

Progression – what to  
do after you leave  
college  
Apprenticeships

2023

# Why choose Employment/Apprenticeships?

- Some careers require you to complete Industry Qualifications to be qualified in that job role. Starting an apprenticeship or employment with training prospects can allow you to progress quicker than if you have a degree first. (However some job roles require a degree first so do check – National Careers service Job roles)
- Some students will not want to complete any more qualifications and will just want to earn money – this does not prevent you from returning to education at a later time in your life.
- Some students will think this is the only option as a degree will be too expensive

## What is the difference between employment and Apprenticeships?

- Employment means you will seek a vacancy and apply for a job, if successful you will work either full time or part time in that job role and get paid at least The National Minimum wage.
- An Apprenticeship/Trainee scheme means you will seek a vacancy and apply for a job with an apprenticeship or training, if successful you will work full time in that job role but will have time away from your work to complete a Nationally Recognised Qualification. You will get paid - however the apprenticeship part of The National Minimum wage is lower – so do ensure you know how much you will get paid – having said that some do pay above the minimum wage. Look at [Amazing apprenticeships](#) which explains all.

## **What is the difference between employment and Apprenticeships? - Continued**

- You gain full time employment and get paid by your employer
- You will not have long holidays
- You will be trained and able to take a nationally recognised qualification – this might be a professional qualification rather than a BTEC, A Level or Degree
- Apprentices can be paid below the minimum wage – so do look how much you will get paid – remember it is a short term pain for a long term gain

## How?

- All employers will **advertise their vacancies** – but only when they want to recruit (this can be at any time of the year) this makes it harder to find the vacancies as you need to keep looking and they will not all be in one place on the internet.
- Employers will then have an **application process** for you to follow – the process they want you to follow will be part of the advert. (some companies websites are really good for hints and information on the selection process). Most will have an application form for you to complete – you need to ensure it is completed as thoroughly and accurately as possible as it will be the first impression you give to the company. Some companies will want a CV and covering letter – these will include a statement written by you about your skills you have and why you are suitable for the job role.

# Where to find vacancies – the problem is there is not a handy list of them all

- [Apprenticeships](#) – GOV.UK – a good site that has the vast majority and you can filter to local opportunities – you can also set up an account and an alert to email you when there are vacancies that come live
- Company websites – if you know what businesses you would like to work for you can look at their jobs page – some allow you to set up an alert. This can be time consuming but the best way to get to work for a business you want to e.g. NHS roles,
- There are other apprenticeship websites – these I have found are harder to use. [UCAS apprenticeships](#), [notgoingtouni](#) apprenticeships etc.
- Another place to look can be on the big national job vacancy sites. [Indeed](#), [Monster](#), [Total Jobs](#), [CV Library](#), [Job Site](#). There are also specialist job sites: search for 'apprenticeships' [Government jobs](#), [Public Sector jobs](#), [NHS jobs](#)

# GOV.UK

- A very good site especially for local apprenticeships – remember we have lots of SME's in Essex. BT in Ipswich is a large business which offers apprenticeships
- Can set up an alert for your search
- <https://www.apprenticeships.gov.uk/>
- This link lets you browse for current vacancies

# Other sites

- [Essex apprenticeship hub](#) – new website with Essex based opportunities
- [BT](#) in Ipswich is a large business which offers apprenticeships
- [BBC](#)
- [NHS](#)
- [Barclays bank](#)
- [Penguin books](#)
- [Dyson](#)
- [Sky](#)
- [Nestle](#)

Find companies that offer them:

- Type in the name of the business and either apprenticeships/early careers/careers

google

- Google search – [accounting apprenticeships](#)

# Top 100 Apprenticeship employers

- We have taken this list and added employers that contact us – you can find information on our [Careers MOODLE page](#)
- We will advertise any we are sent in the Careers Bulletin which we publish weekly
- Also there is [rate my apprenticeship](#)
- [Amazing Apprenticeships](#)

# Other Essex focused information

- [Essex Council apprenticeships](#)
- There is also a [booklet on Progression and the Local Labour Market](#)

# Careers Bulletin

The second page of the Careers Bulletin is for employment and Apprenticeships

- NOT sure what role you would be suited to—try [KUDOS](#) on Moodle/Careers/Where to Start page -answer some questions to gain a list of job profiles
- [Festival of Apprenticeships](#)—A Careers roadshow exhibition in London, 30 June at KIA Oval
- [AXA UK Ipswich](#)—are recruiting 3-4 apprentices in our finance team detail via [careers moodle](#)
- [Siemens Healthineers Apprenticeships](#)—Based in Sudbury Siemens are recruiting for Apprenticeships in: Business Administration, IT, Improvement Practitioner and Project Management [details here](#) via moodle
- [Edmunds Carr LLP](#) —Chelmsford, Level 4 Apprenticeship studying for the ICAEW Certificate in Finance & Business qualification, details [available here via Moodle/Careers/Employment & Apprenticeships](#)
- [Apprenticeships—Willis Tower Watson](#) various apprenticeships available
- [Rickard Luckin](#) – Chartered Accountants & Tax Advisors, Chelmsford Taking on entrants at A-level and graduate level, see [Moodle/Employment Apprenticeships](#) for details
- [Boots—Engineering Apprenticeships](#)
- [Springpod for year 12s](#)—Explore Virtual Work Experience opportunities, get a taste for university style learning or explore apprenticeships
- Go to—[Moodle/Employment & Apprenticeships](#) :in Nursing, Midwifery, Veterinary, Journalism and more
- [RBC Bitesize Careers pages](#)
- [Graduates, students and apprentices at Dstl](#) - careers at the Defence Science & Technology Laboratory
- [Solicitor and Paralegal Apprenticeships](#) - In Leeds with [DLA Piper](#)
- [What kind of Decision maker are you?](#) Just let things happen? Use your intuition? Instinct? Try DECIDE to help you out via [Moodle](#)
- [Edmund Carr LLP Chartered Accountants](#)—Seeking trainees for Summer 2022 intake, details via [Moodle](#)
- [Technology Apprenticeships at Deutsche Bank](#) - further info and to apply available [here](#)
- [Higher and degree apprenticeships](#) , also local to Colchester [apprenticeship vacancies](#)
- [RSM UK](#)—School Leaver positions for our Early Careers August 2022 intake, from Audit, Corporate Finance, Internal Audit, Tax and Payroll Trainee, all vacancies can be found [here](#)
- [RateMy Apprenticeship](#)— All levels of [Apprenticeships](#) available including: [Advanced](#) [Higher](#) [Degree Level](#)
- [BT—Degree Apprenticeships and Higher Apprenticeships](#) (Level 6 & 7)
- [Mandiant Degree Apprenticeship programme](#) - Finance, Retail, Manufacturing and Logistics

# You search for a job/employment and not for an apprenticeship course

- There will be multi stages to the selection process – including an application form, online testing, interviews and sometimes an assessment centre.
- Opportunities will not be found in one place and they **WILL NOT COME TO YOU**
- Opportunities are only advertised when the company wants to recruit – the BBC apprenticeship last year was put on twitter for only 12 hours as they had enough applications in that time – so do not delay your application
- **Get ready – do your research now – write a CV, research the company, look on their social media always see if they have tips on their website**

- **Selection process**

After the initial application if you are shortlisted you will be invited for the selection process. This might be an interview if you have applied for a job. If you are applying for an apprenticeship the selection process is likely to involve different stages (the company is going to pay for your training/qualifications).

These stages might include: face to face interview, on line interview, video questions, testing, assessment centre day, group work etc.

Look on the company's website or phone them and ask what their selection process is so you can prepare.

# Concerns

## **Can I do an apprenticeship in my chosen job role?**

It very much depends on the job role – not all job roles have apprenticeships. Look on The National Careers Service website – job profiles or come to ask a careers adviser in the careers department – book an appointment or look at [apprenticeships available](#)

## **I want to do a degree apprenticeship as I don't want to pay to go to university**

- There are degree apprenticeships where an employer will pay for you to take your degree whilst you are working. It depends on the type of job role and if companies want to recruit. Places are few and so it will be competitive (but not impossible!)

# Degree Apprenticeships

What can I study? As degree apprenticeships are only available in vocational subjects that require a high level of academia, the range of subjects on offer is narrower than with traditional apprenticeships.

Opportunities are currently available in the following sectors:

- aerospace engineering
- aerospace software development
- automotive engineering
- business management
- construction
- Defence
- digital industries
- financial services
- electronic systems
- engineering
- life and industrial sciences
- management
- nuclear
- nursing
- power engineering
- public relations
- social work
- surveying.

## **I don't know how to write a CV or covering letter**

- Look at our help pages on Moodle or make a careers appointment to get help. Parents/Guardians can also help with CV's and covering letters. CV's will be part of the Tutorial programme.

## **How can I prepare for the interviews/selection process?**

- Look at our help pages on Moodle or make a careers appointment to get help. Parents/Guardians can also help with interviews.

## **I want to stay at home and get an apprenticeship**

- The best place to look is the government apprenticeship website as you can filter the location. You can also set up an alert which will send you emails when a vacancy comes live. This will then limit the roles available as not all traineeships are advertised on this site e.g. accountancy ones.

## **I want to keep my options open and apply for education and employment/jobs**

- There is nothing to stop you and we strongly recommend that you do both

## What level apprenticeship should I apply for?

- For some apprenticeships everyone has to start at a Level 2 no matter what level of qualifications they already have - for example in hairdressing -everyone has to learn how to wash and dry hair before moving on to cutting. Or, for example, for the trades like plumbing, electrician, etc. - you will need to learn the basics before you can move on.
- Levels of apprenticeship are explained [here](#)

## Useful Employability Apprenticeship link

- You may find the following employability link useful if you wish to address apprenticeships and how important employability skills are in standing out from the crowd. The link addresses apprenticeship questions, how to stand out from the crowd and how to future proof your career. The questions are answered by apprentices working for the big brand employers including Amazon and the BBC who share their tips.
- The video is on the UCAS website, click the icon **Live AMA: World of work**. It's about 20 minutes long.
- <https://www.ucas.com/explore/search/videos?query=>