non-judgmental, dedicated and supportive.

For higher and degree levels, you may also need leadership skills and the ability to manage and motivate staff.



Gatsby Benchmarks

### Things to think about...



- you will need to pass background checks
- you may need to deal with bodily fluids such as blood and vomit
- you may need to work shifts including evenings and weekends
- your work may be emotionally demanding
- you may need to wear a uniform and/or protective/safety clothing.

### What's new



As a country we have an ageing population and more people need help to live independently for longer. It is estimated that the adult social care sector will need to find enough workers to fill an extra **580,000** jobs by **2035** – this is on top of the estimated **1.62** million jobs in the sector in **2018**.

Source: [www.skillsforcare.org.uk/careers-in-care/teachers-and-careers-advisors/teachers-and-careers-advisors.aspx](http://www.skillsforcare.org.uk/careers-in-care/teachers-and-careers-advisors/teachers-and-careers-advisors.aspx)

## Where are the apprenticeships?



Care services jobs are found all over the country. You could be working for a company that has lots of care homes, for your local council as a social worker or you could be travelling to people's homes to care for them individually.

There are apprenticeship standards in care services at all levels of job – most are at level 4 and higher but there are some at levels 2 and 3. There were lots of vacancies in 2018/19 and most were at level 2.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Anchor

Local councils

NHS

## How much will I earn?

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished the apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different roles in this sector at  
[www.healthcareers.nhs.uk/explore-roles](http://www.healthcareers.nhs.uk/explore-roles)  
<https://nationalcareers.service.gov.uk/job-categories/social-care>  
[www.skillsforcare.org.uk/careers-in-care/job-roles/job-roles-in-social-care.aspx](http://www.skillsforcare.org.uk/careers-in-care/job-roles/job-roles-in-social-care.aspx)
- trying sector specific websites such as [www.healthsocialcarejobs.co.uk](http://www.healthsocialcarejobs.co.uk) and [www.jobs.nhs.uk](http://www.jobs.nhs.uk)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Catering and hospitality



The catering and hospitality industry supplies people with food, drink and entertainment. If you have an interest in providing an excellent customer experience within the service you are delivering, a career in this sector could be suited to you. You could choose to work in a variety of locations, which may include hotels, restaurants, fast food outlets, coffee shops, pubs, bars or nightclubs.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – baker, commis chef, hospitality team member.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – chef de partie, hospitality supervisor, senior production chef.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – hospitality manager, senior culinary chef.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You need to have a willingness to learn, clear communication skills and the ability to manage your own time. Good attendance and punctuality, enthusiasm and skills in team working are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you need to be well-organised with the ability to think quickly whilst working under pressure. You need to be able to work at a fast pace during busy periods. Some roles within the industry require a smart appearance.

For higher and degree levels, you may also need leadership skills and the ability to manage and motivate staff.



Gatsby Benchmarks

### Things to think about...



- you may need to work shifts including evenings and weekends
- you may need to have a good level of fitness
- you may need to wear a uniform.

### What's new



The catering and hospitality industry is changing. New trends include the rise of veganism, sustainability and food waste, pop-up restaurants and food trucks, food delivery apps and healthy menus.

The industry is the third largest employer with 3.2 million workers generating 1 in 6 new jobs in the last decade. By 2022, the industry is forecast to increase by **32%**.

Source: [https://cdn.ymaws.com/www.ukhospitality.org.uk/resource/resmgr/2019/documents/general\\_election/ukh\\_infographic\\_and\\_summary.pdf](https://cdn.ymaws.com/www.ukhospitality.org.uk/resource/resmgr/2019/documents/general_election/ukh_infographic_and_summary.pdf)



## Where are the apprenticeships?



Catering and hospitality jobs are found all over the country. You could be working for a huge multinational company with thousands of employees, in a small family company, be self-employed or anything in-between. Depending on who you work for, there may be opportunities for progression within the company.

There are apprenticeships in catering and hospitality at all levels of job – most at level 2 but many at level 3 and higher. There were lots of vacancies in 2018/19 and most were at level 2.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

McDonalds  
Starbucks

Mitchells and Butlers  
Travelodge

Premier Inn  
Wetherspoon

## How much will I earn? £✓

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at <https://nationalcareers.service.gov.uk/job-categories/hospitality-and-food>
- trying sector specific websites such as [www.caterer.com](http://www.caterer.com) and [www.hospitalityguild.co.uk](http://www.hospitalityguild.co.uk)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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## Construction



People who work in the construction industry help to design or build the places where we live and work. This could involve updating current infrastructure or developing new buildings. Apprenticeships could be based around doing the physical work of building or designing what needs to be built. You could also be involved in managerial roles on construction sites.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – bricklayer, groundworker, road surfacing operative, wireless communications rigger.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – building services design technician, engineering construction pipefitter, installation electrician/maintenance electrician, smart home technician.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – architect, civil engineer, construction site manager, quantity surveyor.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You need to have a willingness to learn, clear communication skills and the ability to manage your own time. Good attendance and punctuality, enthusiasm and skills in team working are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you need to have good practical skills and an ability to solve problems, as well as understanding the importance of health and safety.

For higher and degree levels, you may need to have an interest in design and an artistic ability, along with organisation skills.



Gatsby Benchmarks

### Things to think about...



- you may need to wear protective/safety clothing as you could be working in a dusty and dirty environment
- your work may be outdoors in all weathers
- your work may be physically demanding.

### What's new



The construction industry is responding to climate change and technological advances by using:

**Smart construction and digital design** – making elements of a building away from the building site and then putting them together on site using energy efficient materials.

**Green/low carbon and sustainable building construction** – creating greener buildings to reduce their impact on human health and the natural environment. This could mean efficiently using energy, water, and other resources, as well as reducing waste and pollution, for example.

## Where are the apprenticeships?



Jobs in construction are found all over the country. You could be working for a large multinational company with thousands of employees, a small family company, be self-employed or anything in-between. Depending on who you work for, there may be opportunities for progression within the company. There are apprenticeships in construction at all levels of job – most at level 2 but many at level 3 and higher. There were lots of vacancies in 2018/19 and most were at level 2.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Atkins SNC-Lavalin  
Barratt Developments  
Kier

Balfour Beatty  
Colas  
Laing O'Rourke

BAM Nuttall  
Costain  
Mott MacDonald

## How much will I earn? £✓

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished the apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at <https://nationalcareers.service.gov.uk/job-categories/construction-and-trades> and [www.goconstruct.org](http://www.goconstruct.org)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) and [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

Construction apprenticeships may not be advertised in traditional ways. Contacting local employers and offering to do work experience or voluntary work first, may be a way of then being offered an apprenticeship.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Creative and design



If you enjoy using your artistic skills and imagination to create something new that can be appreciated by others, a career in the creative and design industry could be for you. You could choose to develop new fashion trends, design inspirational media or make products to sell.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – bookbinder, leather craftsperson.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – archaeological technician, bespoke saddler, broadcast production assistant, costume performance technician, live event rigger, publishing assistant.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – assistant technical director (visual effects), bespoke tailor and cutter, cultural heritage conservator, junior animator, outside broadcast engineer.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You need to be self-motivated, enthusiastic and able to work well under pressure. Clear communication skills and the ability to manage your own time would also be useful, along with an ability to be accurate and pay attention to detail.

Specifically for this sector, you need to be creative and artistic, with lots of imagination to come up with fresh ideas that will appeal to others. You may also need knowledge of specific equipment, design-related software or broadcast systems. For higher and degree levels, you may need presentation skills and the ability to lead a team.



Gatsby Benchmarks

### Things to think about...



- you may be self-employed
- you may need to work evenings and weekends
- your work may be physically demanding
- you may be travelling often and spending nights away from home
- you may be working in an office.

### What's new



Some areas of the creative and design industry are changing rapidly because of the technology that is available, but some jobs in the sector are very traditional and have stayed the same for decades.

It can be hard to get into this sector; people are likely to either be self-employed or work for very small businesses. You have to try and make contacts by doing work experience or voluntary work.

**87%** of creative jobs are at low or no risk of automation.

Source: [www.creativeindustriesfederation.com/statistics](http://www.creativeindustriesfederation.com/statistics)

## Where are the apprenticeships?



Creative and design jobs can be hard to find. Traditionally, large employers were found mainly in London. Companies can now be found in other large cities, such as Birmingham, Leeds and Manchester. There is also a growing number of smaller creative businesses spread across the country. Many people in the creative and design sector are self-employed or work on a freelance basis. There are apprenticeships in creative and design at all levels of job – most at level 3 and higher. There were not many vacancies in 2018/19.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

BBC

Channel 4

ITV

Nestlé

## How much will I earn?

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?



Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished the apprenticeship?



Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?



It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at <https://nationalcareers.service.gov.uk/job-categories/creative-and-media>
- trying sector specific websites such as [www.craftscouncil.org.uk](http://www.craftscouncil.org.uk)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) and [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- going into your local Jobcentre Plus or careers centre.

Creative and design apprenticeships are sometimes not advertised in traditional ways because the companies are small. Contacting employers and offering to do work experience or voluntary work may be a way of finding an apprenticeship.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



Email: [enquiries@ckcareers.org.uk](mailto:enquiries@ckcareers.org.uk)

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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Digital



The digital sector involves the development of information technology (IT) and how it can be used to improve the way society operates. Some roles focus on supporting people and companies to use IT safely and effectively. Due to improvements in technology, this sector is constantly changing.

### Examples of jobs

#### Level 3 advanced apprenticeships



**Jobs** – digital support technician, IT solutions technician, software development technician.



**Entry requirements** – 5 GCSE grades 9-4 as a minimum including English and maths.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – cyber security technologist, DevOps engineer, network engineer, software tester.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience. For some level 7 (master's degree level) apprenticeships, a degree is required.

### Skills, qualities and experience

You need to have a willingness to learn, clear communication skills and the ability to manage your own time. Good attendance and punctuality, enthusiasm and skills in team working are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you need to have a good knowledge of computers and a strong interest in information technology and the internet. You will also need knowledge of testing or fixing IT problems and an ability to use a variety of computer applications.

For higher and degree levels, you may need to have a prior understanding of digital coding, along with an awareness of how particular coding programmes operate, such as Python and JavaScript.

### Things to think about...



- you will be working in an office most of the time
- you may be self-employed.

### What's new



There is an increasing overlap of the digital and creative and design sectors because of the use of digital technology to produce and deliver creative content. This can be seen in areas such as web design, animation and game design.

Some employers are finding it hard to fill vacancies for programmers and web developers. Many IT companies recruit graduates, but a degree is not always required as more companies are taking on apprentices at degree level.

Cyber security is how individuals and organisations reduce the risk of cyber-attack. Jobs in this area are relatively new and are increasing all the time. They are there to protect the devices we all use and the services we access.



Gatsby Benchmarks



## Where are the apprenticeships?



People working in IT and digital jobs are not just employed by IT companies – most companies now employ people with high level IT and digital skills. Other sectors that employ significant numbers of IT professionals include financial services, manufacturing, the public sector and retail. There are apprenticeships in the digital sector at level 3 and above. There were quite a few vacancies in 2018/19 and most people started a level 4 or higher apprenticeship.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Airbus  
BT  
GCHQ  
LV  
Santander

BAE Systems  
Capgemini  
IBM  
National Grid  
Sky

BBC  
Civil Service  
Jaguar Land Rover  
NHS

BP  
EY  
KPMG  
PwC

## How much will I earn?

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at <https://nationalcareers.service.gov.uk/job-categories/computing-technology-and-digital>
- trying sector specific sites such as [www.itjobswatch.co.uk](http://www.itjobswatch.co.uk), [www.computerjobs.com](http://www.computerjobs.com) and [www.bcs.org](http://www.bcs.org)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Education and childcare



If you want to use your knowledge and skills to help others learn, a career in education and childcare could be for you. You could choose to work in an early years setting, school, college or university. There are lots of opportunities available, whether you want to teach others or work as an assistant in a supportive role.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – early years practitioner, play worker.



**Entry requirements** – GCSEs grade 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – early years educator, learning mentor, teaching assistant.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – academic professional, teacher.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience. The apprenticeships specifically listed above require a degree or higher.

### Skills, qualities and experience

You need to have clear communication skills and the ability to manage your own time. Good attendance and punctuality, enthusiasm and skills in team working are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you need to have good speaking and listening skills, lots of patience and thorough planning skills. You need to have a caring attitude and be able to support people in their learning, encouraging them to develop their own abilities.

For higher and degree levels, you may also need research skills, the ability to write reports and skills in managing the behaviour of others.



Gatsby Benchmarks

### Things to think about...



- you will need to pass background checks
- you may have set holidays
- you may need to wear a uniform.

### What's new



Between 2016 and 2026, the overall number of pupils is expected to grow by **11%**, with much faster growth in secondary schools (**20%**) than in primary schools (**4%**). To prevent class sizes from rising, the total number of teachers would also need to grow by a similar amount.

Source: <https://epi.org.uk/publications-and-research/the-teacher-labour-market/>

The government is trialling a student loan contribution reimbursement scheme for those who wish to teach subjects for which there is currently a shortage of teachers.

Early years providers often report difficulties in hiring qualified staff, particularly at level 3.

## Where are the apprenticeships?

Education and childcare jobs are found all over the country. You could be working in a school, college or university or with a childcare provider. You could also be a self-employed childcare provider, or you could work for an individual family.

There are apprenticeships in education and childcare at all levels of job – most are at level 4 and higher but there are apprenticeships at levels 2 and 3. There were lots of vacancies in 2018/19 and most were at level 3.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Childcare providers

Local authorities

Schools, colleges and universities

## How much will I earn?

Apprenticeship wages vary as employers set their own. There is a minimum wage for 16-18 year old apprentices and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at  
<https://nationalcareers.service.gov.uk/job-categories/teaching-and-education>  
<https://nationalcareers.service.gov.uk/job-categories/social-care>
- trying sector specific websites such as <https://getintoteaching.education.gov.uk>
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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## Engineering and manufacturing

Engineering involves designing, making or mending things, usually as a physical solution to the problems faced by the world. Manufacturing involves the production of items, which can be done by machines, tools or chemicals, amongst other methods. A career in this sector could be for you if you have a strong technical ability and enjoy solving problems on a practical basis.


### Examples of jobs

#### Level 2 intermediate apprenticeships

 **Jobs** – aviation maintenance mechanic, furniture manufacturer, non-destructive testing (NDT) operator, sewing machinist.


 **Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.


#### Level 3 advanced apprenticeships

 **Jobs** – accident repair technician, advanced baker, engineering fitter, heavy vehicle service and maintenance technician.

 **Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum.

#### Levels 4-7 higher and degree apprenticeships

 **Jobs** – aerospace engineer, textiles product technologist, nuclear technician, product design and development engineer.

 **Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You need to have a willingness to learn, along with the ability to manage your own time. Good attendance and punctuality, practical skills and problem solving skills are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you may need to have an ability to use a variety of tools and equipment relative to your role. For higher and degree levels, you may also need good communication skills to be able to explain difficult information to people from non-technical backgrounds and to write reports. You will usually need to have an interest in science, mathematics and technology.



Gatsby Benchmarks

### Things to think about...



- you may need to work shifts including evenings and weekends
- you may need to wear a uniform and/or protective/safety clothing
- in manufacturing, there may be some repetitive tasks.

### What's new



**19%** of the UK's total workforce is employed in the engineering sector, however, there is a shortage of people with the correct skills needed to work in the industry. According to Engineering UK, **61%** of businesses are not confident there will be enough people with the skills to fill their job vacancies. They predict an annual shortfall of up to **59,000** engineering graduates and technicians to fill core engineering roles.

Source: [www.engineeringuk.com/research/engineering-uk-report](http://www.engineeringuk.com/research/engineering-uk-report)

## Where are the apprenticeships?



Engineering and manufacturing companies can be found all over the country. Some areas are known for specific types of manufacturing, for example Yorkshire and Lancashire have traditionally produced fabric and textiles. There are apprenticeships in this sector at all levels of job – most are at level 4 and higher but there are also some at levels 2 and 3. There were lots of vacancies in 2018/19 and most were at level 3.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Airbus

Balfour Beatty

Jaguar Land Rover

Rolls-Royce

Amey

BT

National Grid

Siemens

Arla

Cummins

Nestlé

Syngenta

Atkins

Dyson

Network Rail

Unilever

## How much will I earn? £✓

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at <https://nationalcareers.service.gov.uk/job-categories/engineering-and-maintenance> <https://nationalcareers.service.gov.uk/job-categories/manufacturing>
- trying sector specific websites such as <https://engenuity.org/for-career-seekers> and [www.tomorrowsengineers.org.uk](http://www.tomorrowsengineers.org.uk)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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## Hair and beauty



You may be inspired to pursue a career in hair and beauty if you want to make people feel better about themselves and enjoy using your creativity to develop someone's style. Jobs in hair and beauty are very practical and involve direct contact with people. As you progress in your career, you could choose to specialise in different areas such as holistic therapies, nail services or media make-up.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – beauty and make up consultant, beauty therapist, hair professional, nail services technician.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – advanced and creative hair professional, advanced beauty therapist, holistic therapist.



**Entry requirements** – usually, a level 2 qualification in the related area.

### Skills, qualities and experience

You need to have a willingness to learn, clear communication skills and the ability to manage your own time. Good attendance and punctuality, enthusiasm and skills in team working are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you need to have a desire to help people make the best of their appearance. A creative and artistic ability will also be useful, along with an understanding of anatomy and physiology, whether this relates to hair, nails or the body.

For some roles you will need to be able to respect client confidentiality and maintain a discreet, professional attitude at all times. You will need to have good hand-eye coordination to be able to complete your work to a high standard. It is also important for you to be able to keep up to date with the latest products and techniques within the industry.



Gatsby Benchmarks

### Things to think about...



- you may need to work evenings and weekends
- you may need to wear a uniform and/or protective/safety clothing
- your work may be physically demanding.

### What's new



New products and services are being offered every year. Some services, for example, Botox and fillers, should only be offered by qualified and registered nurses.

Some people complete qualifications in both hair and beauty. This means that if they are self-employed, they can offer more services. **54%** of people in hairdressing and barbering and **57%** of people in beauty are self-employed.

**£27.2 billion** was the total value of UK consumption of beauty products and services in 2018

Source: <https://britishbeautycouncil.com/wp-content/uploads/2020/01/british-beauty-council-annual-report-2019-.pdf>



## Where are the apprenticeships?



Hair and beauty jobs are found all over the country. You could be working for a large company with multiple salons, although most hair and beauty businesses tend to be small companies. Many people working in this sector are self-employed. You could also work on cruise ships, in hotels, in the media or in another country. There are apprenticeships in hair and beauty at intermediate and advanced level – most at level 2 but many at level 3. There were lots of vacancies in 2018/19 and most were at level 2.

## How much will I earn? £✓

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at <https://nationalcareers.service.gov.uk/job-categories/beauty-and-wellbeing> [www.habia.org](http://www.habia.org)
- trying sector specific websites such as [www.hairandbeautyjobs.com](http://www.hairandbeautyjobs.com)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



Email: [enquiries@ckcareers.org.uk](mailto:enquiries@ckcareers.org.uk)

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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Health and science



Good health is important and scientific research can help to improve the effectiveness of our healthcare services. There are apprenticeships available in several areas of the health and science sector, including sports development, dental nursing, pharmacy and chemical science.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – healthcare support worker, leisure team member, pharmacy services assistant.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum. Some will also require one or more sciences.

#### Level 3 advanced apprenticeships



**Jobs** – dental nurse, food technologist, laboratory technician, personal trainer, prosthetic and orthotic technician.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – associate ambulance practitioner, diagnostic radiographer, environmental health practitioner, registered nurse, research scientist, senior metrology technician.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You need to have a willingness to learn, clear communication skills and the ability to manage your own time. Good attendance and punctuality, enthusiasm and skills in team working are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you need to have an interest and ability in science along with a desire to help people. You will need strong observational skills. For higher and degree levels, you may also need leadership skills. For scientific roles, you may need to have specific knowledge in order to be able to use laboratory equipment.



Gatsby Benchmarks

### Things to think about...



- you will need to pass background checks about whether you have a criminal record
- you may need to deal with bodily fluids such as blood and vomit
- you may need to work shifts including evenings and weekends
- your work may be emotionally demanding
- your work may be physically demanding
- you may need to wear a uniform and/or protective/safety clothing.

### What's new



1.2 million full-time equivalent (FTE) staff work in the NHS and over **46,000** work for independent health care providers. **1.1** million people work in adult social care. They make up around **10%** of the total workforce in England. Research shows that there are shortages of staff, including nurses, doctors, allied health professionals and care staff.

Source: [www.kingsfund.org.uk/publications/health-care-workforce-england](http://www.kingsfund.org.uk/publications/health-care-workforce-england)

## Where are the apprenticeships?



Healthcare jobs are found all over the country, however, in lower populated areas you may need to travel further if you want to work in a hospital setting. Pharmaceutical and science companies are more likely to be found in and around the outskirts of large towns and cities. There are apprenticeships in health and science at all levels of job – most are at level 4 and higher but there are apprenticeships at levels 2 and 3. There were lots of healthcare vacancies in 2018/19 and most were at level 3.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Arla  
NHS

Boots  
Syngenta

Environment Agency  
Unilever

GSK

## How much will I earn? £

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at  
<https://nationalcareers.service.gov.uk/job-categories/healthcare>  
<https://nationalcareers.service.gov.uk/job-categories/science-and-research>  
[www.skillsforcare.org.uk/careers-in-care/job-roles/job-roles-in-social-care.aspx](http://www.skillsforcare.org.uk/careers-in-care/job-roles/job-roles-in-social-care.aspx)
- trying sector specific sites such as [www.rsc.org/careers/future](http://www.rsc.org/careers/future), [www.futuremorph.org/my-future-finder](http://www.futuremorph.org/my-future-finder),  
[www.rsb.org.uk/careers-and-cpd/careers](http://www.rsb.org.uk/careers-and-cpd/careers) and [www.healthcareers.nhs.uk/explore-roles](http://www.healthcareers.nhs.uk/explore-roles)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Legal, finance and accounting

Legal services exist to ensure that the laws of society are being adhered to and that human rights are protected. Finance and accounting services deal with the way money is spent, which could be in relation to loans, mortgages, savings, investments, tax or auditing. Careers in this sector require an in-depth knowledge of your chosen area of specialism, such as family law or financial advice.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – accounts/finance assistant, credit controller/collector, financial services customer adviser.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – assistant accountant, compliance/risk officer, insurance practitioner, mortgage adviser, payroll administrator.



**Entry requirements** – 5 GCSE grades 9-4 in English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – accountancy/taxation professional, actuary, chartered legal executive, internal audit practitioner, paraplanner, solicitor.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You need to have good written and spoken communication skills, along with the ability to manage your own time. A methodical approach is also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you will need to have excellent organisation skills in order to plan and prioritise your workload.

For higher and degree levels, you will need an in-depth knowledge of the law (legal) and strong numerical skills (finance and accounting).

### Things to think about...



- you may be working in an office most of the time
- you may be dealing with sensitive/confidential information
- you may be working in a pressurised environment.

### What's new



According to government figures, the sector accounts for almost **11% (£186 billion)** of the UK economy's gross value added and **13% (4.6 million)** of employment.

The industry has grown relatively strongly over recent years, particularly since the 2008 financial crisis.

Source: [www.parliament.uk/documents/commons-committees/exiting-the-european-union/17-19/sectoral%20analyses/28-professional-and-business-services-report%20.pdf](http://www.parliament.uk/documents/commons-committees/exiting-the-european-union/17-19/sectoral%20analyses/28-professional-and-business-services-report%20.pdf)



Gatsby Benchmarks

## Where are the apprenticeships?



Legal, finance and accounting jobs are found all over the country. You could work for a huge multinational company with thousands of employees, in a small family company, be self-employed or anything in-between. Depending on who you work for, there may be opportunities for progression within the company. There are apprenticeships in the sector at all levels of job – most are at level 4 and higher but some are at levels 2 and 3. There were lots of vacancies in 2018/19.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Addleshaw Goddard  
Deloitte  
Gordons

Banks/building societies  
DWF Law  
Grant Thornton

BT  
EY  
KPMG

Close Brothers Group  
Eversheds Sutherland  
PwC

## How much will I earn? £✓

Apprenticeship wages vary, as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at  
<https://nationalcareers.service.gov.uk/job-categories/business-and-finance>  
<https://nationalcareers.service.gov.uk/job-categories/law-and-legal>
- trying sector specific websites such as [www.lawcareers.net](http://www.lawcareers.net), [www.allaboutlaw.co.uk](http://www.allaboutlaw.co.uk), [www.sfjuk.com](http://www.sfjuk.com) and [www.barstandardsboard.org.uk](http://www.barstandardsboard.org.uk)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available, but employers are still taking on apprentices and vacancies continue to be advertised.

## Protective services



Protective services help to keep people, businesses and communities safe. The industry includes fire services, the police, the armed forces and security, such as MI5 and SIS. A career in the protective services could be for you, if you have a responsible attitude and want to play a part in ensuring public safety.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – HM forces service person (public services).



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – business fire safety advisor, custody and detention officer, emergency service contact handler, probation services practitioner, security first line manager.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – probation officer, police constable, serious and complex crime investigator.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You need to have a willingness to learn, clear communication skills and the ability to manage your own time. Good attendance and punctuality, enthusiasm and skills in team working are also important.

Specifically for this sector, you need to be able to react quickly to situations in order to keep yourself and others out of danger. You will also need to be able to keep calm under pressure.

For higher and degree levels, you will need leadership skills and the ability to handle difficult situations, dealing sensitively with people who may be in distress.

### Things to think about...



- you will need to pass background checks
- you may need to work shifts including evenings and weekends
- you may need to have a good level of fitness
- your work may be emotionally demanding
- you may be travelling often and spending nights away from home
- you may be dealing with sensitive/confidential information.

### What's new



In 2018, the government announced the new Police Constable Degree Apprenticeship. This has given police forces around the country a new way of recruiting and training police officers. Most forces have started recruitment for the first apprentice police constables.



Gatsby Benchmarks



## Where are the apprenticeships?



Protective services jobs are found all over the country. Some areas are known for having a specific tie to the armed forces, for example, Portsmouth is a key city for the Royal Navy. There are apprenticeships in protective services at all levels of job – most are at level 3 and higher. There were not many vacancies in this sector 2018/19.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Civil Service  
Local fire services

HM armed forces  
Local police forces

Local authorities  
Mining companies

## How much will I earn?

Apprenticeship wages vary, as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at <https://nationalcareers.service.gov.uk/job-categories/emergency-and-uniform-services>
- trying sector specific websites such as [www.army.mod.uk](http://www.army.mod.uk), [www.raf.mod.uk](http://www.raf.mod.uk), [www.sstg.org](http://www.sstg.org), <https://recruit.college.police.uk>, [www.prisonandprobationjobs.gov.uk](http://www.prisonandprobationjobs.gov.uk), [www.sis.gov.uk](http://www.sis.gov.uk), [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) and <https://skillsforsecurity.org.uk>
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



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An apprenticeship is a job with training. Apprentices work alongside experienced staff, gain job-specific skills, earn a wage and get paid time for study related to their role (usually one day a week). Apprenticeships are open to anyone over the age of 16. If you think learning whilst working would suit you, then an apprenticeship could be for you. The recent coronavirus (COVID-19) outbreak may have an impact on the number and type of apprenticeships available. This doesn't mean that all employers have stopped taking on apprentices and vacancies continue to be advertised.

## Sales, marketing and procurement

A career in sales usually involves selling products directly to consumers, whereas marketing is about promoting products or services through advertising. Procurement involves finding and buying goods and services for businesses. If you are self-motivated and target-driven, you could be well-suited to a career in this sector.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – butcher, customer service practitioner, funeral team member, junior estate agent, retailer.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – advertising and media executive, digital marketer, event assistant, retail team leader, travel consultant.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – assistant buyer/assistant merchandiser, marketing executive, retail manager, senior housing/property management professional.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You will need to have a willingness to learn, clear communication skills and the ability to manage your own time. Skills in team working, numeracy and IT are also important.

Specifically for this sector, you will need to be good at building up a rapport with all kinds of people. An ability to think creatively will be useful, as well as having excellent customer service skills. For higher and degree levels, you will need skills in presenting and negotiating, along with the ability to lead and motivate a team.



Gatsby Benchmarks

### Things to think about...



- you will need to pass background checks about whether you have a criminal record
- you may need to work shifts including evenings and weekends
- you may need to wear a uniform.

### What's new



With almost three million workers, the retail industry is the UK's largest private sector employer and, in 2017, generated **£395 billion** worth of retail sales.

Internet retailing is more popular in the UK than in any other EU country.

In April 2020, because of the coronavirus (COVID-19) pandemic, online sales as a proportion of all retailing, reached a record high of **30.7%**.

Source: [www.ons.gov.uk/businessindustryandtrade/retailindustry/bulletins/retailsales/april2020](https://www.ons.gov.uk/businessindustryandtrade/retailindustry/bulletins/retailsales/april2020)

## Where are the apprenticeships?



Sales, marketing and procurement jobs are found all over the country. You could work for a huge multinational company, in a small family company, be self-employed or anything in-between. Depending on who you work for, there may be opportunities for progression within the company. There are apprenticeships in the sector at all levels of job – most at level 3 but also at level 2 and level 4 and above. There were lots of vacancies in 2018/19 and most were at level 2 but there were also some at level 3.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Aldi  
John Lewis Partnership  
Morrisons

Arcadia  
McDonalds  
Nisa

Boots  
M&S  
Tesco

## How much will I earn? £✓

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at <https://nationalcareers.service.gov.uk/job-categories/retail-and-sales>
- trying sector specific websites such as [www.people1st.co.uk](http://www.people1st.co.uk), [www.retailchoice.com](http://www.retailchoice.com), [www.cim.co.uk](http://www.cim.co.uk), [www.retail-week.com](http://www.retail-week.com), [www.theidm.com](http://www.theidm.com), [www.ipa.co.uk](http://www.ipa.co.uk) and [www.cips.org](http://www.cips.org)
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
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As part of the interview process you may be expected to pass a skills test.

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## Transport and logistics



The transport and logistics sector involves moving people or goods via road, rail, sea or air. You could be involved in operating vehicles for physical transportation or supporting the processes that prepare for deliveries or journeys to take place. In order for services to operate effectively, schedules are strict and there are often tight deadlines to be met within this industry.

### Examples of jobs

#### Level 2 intermediate apprenticeships



**Jobs** – able seafarer, aviation ground operative, network operations, supply chain operator, waste resource operative.



**Entry requirements** – GCSE grades 9-3 in English and maths as a minimum.

#### Level 3 advanced apprenticeships



**Jobs** – cabin crew, port agent, train driver, transport planning technician, workboat crewmember.



**Entry requirements** – 5 GCSE grades 9-4 including English and maths as a minimum. Some companies may require you to have completed an intermediate apprenticeship.

#### Levels 4-7 higher and degree apprenticeships



**Jobs** – air traffic controller, first officer pilot, supply chain leadership professional, transport planner.



**Entry requirements** – 3 A levels or equivalent, plus vocational experience.

### Skills, qualities and experience

You will need to have a willingness to learn, clear communication skills and the ability to manage your time. Skills in IT, problem solving and team working are also important, as well as an ability to be accurate and pay attention to detail.

Specifically for this sector, you may need to be able to work alone and concentrate for long periods of time. Within some roles, you will need to have excellent customer service skills. For higher and degree levels, you will need leadership skills and the ability to make important decisions calmly and quickly.



Gatsby Benchmarks

### Things to think about...



- you may need to pass background checks
- you may need to work shifts including evenings and weekends
- you may need to wear a uniform and/or protective/safety clothing
- you may be travelling often and spending nights away from home
- your work may be physically demanding.

### What's new



Transport and logistics are important to the UK economy. Since the coronavirus (COVID-19) outbreak, there has been an increase in online shopping due to lockdown restrictions.

Source: [www.researchandmarkets.com/reports/5023857/covid-19-impact-on-logistics-and-supply-chain](https://www.researchandmarkets.com/reports/5023857/covid-19-impact-on-logistics-and-supply-chain)

Technologies that are being developed, such as self-driving and zero-emission vehicles, could result in further changes to this sector.

## Where are the apprenticeships?



Transport and logistics companies can be found all over the country. Some areas have more companies because of good transport links (near more than one large motorway) and lots of land where warehouses are built. There are apprenticeships in transport and logistics at all levels of job – most at level 2 but there are many at level 3 and above. There were lots of vacancies in 2018/19 and most were at level 2.

**Examples of employers/recruitment services that have taken on apprentices in this sector include:**

Airbus  
British Airways  
Morrisons  
Unilever

Aldi  
BT  
NATS

BP  
DHL  
Royal Mail Group

## How much will I earn?

Apprenticeship wages vary as employers set their own. There is a minimum wage for apprentices aged 16-18, and those aged 19+ in their first year. This is currently £4.15 an hour and is reviewed every April. If you are working towards a degree apprenticeship your employer would also pay your university tuition fees.

## Can I get extra support if I need it?

Extra support is available – for example, if you have a learning difficulty or disability, or are a care leaver. Apprentices can get student discounts and may also be able to get help with childcare costs. Support is also available to help with mental health issues. For more information look at the 'Essential guide to apprenticeship support' at [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)

## What happens after I have finished my apprenticeship?

Many people who successfully complete their apprenticeship are given a permanent job at the end of it. You may be able to move onto the next level of apprenticeship or do further training.

## How do I get an apprenticeship?

It is important to try lots of ways of getting an apprenticeship, including:

- researching the different job roles in this sector at  
<https://nationalcareers.service.gov.uk/job-categories/transport>  
<https://nationalcareers.service.gov.uk/job-categories/delivery-and-storage>
- trying sector specific websites such as <https://ciltuk.org.uk/careers/careers-information>
- searching and applying for vacancies at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- looking at other apprenticeship vacancy websites such as [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)
- trying general job search websites, for example [www.indeed.co.uk](http://www.indeed.co.uk) or [www.totaljobs.com](http://www.totaljobs.com)
- looking at training provider and college websites
- sending your CV and a cover letter to employers you want to work for – check out their website, Facebook and Twitter pages too
- asking family and friends if they know of any vacancies
- contacting your local Jobcentre Plus or careers centre.

As part of the interview process you may be expected to pass a skills test.

For more information on how to get an apprenticeship, please look at the 'Finding an apprenticeship' leaflet in this series.



Email: [enquiries@ckcareers.org.uk](mailto:enquiries@ckcareers.org.uk)

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