

Apprenticeships Guide

APPRENTICESHIPS

Earn money
Gain a qualification
Learn a trade or profession
Secure your future

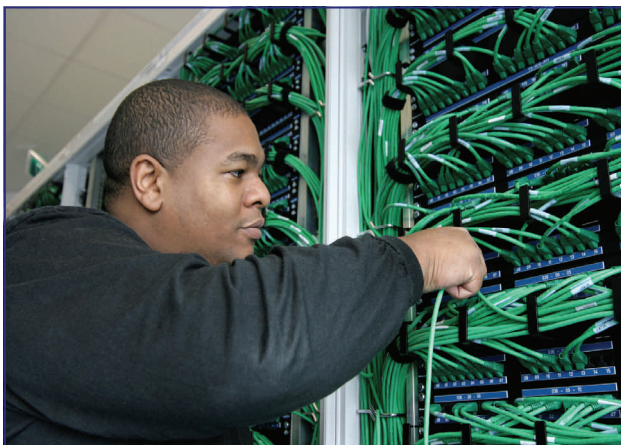


Whether you're looking for your first job, thinking of changing careers or want to gain qualifications for the job you love, an Apprenticeship could be for you.

We have created this Apprenticeships Guide to introduce Apprenticeships, explain how they work and let you know how you can apply for one.

Why Apprenticeships?

1. You can earn money, continue learning and gain real experience.
2. You will earn between £80 (rising to minimum of £95 from August '09) and £210 per week.
3. By the end of your Apprenticeship you will have an NVQ 2 or NVQ3, key skills and a technical certificate.



Q: What do **Jamie Oliver**, **Alex Ferguson** and **John Frieda** have in common?

A: They all started their careers with an Apprenticeship.

What is an Apprenticeship?

An Apprenticeship is a job with a difference. It is a training package made up of two parts; working and learning.

When you're doing an Apprenticeship, you work at a company for most of the week (usually 4 days) and spend part of the week (usually 1 day) studying towards an NVQ 2 or 3 at a college or other training provider. You also study key skills like numeracy and literacy, gain a technical certificate and learn about your rights and responsibilities at work.



Some Apprenticeships are based at a company. To get onto one of these types of Apprenticeships, you apply directly to the employer. If you're successful they will offer you a job and arrange your training for you.

Other Apprenticeships are based at a college or training provider. For these types of Apprenticeships, you apply to the training provider to do the learning part of your Apprenticeship (NVQ and key skills) with them. If you're successful they will offer you a place for your NVQ and key skills, but you still need to find a job for the work part of your Apprenticeship. Training providers have links with local employers and usually help you to find your job.

Did you know...

Over the course of their career people who have done an Apprenticeship earn on average £100,000 more than people who haven't.

Source: www.apprenticeships.org.uk

Types of Apprenticeships?

What Apprenticeships could I do?

There are 180 different types of Apprenticeships, so there's something out there to suit all interests. They include:

Business administration, Information Technology, Advice and Guidance, Animal Care, Customer service, Hairdressing, **Sports and fitness**, Hospitality and catering, Floristry, Retail, **Veterinary nursing**, Youth work, Logistics, Aviation, **Travel and tourism**, Pharmacy assistants and technicians, Automotive industry, Apparel, Marketing and communications, **Video game testing**, Broadcast film and media, **Child care**, Nuclear decommissioning, Spa therapy, Water industry, **Accounting**, Marine industry, **Dental nursing**, Food manufacture, Environmental Conservation, Purchasing and supply management, **Construction**, Beauty therapy, **Health & social care**, Rail transport engineering, Property ...

For complete listings of all Apprenticeships visit
www.apprenticeships.org.uk

For a list of Apprenticeship opportunities in London, email Emma on emma@bteg.co.uk or call her on 020 7843 6114.



Apprenticeship: Frequently Asked Questions

1. What qualifications do I need to apply for an Apprenticeship?

This varies from Apprenticeship to Apprenticeship, so check with the relevant employer or training provider. 2 - 5 GCSEs grade C and above is usually the minimum requirement. However for a few Apprenticeships you don't need any GCSEs.

2. Are apprentices paid?

Yes, the work part of your Apprenticeship is paid. Once you have got a job, you will be paid by your employer. Salaries vary from job to job. The minimum Apprenticeship salary is £80 per week; this will rise to £95 per week from August 2009. Average Apprenticeship salaries are £170 per week; the highest (electro-technician) is £210 per week.

3. Do apprentices have to pay for the learning part of their Apprenticeship?

No. Apprentices do not have to pay for any part of their Apprenticeship.

4. How long does an Apprenticeship take?

Depending on what Apprenticeship you do, it will take between 1 and 4 years.

5. What time of the year do Apprenticeships start?

Again, this varies. Check with the employer or training provider you are hoping to join.

6. Is there an age limit for Apprenticeships?

Some Apprenticeships have an age limit but most do not. You can be 16 and just leaving school or 60 and wanting to gain qualifications for the skills you already have.

7. How do Apprenticeships compare with other qualifications and university?

Studies have shown that on average, doing an Apprenticeship leads to higher wages than other vocational qualifications like BTECs and City & Guilds¹. Compared with going to university, Apprenticeships can be more suitable if you want to learn practical skills, earn a wage and avoid university debts.

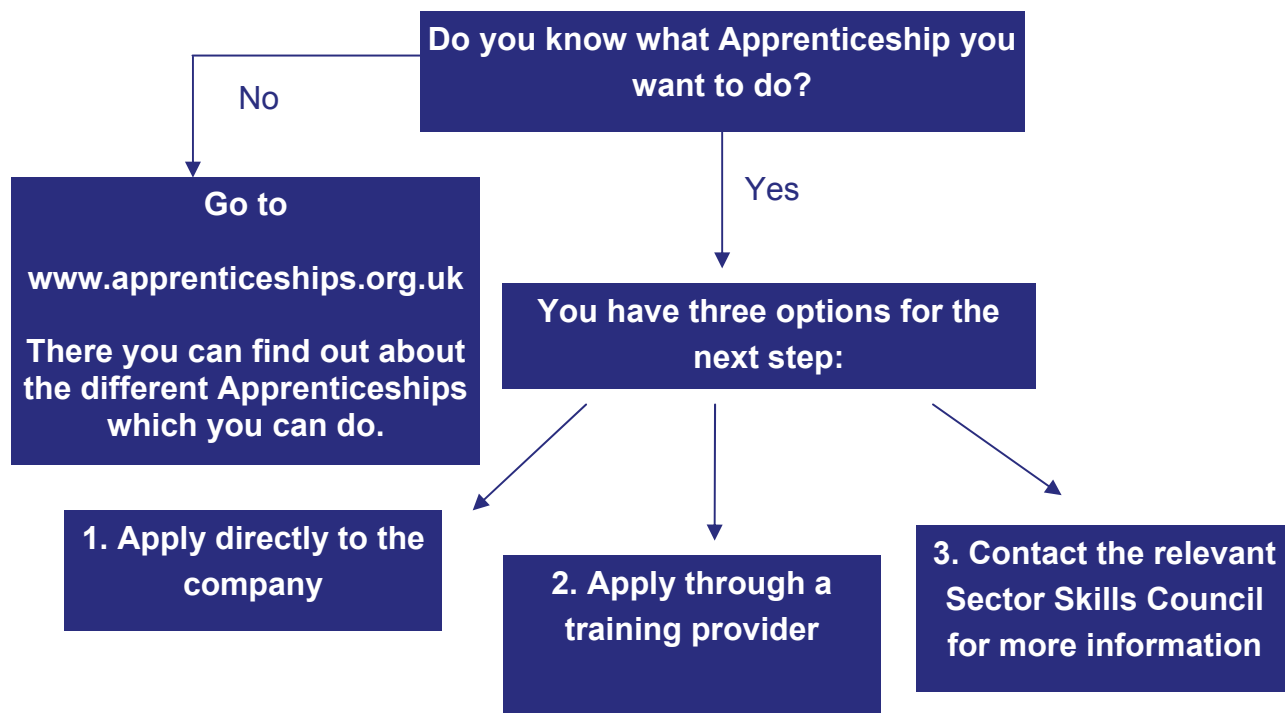
8. What happens afterwards?

Successful apprentices go on to do a number of things. You could stay in your job, get a promotion or move to a different company. You could go to college or university. Some apprentices have gone on to open their own businesses, others to management and directorship positions at big companies.

For more questions and answers go to www.apprenticeships.org.uk

1. McIntosh, S., 2007. A Cost-Benefit Analysis of Apprenticeships and Other Vocational Qualifications. Sheffield Management School.

Apprenticeship Application Process



1. **Apply directly to the company** Some companies (usually the bigger ones) have their own Apprenticeship schemes which you can apply directly to, usually on their website. These are called 'employer-led Apprenticeships'. Companies who offer Apprenticeships like this include BT, British Gas, London Underground and Tesco. For a list of employers who offer Apprenticeships in London contact Emma on emma@bteq.co.uk or 020 7846 6114. See the next page for more information on where to find employer-led Apprenticeships.
2. **Apply through a training provider** Training providers offer the NVQ and key skills part of an Apprenticeship and you can apply for an Apprenticeship directly to them. Training providers usually have links with local employers and should be able to help you to find an employer for the work part of your Apprenticeship. Apprenticeships based at the training provider are called 'programme-led Apprenticeships'. For a list of training providers who offer Apprenticeships in London, contact Emma (details above).
3. **Contact the relevant Sector Skills Council for more information** Sector Skills Councils are organisations who represent 25 different sectors, for example sports and leisure or construction. If you want more information on an Apprenticeship in a particular sector, visit the relevant sector skills council website. For a list of Sector Skills Councils visit www.sscalliance.org.

For information on Apprenticeships in your area, you can also contact your local Connexions service or Job Centre Plus (details on next page).

Want to find out more?

If you want more information on Apprenticeships, you can go to one of the following:

The Apprenticeship Guide 2009 A website offering practical information on Apprenticeships. You can search for employers, training providers and Apprenticeship opportunities and find out more information about what Apprenticeships are on offer and how they work. You can also order a hard copy of The Apprenticeships Guide 2009 on the website.

www.apprenticeshipguide.co.uk

The National Apprenticeship Service A website offering information to prospective Apprentices, parents and employers on Apprenticeships. You can watch short films of different Apprenticeships, find out more about each one and read the extensive FAQs section.

www.apprenticeships.org.uk

The National Matching Service Part of the above website, this service allows you to search for Apprenticeships in your area. It was launched in January 2009. Opportunities are continually added and updated. Go to www.apprenticeships.org.uk and click on 'vacancies'.

An Apprenticeship Another website offering practical information on Apprenticeships.

www.anapprenticeship.co.uk

Sector Skills Councils There are 25 Sector Skills Councils in the UK, each representing a different sector. Sector Skills Councils exist to represent the voice of employers in relation to skills of each of the sectors. You can search their websites for information on Apprenticeships. For a list of Sector Skills Councils and links to their websites, visit

www.sscalliance.org

Connexions A service for people aged 13 - 19. They have a website www.connexions-direct.com, or a phone number you can call 08080 013 219. You can find details of a Connexions office/provider near you on the website or by calling the above number.

Job Centre Plus A service for anyone looking for a job. You can look on their website www.jobcentreplus.gov.uk, phone them on 0845 6060 234 or drop into your local Job Centre Plus.

How we can help

If you are aged 14-25, from a black or minority ethnic community and live in Greater London, we are here to help you to find the right Apprenticeship for you.

- Access our website www.bteg.co.uk/apprenticeships.html, where you can find information on Apprenticeships in London
- Contact us for lists of providers and employers who offer Apprenticeships in London
- Come to our 'meet the employer' events across London. Meet employers and find out more about Apprenticeships
- 1-2-1 telephone help and support in finding an Apprenticeship in London



Apprenticeships for Me

www.bteg.co.uk/apprenticeships.html

Contact Emma Foxall emma@bteg.co.uk 020 7843 6114



APPRENTICESHIPS FOR ME

Funded by:



At:



The Black Training and Enterprise Group (BTEG) is a national charity. We provide a voice to government for charities and voluntary organisations who work with black and minority ethnic communities across England.

www.bteg.co.uk

