

# Passport to Success

## Your Guide To Apprenticeships



# Apprenticeships Suffolk

Apprenticeships Suffolk is a support service offering impartial information, advice, and guidance on the apprenticeship pathway.



We offer support to anyone 16+ who:

- Wants to know more about the apprenticeship pathway.
- Exploring a potential new career route via an apprenticeship.
- Interested in getting an apprenticeship to gain an industry relevant qualification.
- Working with an employer who wants to offer an apprenticeship opportunity to you but requires further support on next steps.

Apprenticeships Suffolk offer support to employers and aspiring apprentices at all stages; from finding an apprenticeship, enrolment support, starting your apprenticeship and throughout the whole journey.

# What is an Apprenticeship?

Apprenticeships combine practical **work based training** with the opportunity to gain qualifications targeted towards a specific job role or industry. As an apprentice, you will be paid to do a **full-time job**, whilst gaining **industry specific knowledge, skills, and behaviours**, which count towards a **nationally recognised qualification**.

## An apprenticeship includes:

- Paid employment with annual leave
- Working alongside experienced staff
- Gaining job-specific skills
- Time for training and study relevant to your job role, which amounts to a minimum of 6 hour per week, during your normal working hours. This is known as 'off the job' training.



Apprenticeships start from a level 2, which is equivalent to GCSE level and advance all the way up to a Level 7 which is equivalent to a masters degree. The level you start at will depend on your previous qualifications, knowledge and experience in that sector. Read on for more information on apprenticeship levels.

# What is Off-the-job training?

Off-the-job training is learning, which is undertaken outside of your day-to-day work duties, and supports the achievement of your apprenticeship. This training takes place within your normal (contracted) working hours.

All apprentices must spend a minimum of **6 hours per week** doing off-the-job training, for the purpose of achieving the knowledge, skills and behaviours set out in the approved apprenticeship standard (read on to the types of apprenticeships page for more info)



Off-the-job training can be flexible and doesn't have to mean one day out of the workplace every week. For example, training could take place:

- Online
- In the workplace
- At a College, University or Training Centre
- Or it could be a combination of the above





# Off-the-job training



The frequency of off-the-job training can vary from one day a week to part of a working day. Sometimes training is delivered in blocks of time which is also known as block release.

**There are a range of activities that will contribute towards your off-the-job training including (but not limited to):**

- Attendance at workshops, training days and webinars relevant to the apprenticeship
- Self-study that includes reading or watching videos
- Training in new working practices or new equipment
- Role-playing or simulation exercises
- Industry visits/conferences relevant to apprenticeships
- Assessments, assignments and completing projects
- Practical training or training in the workplace relevant to the apprenticeship

# Who can do an apprenticeship?



Whether you are a school leaver or an experienced professional looking to upskill or change career, an apprenticeship could be the right next step to help you achieve your career goal!

You can start an apprenticeship at the level best suited to your stage of learning, the job you are applying for, and the apprenticeship standard that the employer is offering. The apprenticeship vacancy or job description will detail the entry requirements for the role.

You will however, need to achieve a pass in your Maths and English qualifications at GCSE or Functional skills level, before completion of your apprenticeship. (Read on to the functional skills page for more information )

**There is no upper age limit on who can do an apprenticeship, you just need to be:**

16 or over

Living in England

Not in full time education

# Inclusive Apprenticeships



Inclusive apprenticeships are designed to break down barriers and create employment opportunities for people with cognitive, physical, mental health and sensory disabilities.

## Inclusive apprenticeship checklist

Are you....

☐

Looking for a flexible alternative to mainstream education, which is tailored towards your chosen career path?

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☐

Looking for a supportive environment where you can develop your skills and gain experience to help you succeed in your chosen career?

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☐

Looking for a job where the hours and duration can be adjusted to meet your needs?

---

☐

Looking for a job with additional support to help you succeed?

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If you answered YES then an inclusive apprenticeship could be for you!

# Inclusive Apprenticeships



Apprenticeships Suffolk are working with local employers to raise awareness of inclusive apprenticeships and to create opportunities for the SEND community. Look out for our inclusive apprenticeships pin badge which highlights the inclusive opportunities!

Also look out for employers who are displaying the disability confident logo. The disability confidence scheme is creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

Entry requirements can be lowered to an Entry Level 3 Functional Skill qualifications in Maths and English (unless exempt).





# Entry Requirements

Apprenticeship employers will set their own entry requirements, but typically employers will be looking for at least 3-5 GCSEs (or equivalent), particularly in English and Maths. The entry requirements will vary depending on the level and type of apprenticeship you are applying for.

## Apprenticeship Levels

Different apprenticeship levels have equivalent educational levels.

Level	Level of Apprenticeship	Equivalent Education Level
Intermediate	2	GCSE
Advanced	3	A-Level
Higher	4, 5, 6 & 7	Foundation degree and above
Degree	6 & 7	Bachelor's or Master's degree

## English and Maths

English and Maths are an essential component of all apprenticeship standards, therefore if you have not achieved a grade C or above (grade 4-9 from 2017), then you may choose to do a functional skills qualification instead of resitting your GCSE's. Functional skills are qualifications taught to post 16 and adult learners which apply Maths and English in real world contexts. You may be able to study functional skills alongside your apprenticeship programme (subject to conditions set by your training provider following an initial assessment).

# English and Maths - Functional skills

People who start a Level 2 apprenticeship without Level 1 English and maths will no longer need to automatically attempt Level 2 English and Maths tests to complete their apprenticeship.

For individuals with special educational needs, learning difficulties or disabilities, who struggle to achieve the English and/ or Maths requirements due to the nature of their difficulty or disability, an entry level 3 functional skills qualification will be accepted for an intermediate apprenticeship.

Apprenticeship Level	Minimum English and Math Functional Skills qualifications required	GCSE equivalent
Intermediate (Level 2)	Minimum Level 1 Functional Skills ideally working towards attainment of Level 2 *	Grade 3/ D working towards a 4/ C
Advanced (Level 3)	Level 2 Functional Skills	Grade 4/ C or above
Higher (Level 4,5,6&7)	Level 2 Functional Skills	Grade 4/ C or above
Degree (Level 6&7)	Level 2 Functional Skills	Grade 4/ C or above

\*For learners with special educational needs, learning difficulties or disabilities, these requirements may differ. Please see our Inclusive apprenticeships page for more information.

# Establishing your career interests

The first challenge when considering your career choices is to figure out what sector you would like to work in and the job role you would like to do. If you are unsure about your career interests, it might be worth speaking to a careers adviser and exploring websites such as:

- The National Apprenticeships Service: [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- I can be a....: [www.icanbea.org.uk](http://www.icanbea.org.uk)
- Prospects (for graduates): [www.prospects.ac.uk](http://www.prospects.ac.uk)
- YOJO app: [www.thesource.me.uk/my-work/yojo](http://www.thesource.me.uk/my-work/yojo)

Or speaking to a representative from your local job centre.

## **Don't know what career is for you?**

Why not try the careers quiz on the 'Icanbea..' website or 'The Buzz Quiz' on UCAS website.

**You could also attend local careers fairs or speak directly to people in the industry to get a feel for what they do. You could even ask for some work experience or shadowing opportunities.**

# Career options

Please see below the different employment sectors and the careers within these sectors that may be of interest to you and can potentially be completed as an apprenticeship qualification.

## Business, Administration & Law

- Administration
- Customer Service
- Accounting & Finance
- Business
- Business Management
- Marketing & Sales
- Law & Legal Services

## Health, Public Services & Care

- Nursing & Dental Health
- Complementary Health Studies
- Health & Social Care
- Public Services
- Early Years & Playwork
- Medicine & Dentistry

## Construction, Planning & the Built Environment

- Architecture
- Building & Construction
- Building Services
- Construction Crafts
- Urban, Rural and Regional Planning

## Retail and Commercial Enterprise

- Retailing & Wholesaling
- Call Centre Operations
- Warehousing Distribution
- Service Enterprises
- Hairdressing
- Beauty Therapy
- Hospitality and Catering

## Engineering & Manufacturing Technologies

- Engineering
- Manufacturing Technologies
- Motor Vehicle
- Transportation Operations & Maintenance

## Agriculture, Horticulture and Animal Care

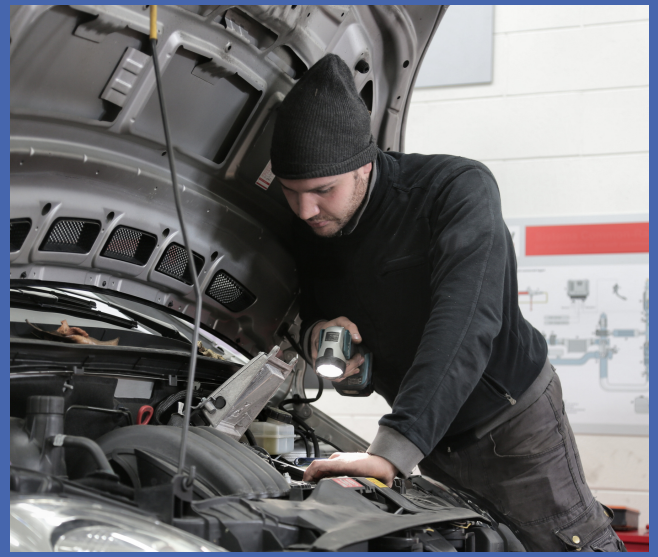
- Agriculture
- Horticulture
- Forestry
- Animal Care
- Veterinary Science
- Equine Studies
- Environmental Conservation



Education and Training	Leisure, Travel and Tourism	Information and Communication Technology
<ul style="list-style-type: none"><li>• Teaching</li><li>• Lecturing</li><li>• Training to provide Learning Support</li></ul>	<ul style="list-style-type: none"><li>• Sport, Leisure &amp; Recreation</li><li>• Sport</li><li>• Public Services</li><li>• Travel &amp; Tourism</li></ul>	<ul style="list-style-type: none"><li>• ICT for Practitioners/Users</li><li>• Communications Technology</li></ul>

Arts, Media and Publishing
<ul style="list-style-type: none"><li>• Performing Arts</li><li>• Visual Arts</li><li>• Media &amp; Communication</li><li>• Publishing and Information Services</li></ul>

# What types of apprenticeships are there?



There is a huge variety of different apprenticeships to choose from.

## Did you Know?

There are more than 600 apprenticeship standards to choose from!\*

\*Correct as of August 2022

An apprenticeship standard, sets out what the apprenticeship will look like for a specific role. They give you an overview of the apprenticeship, including information such as the level, duration, entry requirements and a list of knowledge, skills, and behaviours which you will be taught throughout your apprenticeship journey.

You can visit the **Institute for Apprenticeships and Technical Education (IFATE)** website:

[www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)

for the full list of apprenticeship standards on offer.

Once you have found the apprenticeship standard you are looking for, you can then start to look for vacancies.

Task

Use the space below to make some notes about the apprenticeship standards that you are interested in.

Apprenticeship standard:		Apprenticeship standard:	
Level		Level	
Duration		Duration	
Entry Requirements		Entry Requirements	
Brief overview of the role		Brief overview of the role	

Apprenticeship standard:		Apprenticeship standard:	
Level		Level	
Duration		Duration	
Entry Requirements		Entry Requirements	
Brief overview of the role		Brief overview of the role	

# Task

Now you have decided which apprenticeship you would like to do, you can start searching for vacancies. Take a look at the following websites to see if there are any live vacancies for you to apply for.

- The National Apprenticeship Service - GOV.UK Find an apprenticeship service
- Apprenticeships Suffolk jobs page
- Job sites such as Indeed - Using the word 'apprenticeship' in the search terms
- Colleges and training providers will also advertise apprenticeship vacancies on their websites
- Yojo app

Employer Name:		Employer Name:	
Closing date:		Closing date:	
Location:		Location:	
Hours:		Hours:	
Pay/ Salary:		Pay/ Salary:	
Company website:		Company website:	
Sector:		Sector:	
Any other notes:		Any other notes:	



Task

You can also research local employers in a relevant sector. This is useful for several reasons including:

- Researching to see if there are any employers in your local area who might be able to offer a job/ apprenticeship opportunity, if not you might have to consider travelling further afield for an opportunity.
- Some employers will advertise job/ apprenticeship opportunities on their website
- To see if you can visualise yourself working for that particular company/employer

To start your search, try typing into a search engine “*[insert sector here]* employers local to *[insert location here]*” to see what employers are named. Then take a look at their website and complete the table below. Try to research at least 3-5 employers in the location where you would like to work:

Employer Name:		Employer Name:	
Sector		Sector	
Location:		Location:	
Travel time to location:		Travel time to location:	
Are they recruiting?		Are they recruiting?	
Type of work		Type of work	

# Apprenticeship Wage

How much you earn will depend on the industry, location, and level of apprenticeship you choose, however **national minimum wage for an apprentice is currently £4.81 per hour** (correct as of April 2022). An employer may choose to pay more than this.

If you are aged 19+, in the second year of your apprenticeship, your wage will increase in line with national minimum/ national living wage for your age.



There are **no student loans or tuition fees** to worry about as apprenticeships are funded by the Government and your employer.

If you are a **care leaver, aged 16-24**, you can also apply for a **£1000 bursary payment** to support you in the first year of your apprenticeship. For more details visit:

Apprenticeships bursary for care leavers - GOV.UK  
([www.gov.uk/government/publications/apprenticeships-bursary-for-care-leavers](https://www.gov.uk/government/publications/apprenticeships-bursary-for-care-leavers))

When searching for an apprenticeship or job, it is important to consider what factors are important to you. This will help you to decide whether a job is suitable for you or not.

Task

Complete the table below to establish what factors are important to you.

Factor	Important	Don't mind	Not important
How much you are paid			
Working hours			
Commute time to and from work			
Working environment (e.g office based or outside work)			
Working within a team			
Career progression			
Professional Status (e.g Dr, vet, nurse, paramedic, accountant)			
Work/life balance			
Location			
Helping others			
Work benefits (e.g company cars, discount cards, bonuses)			
Working on a computer			
Working with the public			
Self-employment			
Contract (e.g Full-time, part-time, zero hour, fixed term)			
Working for a big company/organisation			
Working for a small company/organisation			

# To do list

## ■ Consider your interests

What is it you want to do in the future? You can access online career/ personality quizzes to help you discover possible career options based on your interests, skills and attributes. Examples of these can be found on "I can be a..." and "The Buzz Quiz" websites.

## ■ Do your research

How can I get into my preferred industry?  
What qualifications/ experience will I need?

## ■ Attend career events (virtual or in person)

## ■ Research local employers in your preferred industry

approach them to request some work experience.

## ■ Build your CV and cover letter for job applications

## ■ Consider doing a Pre-apprenticeship programme or traineeship

## ■ Register on the National Apprenticeship Service

To search and apply for current apprenticeship opportunities in your local area and to set alerts for new opportunities.

## ■ Register with Apprenticeships Suffolk where you will receive ongoing support from our Participant Advisor.

Receive our Wednesday Weekly which shares our current live job vacancies, and you will be invited to apply to new opportunities within our service.



## This image shows a single sheet of white, lined notebook paper. The paper has horizontal blue or grey ruling lines spaced evenly apart. At the top edge, there is a faint, partially visible header area with some light blue markings, possibly remnants of a logo or page number. The rest of the page is blank, with no handwriting or other markings.

## CONTACT US:



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[apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk)

[www.apprenticeshipssuffolk.org](http://www.apprenticeshipssuffolk.org)

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[@apprenticeshipssuffolk](https://www.instagram.com/apprenticeshipssuffolk)

## USEFUL WEBSITES:

- **Institute for Apprenticeships and Technical Education (IFATE)** - [www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)
- **Icanbea...** - [www.icanbea.org.uk](http://www.icanbea.org.uk)
- **Yojo App** - available to download via the App Store and Google Play Store
- **Apprenticeships Suffolk jobs page** - [www.apprenticeshipssuffolk.org/all-jobs/](http://www.apprenticeshipssuffolk.org/all-jobs/)
- **The National Apprenticeship Service** - [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- **Benefits - GOV.UK** - [www.gov.uk/browse/benefits](http://www.gov.uk/browse/benefits)
- **Benefits Calculator** - [www.entitledto.co.uk](http://www.entitledto.co.uk)

Scan here to register your interest with Apprenticeships Suffolk:





# Apprenticeships Suffolk

**YOUR ONE STOP SHOP TO  
AN APPRENTICESHIP  
OPPORTUNITY**

**TO START YOUR JOURNEY AND  
REACH YOUR POTENTIAL  
CONTACT:**

**APPRENTICESHIPS@SUFFOLK.GOV.UK  
01473 263 555**

**Finding and  
starting your  
apprenticeship!**

**The support doesn't  
stop here!  
Apprenticeships  
Suffolk offer support  
to you and the  
employer throughout  
your whole  
apprenticeship  
journey.**

## **OUR TALENT POOL**

**You are ready for  
when the right  
apprenticeship  
opportunity comes  
along.**

**Continued light  
touch support to  
assist with your  
apprenticeship  
search. Receive  
regular updates of  
the latest  
opportunities.**

**Elevate your way to an  
apprenticeship  
opportunity**

**Supporting you every  
step of the way at your  
own pace**

## **Pathway to Apprenticeships**

**121 coaching and mentoring  
service:**

- update your cv
- improve your employability skills
- confidence building
- interview practice
- wellbeing support



## **SWAPS PROJECT**

**Sector work based academies**

**6 week employability  
programme:**

- pre-employment training in specific sector
- work experience or employer engagement
- interview support and guaranteed job interview



**WELCOME TO  
APPRENTICESHIPS  
SUFFOLK!**

**Have a chat with our  
participant advisor  
to establish your  
needs and how we  
can best support you  
into an  
apprenticeship.**

**SCAN BELOW TO  
REGISTER YOUR  
INTEREST TODAY:**



**European Union**  
European  
Social Fund

