

# Apprenticeship Pack for 16-19 year olds

Your step-by-step guide to apprenticeships.  
Research your options and make an informed choice.



Brought to you by  
**National  
Apprenticeship  
Service**

Name

# How to use this workbook

## Introduction

This workbook is designed for individuals aged 16-19 who might be considering an apprenticeship in the future. The workbook is designed to last 20 hours although you may find that some parts take slightly longer or slightly less time to complete. To make the most of this workbook you will need to complete all activities and participate in the discussions with your parents / carers, friends and tutor as instructed at various points throughout this workbook.

This workbook has been designed to be very flexible so that you can work through it on your own at a time that suits you and as part of a group or class.

## Skills you will develop

By completing this workbook you will develop and enhance the following skills:

- Independent learning skills
- Research skills
- Collaborative learning skills
- Presentation skills
- Personal reflective skills
- Employability skills
- Career development skills

## Equipment you will need

In order to complete all of the tasks within this booklet you will need access to the following:

-  A computer with internet access
-  A pen / pencil
-  A calculator
-  A printer
-  Some people to interview

## Password reminder:

Use this space to write down your Username (this is your email address) and Password when you set up your personal Find an apprenticeship account using

**[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)** (Task 6)

Email address	
Password	

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# What is an apprenticeship?

## What is an apprenticeship?

An apprenticeship is when an individual works and learns at the same time.

As an apprentice, you will be working in a real job where you will be employed by a company, have a contract of employment, get paid a salary and be entitled to all of the statutory benefits such as holiday and sick pay.

## What makes an apprenticeship different to other jobs?

What makes an apprenticeship different to another job is that you will also be working towards a package of qualifications alongside your job. These qualifications will be directly relevant to the job that you are doing, whatever role you are working in.

## What kind of apprenticeships are there?

There are apprenticeships available at intermediate, advanced, higher and degree levels. These cover more than 1,500 job roles across 170 industries, from Nursing to Graphic Design, Horticulture to Electric Vehicle Engineering, Advertising to Nuclear Decommissioning.

Up to 27,000 quality apprenticeship vacancies are available online at any one time at [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) advertising real jobs, with real employers paying real salaries.

It is really common that lots of people think that apprenticeships are only available in a limited number of job roles and only in certain sectors like construction or retail. But this isn't true – there are literally thousands of jobs out there working in all sorts of different exciting organisations.

## Which companies offer apprenticeships?

It could be that you end up working with a large company who you might have heard of before, or it could be that you end up working with a smaller business that you may not have heard of before. It's important you do your research and see what you can find out about the company before you start applying. Some companies that look really small can have amazing opportunities for their apprentices where you might work on some really innovative and creative projects, or even travelling overseas.

The opportunities will be fantastic and research conducted by the National Apprenticeship Service shows that more than 90% of apprentices stay in employment at the end of their apprenticeship.

**"I chose an apprenticeship because I could see that University wasn't the only option"**

Priscilla, 20, Apprentice Software Developer, Sky

# What are the benefits of becoming an apprentice?

There are many benefits to becoming an apprentice. For example:

- 1 You work in a real job for a real employer**
- 2 You gain valuable work place skills and experience**
- 3 You are paid a salary and have a contract of employment**
- 4 You get paid holiday**
- 5 You achieve qualifications**
- 6 You get support from colleagues and your training organisation**
- 7 You become more employable because you have experience of work**
- 8 You have better career prospects once you complete your apprenticeship**

## Task 1



### Where can you find out about the different types of apprenticeships available?

- Visit the National Careers Service website  
**[www.direct.gov.uk/NationalCareersService](http://www.direct.gov.uk/NationalCareersService)**
- Click on the tab that says Careers Advice
- Then click Browse job profiles
- Click on some of the different categories and find out more about the different type of job roles
- For the job roles listed below, see if you can find information about the possible starting salary for an apprentice in that industry

	Job role	Starting salary
1	Accounting technician	
2	Engineering construction technician	
3	IT support technician	
4	Laboratory technician	
5	Care assistant	
6	Chef	

Use this space to write down 1 (or more) of the apprenticeship job roles that you have read about. Why is this job role interesting to you?

Job role:

## Task 2



### How can you find out which employers offer apprenticeships?

- Visit YouTube 
- In the search bar type Apprenticeships. Get in. Go far. TV ad.
- There are 7 video biographies with apprentices working in all sorts of different jobs.
- Watch the videos and complete the table below.

	Apprentice name?	Apprentice's age?	What job are they doing?	Could you imagine yourself doing this job?
ITV				
Sky				
Asos				
PwC				
BAE				
IBM				
Google				

#### Compare your answers with a friend

Did any of the employers you found surprise you?

Have you decided to follow any of the apprentices on Twitter? If so, which ones?  
What is their Twitter handle?

# Who is an apprenticeship for?

## Who is an apprenticeship for?

Apprenticeships can be a suitable option for anyone. Apprenticeships have changed a lot in the past 10 years and sometimes people do not realise the huge range of opportunities that are available. You will probably be surprised to learn that you can achieve a full HND Bachelor's or Master's degree with a degree apprenticeship, so its worth doing your research to see if you can achieve your career goal by following the apprenticeship pathway.

## Aren't apprenticeships just for people who don't do very well at school?

Not at all. Getting an apprenticeship is all about getting a job and starting your career. Employers want to employ apprentices with the right positive attitude and who are going to work hard, but they also want employees who are going to be able to pick up new skills and learn about their company from scratch.

As an apprentice you will be working full time in a real job and studying at the same time, so you will need to be able to balance both parts equally.

## When can you start an apprenticeship?

You could start an apprenticeship at any age, as long as you are aged 16 and have completed year 11. Apprenticeships start throughout the year and you can be an apprentice at any working age – even in your 30s, 40s etc.

## Don't I have to stay in school until I'm 18?

As of 2015, you will be required to stay in Education, Employment or Training - but this includes apprenticeships. An apprenticeship is a real job where you will be employed full time.

## Can you do a degree, then get an apprenticeship?

Potentially yes. You may be eligible to receive government funding if you progress onto a higher or degree apprenticeship at level 6 or 7. You must be able to demonstrate that you are starting a new job role which is a markedly different occupation than the degree studied and where there is a significant amount of new learning.

## Do you get a job at the end of the apprenticeship?

Most apprentices do. A survey conducted by the National Apprenticeship Service showed that the majority of apprentices (90%) either stay employed with the employer that they have completed their apprenticeship with, or will go on to find another job with a different employer. Some apprentices decide at the end of their apprenticeship that they want to go on to further study, such as starting a full time degree at university or college.

**"I started my apprenticeship at Price Waterhouse Coopers (PwC) after completing one year of University"**

Ziyad, 20, Tax Trainee Associate, PWC

## Task 3

### How does an apprenticeship compare to going to University?

888

There are lots of misconceptions about apprenticeships and what you can/can't do as an apprentice. Make sure you have read 'Who is an apprenticeship for?' on page 6 before you start this task.

Find three people to interview (this could be a parent / carer / sibling / friend) and ask them the questions below. Log their responses by ticking in the boxes provided.

Person A's name is:

Person B's name is:

Person C's name is:

Questionnaire	Person A		Person B		Person C	
	Apps	Uni	Apps	Uni	Apps	Uni
Can you live at home and do this?						
Will you have an interview to get a place?						
Will you be required to study?						
Will you have to pay for your study/training?						
Will you get experience of work whilst studying?						
Will you earn a salary from day 1?						
Could you achieve a degree?						
Will you need to balance working and learning at the same time?						
Score						

For every correct answer, give the person 1 point. Which person got the highest score? (please tick)

A  B  C

Once you have finished check the answers below and discuss them with the people you have interviewed.

#### Answers

At University, unless you are already employed, you will have to pay for your study. Not all universities offer work experience whilst studying and you will not be paid a salary (unless you choose to get a part time job).

Apprenticeships have all of these features however University does not.

## Task 4



### When can you start an apprenticeship?

Complete the table below to see when you might be able to start an apprenticeship.

Can I start an apprenticeship...	Yes	No
...after I complete Yr 10?		
...after I complete Yr 11?		
...if I change my mind during Yr 12/13		
...after 6th form or College?		
...if I change my mind once I've gone to University?		
...if I've already found a job?		

Discuss your answers with a friend.

Did you agree on the answers or did you come up with different answers?

## Task 5



### What do you think the challenges and benefits of becoming an apprentice could be?

What do you think are the 5 challenges and benefits of becoming an apprentice?

- Visit [www.careersbox.co.uk](http://www.careersbox.co.uk)
- Click on the tab at the top of the home page that says apprenticeships
- Select any three videos from the grid that appears and complete the table below

#### Challenges

1	
2	
3	
4	
5	

#### Benefits

1	
2	
3	
4	
5	

Discuss your answers with a friend. Did you identify similar points?

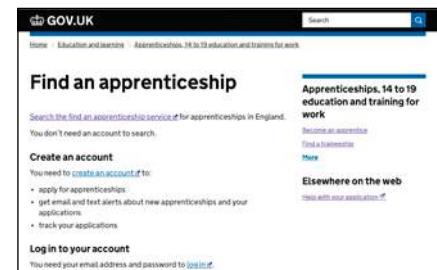
# How do you find an apprenticeship?

## How do you find an apprenticeship?

One of the best ways to find an apprenticeship is by using the website **Find an apprenticeship** [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

On this website, you will see the free service called **Find an apprenticeship** where you can set up an account to search and apply for different jobs that you might see.

As these are real jobs, you will need to apply for the vacancies by submitting a job application. This can be completed on-line through your personalised account.



## When do you need to start applying for an apprenticeship?

Finding an apprenticeship job is very different to applying to 6th form, College or University. The jobs are not all advertised on one date and they do not all start in September. Jobs are advertised throughout the year on the **Find an apprenticeship** website. You will need to check the website regularly to view the different jobs available.

## What if I have already found a job?

If you already have an employer in place who has agreed to offer you an apprenticeship, they will need to find a training organisation to support you with the training element of your programme. Your employer will need to visit [nas.apprenticeships.org.uk/employers/find-an-apprenticeship-training-organisation.aspx](http://nas.apprenticeships.org.uk/employers/find-an-apprenticeship-training-organisation.aspx) or call the National Apprenticeship Service on **08000 150 600** to speak to someone for assistance.

## Found your dream apprenticeship but not ready to apply yet?

If you're not ready for an apprenticeship, but you see a job that you would love to apply for, make a note of the employer's name and contact details. Get in touch with them and see if they might be willing to offer you some work experience, a tour of their facilities or even to shadow an apprentice for a day. It will look great on your CV and there could be an apprenticeship opportunity in the future that you could apply for with them.

**"I left school when I was 17 with 4 University offers, but chose to do an apprenticeship with IBM"**

Ged, 20, Application Developer and Test Specialist, IBM

## Task 6

### How do you find an apprenticeship?



By setting up an account you will be able to:

- Search and apply for the full range of apprenticeships
- Save your searches and set up alerts
- Apply on-line for jobs that interest you

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**1** Go to 'Find an apprenticeship' [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

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**2** Click on 'Create an account'

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**3** Work your way through the on-line form. You will need the following:

- Home address including postcode
- Email address
- Telephone number (mobile or landline)
- To think of a password containing upper and lowercase letters, a number and at least 8 characters

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**4** Activate your account by visiting your email account and clicking on the message from **nationalhelpdesk@findapprenticeship.service.gov.uk** called SFA Apprenticeships – Activation Code

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**5** Make a note of your 6-character code and return to the sign-in page of 'Find an apprenticeship' <https://www.findapprenticeship.service.gov.uk/signin>

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**6** Log in to 'Find an apprenticeship'

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**7** Password reminder:  Email address:

Password:

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**8** Turn to the inside cover of this workbook and write down your username and password again so that you can find it easily

## Task 7

### Carry out a simple search



- Sign-in to Find an apprenticeship by visiting [www.findapprenticeship.service.gov.uk/signin](http://www.findapprenticeship.service.gov.uk/signin)
- Practice some different search techniques by completing the tasks below

Type in a keyword of a job role that you might be interested in and write it below.

Enter your home postcode and a radius of 5 miles. How many apprenticeship vacancies do you find?

What do you notice if you increase the 'distance' radius from your home postcode?

Click on the 'Browse' tab and select one of the options. Check your postcode and select the distance. How many vacancies do you find?

What do you notice about the closing dates for the vacancies?

Find one vacancy that you like the look of. What can you find out about:

The weekly salary?	
How many hours per week?	
The apprenticeship duration?	
Possible start date?	
Where is it based?	
Future prospects?	
Qualifications required?	

# Group Session A

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You have now completed sessions 1-3 of this workbook covering the following topics:

- 1 What is an apprenticeship?
- 2 Who is an apprenticeship for?
- 3 How do you find an apprenticeship?

As a group your tutor will lead you through the following tasks:

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## Task 8

### What is an apprenticeship?



In teams or as individuals, complete the quiz sheet as instructed by your tutor

Write your score in this box

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## Task 9

### Who is an apprenticeship for?



In teams or as individuals, complete the activity sheet as instructed by your tutor

---

## Task 10

### How do you find an apprenticeship?



In teams or as individuals, complete the activity sheet as instructed by your tutor

- 1 Case study name:  
**How many suitable vacancies did you find?**

- 2 Case study name:  
**How many suitable vacancies did you find?**

- 3 Case study name:  
**How many suitable vacancies did you find?**

## Activity Sheet

### Task 8 – What is an apprenticeship?

Name: \_\_\_\_\_

<b>Question</b>	
1.	Fill in the blank spaces below to explain what an apprenticeship is: _____ + _____ = apprenticeship
2.	How many different types of apprenticeships are there?
3.	How many individuals started an apprenticeship in 2013-14?
4.	How many apprenticeships are advertised on a daily basis?
5.	What % of apprentices stay in employment at the end of their apprenticeship?
6.	What year at school must you complete before you can start an apprenticeship?
7.	What is the on-line system called where you can search and apply for apprenticeship jobs? _____ an _____
8.	What must you do once you have registered on 'Find an apprenticeship'?
9.	How much does it cost to register on Find an apprenticeship?
10.	What do you do if you've already found an employer who wants to offer you an apprenticeship?

Score: \_\_\_\_\_ out of 10

## Activity Sheet

### **Task 9 – Who is an apprenticeship for?**

Name / Group name: \_\_\_\_\_

Wait for your tutor to give you instructions for this task.

Use this sheet as individuals or as a team to write on all of the different types of skills that you think you might need as an apprentice.

## Activity Sheet

### Task 10 – How do you find an apprenticeship?

Name: \_\_\_\_\_

Log into your 'Find an apprenticeship' account and select three of the case studies below to carry out a search. For each of the three case studies that you select, base the search on 10 miles and write down how many suitable vacancies you have been able to find in the grey box.

Name	Caleb	Alex	Kate
Sector category	Arts, Media & Publishing	Business, Administration & Law	Agriculture, Horticulture and Animal Care
Job role	Advertising & Marketing Communications	Business and Administration	Equine
Location	London	Blackpool	Plymouth
No. of suitable vacancies			
Name	Barney	Sam	Siobhan
Sector category	Construction, Planning & the Built Environment	Health, Public Services and Care	Leisure, Travel & Tourism
Job role	Construction technician	Health & Social Care	Cabin crew
Location	Manchester	Cambridge	Canterbury
No. of suitable vacancies			
Name	John	Charlie	Helen
Sector category	Engineering & Manufacturing Technologies	Education & Training	Business, Administration & Law
Job role	Engineering Manufacturer	Supporting Teaching and Learning in schools	Accounting
Location	Coventry	Bristol	Liverpool
No. of suitable vacancies			

# Section A

		Agree	Disagree
1	I know what an apprenticeship is		
2	I know about the range of different job roles		
3	I know about the different employers that offer apprenticeships		
4	I know how to access the apprenticeship website		
5	I understand how apprenticeships compare to going to University		
6	I know when I can start an apprenticeship		
7	I know where to find apprenticeship vacancies		
8	I know how to sign-in to my 'Find an apprenticeship' account		
9	I know how to conduct searches for different vacancies		
10	I know how to find vacancies in my geographical location		

If you have ticked disagree for any of these statements please speak to your tutor for extra help.

Your signature:

Your tutor's signature:

Your parent/carer's signature:

**Congratulations, you have now completed section A of this workbook.**

# How does the application process work?

## How does the application process work?

Applying for an apprenticeship is like applying for any other job. You will need to make sure that you have spent a good amount of time preparing your application form and that you have demonstrated that you have all of the skills and attributes that the employer has included in the job advert.

## What is the process?

What will normally happen is that the employer will advertise the vacancy through a job advert. They will ask for applications and will tell you when the closing date is. Once the closing date is reached, they will review all of the applications that they have received. This process is called shortlisting. They will then set up interviews for those that they feel are the best match to the company. Interviews could be a traditional face to face meeting, or they could be more varied and include assessment activities and tests.



## Are all of the jobs on 'Find an apprenticeship'?

The vast majority of apprenticeship jobs will be advertised on the 'Find an apprenticeship' website, which is why it is a good idea to set up a personalised account.

## Where else are apprenticeship jobs advertised?

**Employer website:** Sometimes employers will advertise on their own website so if you have a particular company in mind that you want to work for, it is a good idea to keep an eye on their jobs page.

**Training provider website:** Many training providers in your area will also have apprenticeship job pages on their own websites.

**Social media:** Use Twitter to follow @apprenticeships, local training providers and employers to find out about the latest vacancies

**Word of mouth:** If you are looking for a particular type of apprenticeship, make sure you tell everyone you can think of – brothers, sisters, aunties, uncles, neighbours, friends of the family, teachers etc. Quite a lot of apprentices tell us that they heard about their apprenticeship through word of mouth and got 'tipped off' that their employer was recruiting.

## Does everyone use the same application form?

Jobs that are advertised on Find an apprenticeship will usually follow a standard application template. This means that if you are applying for more than one vacancy, you can save yourself time by preparing your answers in a word document, then cutting and pasting the relevant parts into the apprenticeship application. Make sure you adapt your answers each time though. Some of the larger employers will want you to complete their own application form which will probably look different to the template application form on Find an apprenticeship.

## Task 11

### How to apply using apprenticeship vacancies



– Visit YouTube 

- In the search bar type  
'How to apply for an apprenticeship'
- Find the video that looks like this
- Watch the short film



The film talks you through the main aspects of the application process and what to expect when you submit an apprenticeship application.

Imagine that you had to summarise this video for someone that wasn't able to watch it. Write down the main points that you think are the most important and list the top 10:

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

## Task 12

### Finding buzz words



Whenever you are applying for a job, whether an apprenticeship or not, it is a good idea to go through the job advert, pick out the buzz words and use these in your application.

#### Buzz words

Buzz words are the words or phrases that link to the relevant skills, attributes and qualifications that you will need to demonstrate through your application. The job advert needs to be the starting point for your job application. By reading it carefully, you can start to identify the skills and attributes that the employer is looking for.

- Return to Find an apprenticeship [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) and log in.  
If you have forgotten your email address or password, look on the inside cover of this workbook.
- Find a job that you might be interested in applying for.
- For the job advert that you are looking at, write down the name of the company and their website address below as you will need this for task 14

Company name:

Website address:

- Look at the job advert and pick out all of the key words that you think the employer would expect you to use in an application form (these are buzz words) for example, the employer may have used words like flexible, motivated, enthusiastic etc.
- Complete the spider diagram below and categorise the buzz words into:
  - Desired skills
  - Qualifications required



# Is it competitive to obtain an apprenticeship?

## Is it competitive to obtain an apprenticeship?

Yes it is. Securing an apprenticeship is the same as securing any other job. There will be other applicants applying for the same vacancy and you will need to impress the person shortlisting the applications to get through the interview and ultimately to secure the job for yourself.

## How can I make my application stand out?

There are three main ways that you can make your application stand out to employers. **FIT**

- 1 **Find out more about the employer** – what do you know about the employer?  
Have you looked at their company website?
- 2 **Identify yourself** – get your personality across and identify the skills and attributes that you have that make you unique.
- 3 **Tailor your application** – don't just send a generic application form that could be used for any job, think about your skills and experience and how they link to the job that you are applying for.

## How many people will be going for the same job?

On average, there are around 11 applicants for every apprenticeship job. This is typical of the labour market and you would find even if you were applying for a part-time job, or a non-apprenticeship job that you would still be up against other applicants. Some vacancies with large, well known companies will receive significantly more applications - sometimes hundreds.

What is important is making you stand out from the crowd so that you are unique and memorable to the person shortlisting.

## What will they look for when they are shortlisting the applications?

- Are there any spelling and grammar mistakes?
- Have you made enough of an effort to complete all sections of the form with detailed answers?
- Do you come across as passionate and interested in the job role available?
- Have you matched your job application to the job advert? For example, if they have asked for someone with good communication skills, have you told them this and given them an example of how you can demonstrate this?
- Do you meet the essential / desirable criteria that they have asked for?

## Task 13



### Finding jobs using social media

Social media is a really useful way to keep informed about the latest apprenticeship news and which employers are recruiting.

Use the space below to research Twitter and identify at least 10 twitter handles and/or #'s that you think are useful for the types of jobs you are thinking about for the future. Why are they interesting? How often do they tweet?

## Task 14

### Researching the company

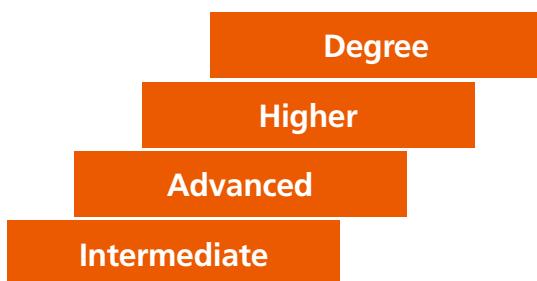
- Look at **Task 12** and the company and website that you wrote down
- If you didn't find a website then select a website of any employer that you know offers apprenticeships.
- Write the name of the website here:
- Visit the company website. Can you find the following information?
- Details of a new product or service that the company are developing e.g. Opening a new store? A deal for new customers?
- Something they are proud of e.g. have they won an award for something?

**Write your findings in the box below:**

# What are the different levels of apprenticeship?

## What are the different levels of apprenticeship?

There are various levels of apprenticeship Intermediate, Advanced, Higher, Degree.



An intermediate apprenticeship is normally the starting point for many students leaving school. The idea is that you can progress through the levels as you advance your career and gain more experience.

## How do I know which level I will start at?

There are a number of different factors that have to be considered when working out which level you will start your apprenticeship at.

It will depend on your qualifications and how much experience you have got as well as what the job role is.

When you are searching for apprenticeships, it is advised that you do not search by level. The most important thing is that you secure the job with the employer, your training organisation will then work out which level is the right one for you.

## Is a higher apprenticeship the same as getting a degree?

A higher apprenticeship is slightly different to getting a degree as you will be working to achieve more than one qualification and will also be working full time whilst you study. Depending on the type of higher apprenticeship that you undertake, you could be working towards a degree, or you could be working to achieve other professional qualifications. It might take a bit longer to achieve than if you were studying full time but the benefits are that:

- You will still be earning a full time salary whilst you study
- Your employer is likely to cover the cost of any Higher Education fees for you
- You will still be paid if you have to attend any classroom based learning
- Your employer is likely to offer you a job at the end so that they can see the return on investment into their company

You can now study towards a degree apprenticeship. Degree apprenticeships are at level 6 and 7 and will include a Bachelors degree at level 6 and a Masters degree at level 7.

**Why do some employers ask for English and Maths and others don't?**

This depends on the employer. Some employers feel that by asking for English and Maths GCSEs that it will help them to attract the right candidate for their role. For many apprenticeships though, if you don't hold GCSE English & Maths it doesn't mean you can't do an apprenticeship. So long as you are willing to work towards Functional Skills (which is basically English, Maths and ICT) then you will still be able to achieve your apprenticeship.

**What if I don't have the qualifications they are asking for?**

If you don't have the entry requirements, but you feel that it is your dream job and that you would be perfect for the role, it's worth putting in an application. If your passion and enthusiasm in your application captures the employer's attention then they may be prepared to bring you in for an interview anyway.

## Task 15

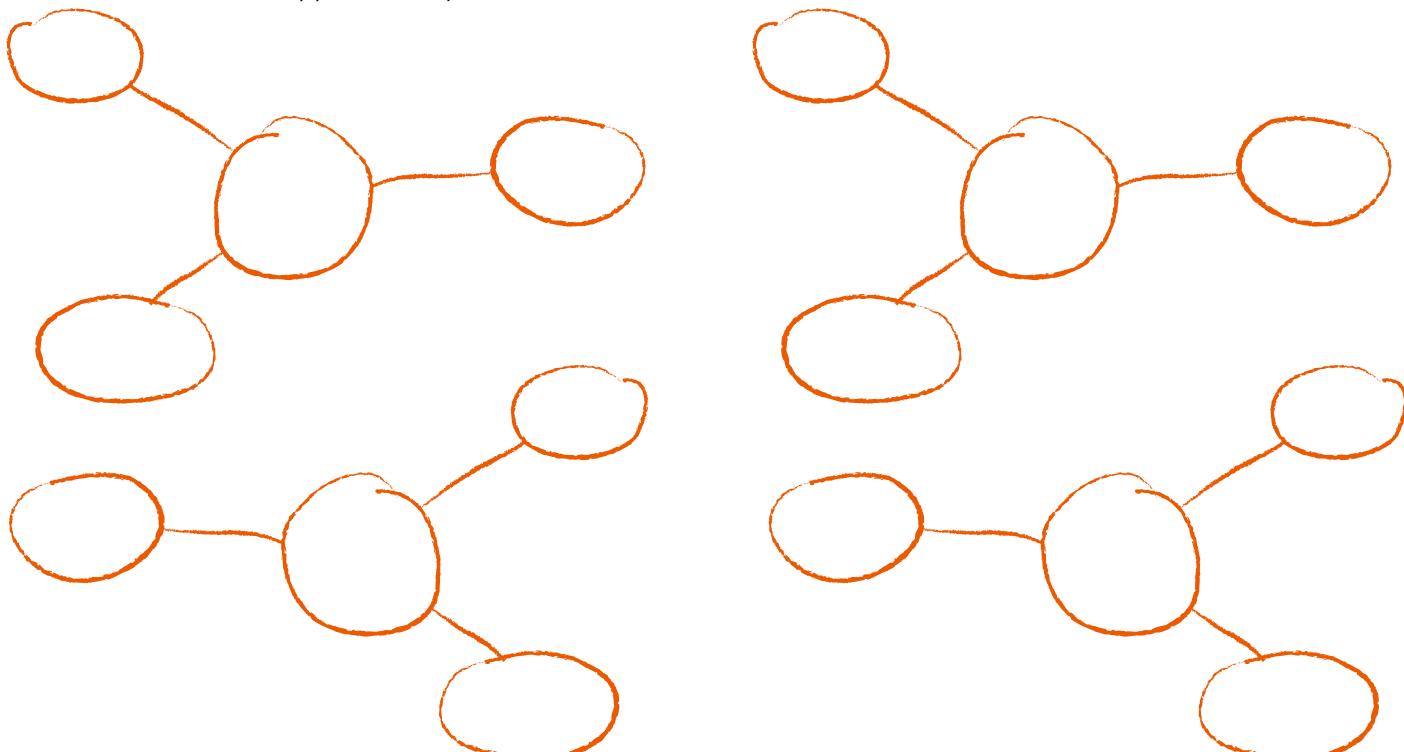


### Put yourself in the spotlight!

There are thousands of different apprenticeships available at different levels in a variety of sectors.

There are 12 'Sector in the Spotlight' short films that have been created and they are on the National Apprenticeship Youtube Channel.

- Visit **YouTube**
- In the search bar type 'Sector in the Spotlight'
- There are 12 different sectors listed
- Select 4 films that appeal to you as an option for future employment
- Write the name of each of the four sectors in the circles below
- Watch the videos and identify up to 3 benefits (or more if you can) of completing an apprenticeship in that sector



# Group Session B

You have now completed sessions 5-7 of this workbook covering the following topics:

- 5 How does the application process work?
- 6 Is it competitive to obtain an apprenticeship?
- 7 What are the different levels of apprenticeship?

As a group your tutor will lead you through the following tasks:

## Task 16

### The most important tips when applying using 'Find an apprenticeship'



1	2	3
4	5	6
7	8	9
10	Other	Other

## Task 17

### Speculative approaches



Things to remember to include in a speculative letter to an employer:


## Activity Sheet

### Task 17 – Example of a speculative letter

Your name  
Your address  
Town  
County  
Postcode

Mr Joe Bloggs  
Head Chef  
All Seasoned Hotel & Restaurant  
21a Baker Street  
London NW1 6XE

Date

Dear Mr Bloggs,

I am 18 years old and about to leave Buckingham School in June this year, after my exams.

I am very keen to train to be a Chef and I am writing to ask if there are likely to be any apprenticeship opportunities available at the All Seasoned Hotel & Restaurant in the near future.

I already hold 8 GCSEs including English & Maths and I am predicted to gain 3 A-Levels in French, Music and Business Studies.

My work experience (one week in year 10) was at The Royal Crown Hotel in Surrey where I worked alongside a team of Chefs helping to prepare lunches and evening meals for around 80 people each day. My role was to prepare the vegetables, salad and salad dressings. I was also given training in health & safety practices within the kitchen. The week gave me a good understanding of the work of a Chef and I really enjoyed learning new skills and working in a busy environment. I currently work part-time at the same hotel as a Kitchen Assistant on Friday nights. This has given me additional insights into what it takes to make a busy kitchen work well.

I would describe myself as hardworking, reliable and able to work well under pressure, particularly when the restaurant is busy. I take great pride in my work and always aspire to high standards. I also understand the need to be flexible and to help with whatever tasks need doing.

Please find enclosed my CV. I would be very grateful if you would let me know of any opportunities for which you think I might be suitable.

Yours sincerely

(Your name)

# Section B

		Agree	Disagree
1	I know how to apply for an apprenticeship through my Find an apprenticeship account		
2	I know what the process is after I have submitted an application		
3	I know what a buzz word is		
4	I know how to find buzz words in job adverts		
5	I know the five main areas that employers look for in application forms		
6	I know what I can do to improve my application to meet the employers expectations		
7	I know how to research facts about a company		
8	I know about the different levels of apprenticeships		
9	I know why some apprenticeships have different entry requirements		
10	I know what to do if an employer asks for qualifications that I do not hold		

If you have ticked disagree for any of these statements please speak to your tutor for extra help.

Your signature:

Your tutor's signature:

Your parent/carer's signature:

**Congratulations, you have now completed section B of this workbook.**



## What kind of person makes a good apprentice?

Ultimately, being an apprentice means you will be working as an employee in a company. There will be different skills and attributes that employers will be looking for, depending on the company and the type of job role that you undertake.

## How do you show the employer that you have got the skills they are looking for?

The application form is usually the first place that you will have the chance to tell the employer about your skills and experience. It will be the first impression that the employer will have of you, and we all know that old saying 'First impressions count'.

It is important that you are able to identify your skills and demonstrate confidence in your abilities through your application form.

# What kind of person makes a good apprentice?

## Task 18 Identifying your skills and attributes



Consider the list of skills and attributes listed below. Select which ones (minimum of 10) you feel you have.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Able                | <input type="checkbox"/> Diverse               | <input type="checkbox"/> Keen              |
| <input type="checkbox"/> Accurate            | <input type="checkbox"/> Drive                 | <input type="checkbox"/> Knowledgeable     |
| <input type="checkbox"/> Adaptable           | <input type="checkbox"/> Dynamic               | <input type="checkbox"/> Leadership skills |
| <input type="checkbox"/> Alert               | <input type="checkbox"/> Educated              | <input type="checkbox"/> Loyal             |
| <input type="checkbox"/> Ambitious           | <input type="checkbox"/> Effective             | <input type="checkbox"/> Mature            |
| <input type="checkbox"/> Analytical          | <input type="checkbox"/> Efficient             | <input type="checkbox"/> Methodical        |
| <input type="checkbox"/> Articulate          | <input type="checkbox"/> Energetic             | <input type="checkbox"/> Objective         |
| <input type="checkbox"/> Assertive           | <input type="checkbox"/> Enjoy a challenge     | <input type="checkbox"/> Organised         |
| <input type="checkbox"/> Astute              | <input type="checkbox"/> Enthusiastic          | <input type="checkbox"/> Patient           |
| <input type="checkbox"/> Bright              | <input type="checkbox"/> Fast learner          | <input type="checkbox"/> Persistent        |
| <input type="checkbox"/> Capable             | <input type="checkbox"/> Fast worker           | <input type="checkbox"/> Polite            |
| <input type="checkbox"/> Calm                | <input type="checkbox"/> Flexible              | <input type="checkbox"/> Positive          |
| <input type="checkbox"/> Confident           | <input type="checkbox"/> Focused               | <input type="checkbox"/> Practical         |
| <input type="checkbox"/> Committed           | <input type="checkbox"/> Friendly              | <input type="checkbox"/> Pro-active        |
| <input type="checkbox"/> Common sense        | <input type="checkbox"/> Gifted                | <input type="checkbox"/> Punctual          |
| <input type="checkbox"/> Competent           | <input type="checkbox"/> Good communicator     | <input type="checkbox"/> Rational          |
| <input type="checkbox"/> Computer literate   | <input type="checkbox"/> Hardworking           | <input type="checkbox"/> Reliable          |
| <input type="checkbox"/> Consistent          | <input type="checkbox"/> Helpful               | <input type="checkbox"/> Resourceful       |
| <input type="checkbox"/> Cooperative         | <input type="checkbox"/> Highly motivated      | <input type="checkbox"/> Responsible       |
| <input type="checkbox"/> Cope under pressure | <input type="checkbox"/> Honest                | <input type="checkbox"/> Supportive        |
| <input type="checkbox"/> Creative            | <input type="checkbox"/> Imaginative           | <input type="checkbox"/> Tactful           |
| <input type="checkbox"/> Decisive            | <input type="checkbox"/> Impressive            | <input type="checkbox"/> Team player       |
| <input type="checkbox"/> Dedicated           | <input type="checkbox"/> Inter-personal skills | <input type="checkbox"/> Tenacious         |
| <input type="checkbox"/> Dependable          | <input type="checkbox"/> Independent           | <input type="checkbox"/> Thorough          |
| <input type="checkbox"/> Desire to succeed   | <input type="checkbox"/> Innovative            | <input type="checkbox"/> Trustworthy       |
| <input type="checkbox"/> Determined          | <input type="checkbox"/> Initiative            | <input type="checkbox"/> Versatile         |
| <input type="checkbox"/> Diplomatic          | <input type="checkbox"/> Intelligent           | <input type="checkbox"/> Willing           |

Select your top 10 skills and attributes from the list and write them in the table below.

For each skill/attribute, think of an example that you could use to demonstrate this. We have provided an example to get you started.

Skills/Attributes	Example of how I can demonstrate this to an employer
Example: Cope under pressure	Example: Balancing revising for an exam with handing in coursework and practising for end of year concert

Once you have completed the table, discuss the examples that you have chosen with a parent / carer / friend / someone who knows you well. Do they agree you have used the best example to demonstrate that skill?

# How long does an apprenticeship last?

## How long does an apprenticeship last?

The length of an apprenticeship varies depending on prior skills levels of the apprentice, the qualification being obtained and industry sector. Generally, apprenticeships take between one and four years to complete. For anyone aged 16-18 starting an apprenticeship, the minimum duration is 12 months.

## Why are some apprenticeships 1 year and others 4 years long?

This depends on the type of apprenticeship and the type job role that you are undertaking. Some qualifications are quicker to achieve than others. For example, a Business Administration apprenticeship can normally be achieved in 18 months, whereas an Engineering apprenticeship might take up to 4 years to complete.

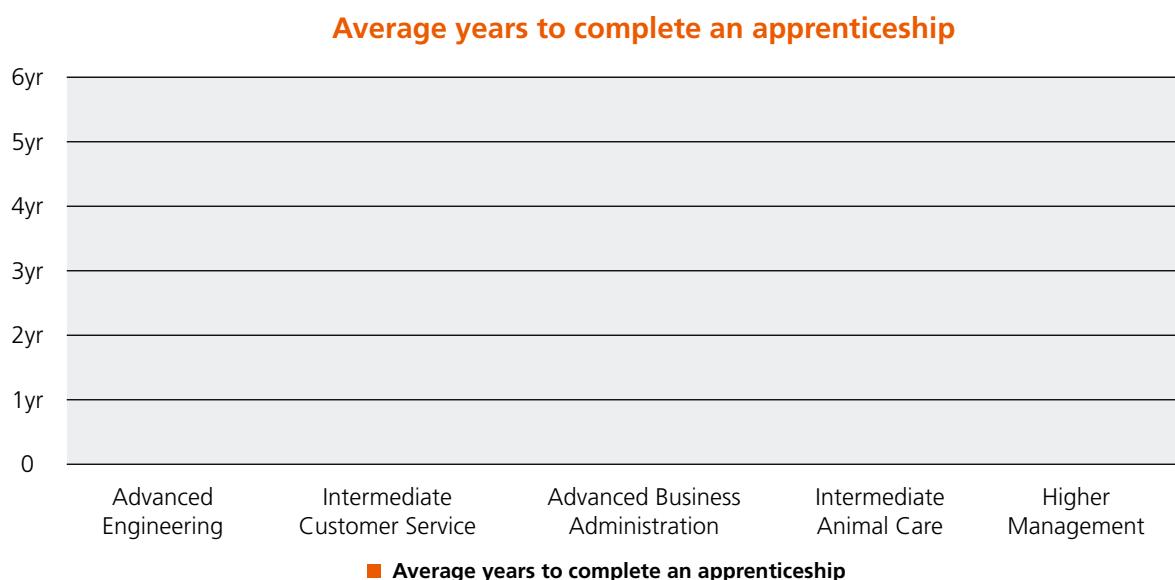
## Task 19

### Different apprenticeship lengths



- For these five apprenticeships, see if you can find out how long on average the apprenticeship will last
  - Advanced Engineering
  - Intermediate Customer Service
  - Advanced Business Administration
  - Intermediate Animal Care
  - Higher Management
- List which resources you use to carry out your research in the box below, e.g. websites visited, people you have spoken to

- Complete the bar chart below to show what you have found out



Which one was the longest?

Why do you think this?

Which one was the shortest?

Why do you think this?

Discuss your responses with a friend. Did they get the same answers as you?

# Where can you be an apprentice?

## Where can you be an apprentice?

The job advert should explain clearly where your primary location for work will be. This is where you will be based for the majority of time.

Some employers like to have a period of training as part of your apprenticeship which may mean travelling to a different location. This should also be explained clearly in the job advert. If you are unsure, you could phone the employer and ask them to clarify for you.

## Are apprentices entitled to any travel discounts?

Apprentices are entitled to an NUS Apprentice Extra card through the National Union of Students. From as little as £11 per year, you could have access to discounts for more than 120 high street and online retail partners. Discounts are also available on travel through the Apprentice Extra card. For more information visit [www.apprenticeextra.co.uk](http://www.apprenticeextra.co.uk)

In some local authority areas you may be entitled to a travel discount such as the apprentice Oyster photocard in London (visit [tfl.gov.uk](http://tfl.gov.uk) for more information). Check to see if there are similar schemes available in your local area.

## Planning your journey

When you apply for an apprenticeship job, you will need to plan your journey. You will need to consider four main points when planning:

- Where are you going to be based? (full address and postcode)
- How are you going to get there?
- How long will it take?
- What will it cost?

## Task 20 Travel challenge



Organise yourself into a pair with a friend who is also completing this workbook. You will need to use 'Find an apprenticeship' to select 3 realistic work place addresses for each other. Use 'Find an apprenticeship' to find a job and address in 3 different locations. Complete the table below with the addresses.

	Your town	Neighbouring town	Neighbouring / closest city
Addresses I have found for my friend			
Addresses my friend has found for me			

Your challenge is to research the most affordable and quickest way to get to each of these addresses from your home address using public transport. You must arrive by 9am each morning from Monday to Friday. You may have your own car but we would like you to explore public transport options as these can be cheaper and better for the environment. Write down in detail for each address your travel plans.

Use the table below to capture the most affordable and quickest way to get to that workplace location. In the table below, write a full summary of the journey. For example, "Leave home at 8am, walk to the train station (10 minutes), catch the 8:15 train to Sheffield, arrive at 8:30, catch the number 22 bus from outside the station to Hollow Lane, arrive at 8:50, walk to office, arrive at 8:55"

Your town	Neighbouring town	Neighbouring / closest city
Summary of journey:	Summary of journey:	Summary of journey:
Time leaving house:		
Time arriving at work:		
Total travel time:		
Total cost:		
Number of changes:		

#### Extra considerations:

- Could the cost be reduced by using travel discount options?
- Are there any local travel discount schemes available?
- Have you allowed enough time for delays such as traffic jams and roadworks?

# Group Session C

**You have now completed sessions 9-11 of this workbook covering the following topics:**

- 9 What kind of person makes a good apprentice?
  - 10 How long does an apprenticeship last?
  - 11 Where can you be an apprentice?

As a group your tutor will lead you through the following tasks:

# Task 21

## Sharing skills and attributes

Use this space to include any additional examples that you might think of:

# Task 22

## Who found the best journey?

Ideas to consider when planning my journey.

# Section C

		Agree	Disagree
1	I know what my top 10 skills and attributes are		
2	I can think of a suitable example that demonstrates each of my top 10 skills		
3	I know that it is important to give employers examples in my application		
4	I know that apprenticeships are different lengths		
5	I know how to find out where a job will be based		
6	I know how to plan a journey using public transport		
7	I know that apprentices are entitled to an NUS extra card		
8	I know how to find out about local travel discount schemes		
9	I know about the benefits of public transport over private e.g. using a car		
10	I know about delays that I would need to consider when planning a journey		

If you have ticked disagree for any of these statements please speak to your tutor for extra help.

Your signature:

Your tutor's signature:

Your parent/carer's signature:

**Congratulations, you have now completed section C of this workbook.**

# What do you get paid as an apprentice?

## What do you get paid as an apprentice?

Every employer offering an apprenticeship vacancy will decide what they want to pay their apprentice when they advertise. Like all jobs, salaries might vary depending on the type of job, where it is based, how much responsibility you will have and the sector it is in.

## Is there a minimum wage for apprentices?

There is a National Minimum Wage for apprentices which is different to the National Minimum Wage for other jobs.

The minimum an apprentice can be paid, per hour, is £3.30 (from October 2015). This rate can be paid to an apprentice aged under 19, or those in their first year. If you are aged 19 or over and past your first year of the apprenticeship, you will be entitled to the National Minimum Wage rate that applies to your age.

It is important to do your research and find out the different salary ranges and the different increase options.

## How can I find out what employers pay their apprentices?

On the 'Find an apprenticeship' website, all of the apprenticeship jobs will show you the hourly / weekly / monthly / annual salary that the job is paying. Read the job advert carefully as it may also mention what your likely earnings will be once you are qualified.

## Task 23 Understanding the minimum wage



Visit **Gov.uk** and search for the minimum wage

What are the different rates listed for:

21 and over	18 – 20	Under 18	Apprentice

## Different salary models

There are lots of different ways that employers might decide to structure your salary as an apprentice. Here are a few of them:

**Flat rate:** Some employers will offer one rate of pay and that will be your salary for the duration of the Apprenticeship.

**Sliding scale:** Some employers will increase your salary every few months as they see your skills and experience develop.

**Annual increases:** Some employers offering apprenticeships lasting for more than one year will offer an annual pay increase.

**Qualified incentive:** Some employers will offer a slightly lower salary whilst you are training, but once you are qualified, will increase that salary to a much higher rate.

## Task 24

### Working out your potential salary



Using the table below, see if you can work out what the weekly salary and annual salary would be for an apprenticeship based on the rates listed:

Hourly rate	Hours per week (x 37 hours)	Weekly salary	Monthly salary	Annual salary (x 52 weeks)
£3.30	37	£	£	£
£3.50	37	£	£	£
£4.00	37	£	£	£
£5.00	37	£	£	£
£6.00	37	£	£	£

## Task 25

### Personal budget

As an apprentice, you will be earning an income, but you will also have costs that you might not have experienced at school. Using the example of earning £150 per week, complete the budget planner below to work out your weekly personal budget.

Activity	Cost
Transport	
Lunch	
Clothing	
Rent/contribution to home	
Mobile Phone	
Going out	
Savings	£ (£150 – cost)

# What are the benefits of becoming an apprentice?

## Task 26

### The benefits of apprenticeships



As a group, take one hour to put together a five minute pitch explaining what you think are the benefits of becoming an apprentice.

You can select to prepare your pitch to one of the following audiences:

- |                    |                |                             |
|--------------------|----------------|-----------------------------|
| – Parents / carers | – Employers    | – Teachers/careers advisors |
| – Students         | – Your friends | – Someone else?             |

Remember to include the following points:

- What is an apprenticeship?
- What you are entitled to as an apprentice
- How you will gain skills, experience and qualifications
- Where to go to find out more information

You can find more information to help you with your presentation on the following websites:

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

[www.direct.gov.uk/NationalCareersService](http://www.direct.gov.uk/NationalCareersService)

[www.youtube.com/user/ApprenticeshipsNAS](http://www.youtube.com/user/ApprenticeshipsNAS)

[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

What is your team name?

“I have five years’ work experience under my belt, a great salary for my age, a first class honours degree and a strong network developed within a massive international company”

Michelle, 24, Project Engineer, BAE Systems

## Presentation record sheet

As individuals, use this sheet to record information about the 5 minute presentations that the other groups make. You will also need to refer to these notes for Task 29.

	Which audience are they pitching to?	Consider the types of questions that this particular audience might have about apprenticeships	What do you like about the way that they present the key apprenticeship facts?
Presentation 1			
Presentation 2			
Presentation 3			
Presentation 4			
Presentation 5			
Presentation 6			
Notes			

# What does an apprenticeship include?

## What does an apprenticeship include?

Once you have secured employment as an apprentice, a representative from the Training Organisation will speak to you and your employer about your job role and the skills that you would like to develop. A Training Organisation could be a College, Independent Training Provider or University, who will be responsible for ensuring that you are put on the correct level of qualification. They will provide you with support throughout your apprenticeship.

## Who selects which Training Organisation I use?

Your employer will decide which Training Organisation you will be linked with for your apprenticeship. It could be a local FE College that you have heard of, or it could be another provider that you might not have heard of before. Don't worry about this bit though – your employer will decide and will let you know. They will also ensure that all of the correct paperwork is completed in order to get you started on your apprenticeship.

## Is an apprenticeship one qualification?

No, an apprenticeship is typically made up of 5 different components. These are:

- 1 **Competence based qualification** – this is the qualification that will demonstrate that you know how to carry out various activities as part of your apprenticeship. Achieving this qualification is very practical and hands-on. You will learn the majority of these skills on-the-job with your colleagues and will also receive advice and possibly extra training from your Training Organisation to help you to achieve this qualification. You will build a portfolio of evidence to show your competence and your competence against pre-set industry standards will be assessed by an Assessor.
- 2 **Knowledge based qualification** – this is the theory behind the job that you are doing. You will work towards this qualification so that you understand why you carry out certain tasks the way that you have been shown. This qualification is sometimes an assignment, or a test, or possibly both.
- 3 **English, Maths and ICT** – depending on what you achieved in your GCSEs you may or may not undertake Functional Skills. Functional Skills will help you to achieve up to a Level 2 in literacy (English), numeracy (Maths) and Information Communication Technology (ICT). It will depend on you as the individual and how much support you need.
- 4 **Employment Rights & Responsibilities (ERR)** – for many apprentices, this is their first full time job. The ERR unit is designed to ensure that you have a full induction into your workplace and that you are aware of essential workplace rights and responsibilities.
5. **Personal Learning & Thinking Skills (PLTS)** – these are generic skills that are essential to life, learning and work. PLTS have a significant impact on an apprentice's ability to make a confident contribution, both within and outside of their working environment.

\*Please note, the way that apprenticeships are designed is currently under review and the mix of qualifications, behaviours and competencies developed in apprenticeships going forward could differ from the list above

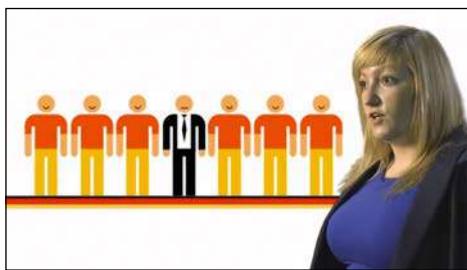
## Task 27



### How to make a flying start

For many people commencing their apprenticeship, it will be the first time that you have worked in a full time role. Watch this short film and complete the activity below to help you to understand what to expect.

- Visit **YouTube** 
- In the search bar type 'How to make a flying start'
- Select the film that looks like this:



Use the image below to capture what you think are the 4 most important things to remember about starting a new job

			<b>New Job</b>

# Group Session D

You have now completed sessions 13-15 of this workbook covering the following topics:

- 13 What do you get paid as an apprentice?
- 14 What are the benefits of becoming an apprentice?
- 15 What does an apprenticeship include?

As a group your tutor will lead you through the following tasks:

## Task 28

### Accentuate the positive

Use this table as instructed by your tutor:

Audience type	Top 3 messages to get across
Parents/carers	1. 2. 3.
Employers	1. 2. 3.
Teachers / Careers Advisors	1. 2. 3.
Students	1. 2. 3.
Your friends	1. 2. 3.
Someone else?	1. 2. 3.

## Task 29

### Salary Models

Please use the Activity Sheet on the following page as instructed by your tutor.

## Activity Sheet

### Task 29 – Salary Models

Name: \_\_\_\_\_

<b>Flat rate</b>		<b>Sliding scale</b>	
Pros:	Cons:	Pros:	Cons:
<b>Annual increases</b>		<b>Qualified incentives</b>	
Pros:	Cons:	Pros:	Cons:

# Section D

		Agree	Disagree
1	I know that apprenticeships have a separate national minimum wage		
2	I know which website to look on to find out what the minimum wage is		
3	I know about different salary models		
4	I know how to work out an annual salary		
5	I know how to put together a personal budget		
6	I know what the benefits of becoming an apprentice are		
7	I know about the five different parts of the apprenticeship framework		
8	I know what a Training Organisation is		
9	I know what an Assessor is		
10	I know about the support I will receive as an apprentice from my Assessor		

If you have ticked disagree for any of these statements please speak to your tutor for extra help.

Your signature:

Your tutor's signature:

Your parent/carer's signature:

**Congratulations, you have now completed section D of this workbook.**

# How are apprenticeships delivered?

## How are apprenticeships delivered?

The way that apprenticeships are delivered will vary depending on the employer that you work for and the kind of job role you have as an apprentice. Some employers prefer to have their apprentices learning away from the workplace for the first few weeks or months of the apprenticeship, others might prefer for you to go to a training provider for 1 day per week and others might prefer for you to learn 100% on-the-job. This next section explores these options in a bit more detail.

## What is the difference between on-the-job and off-the-job training

On-the-job and off-the-job training are phrases that are used a lot with apprenticeships. In summary, the main difference between the two are:

**On-the-job** – this is where you learn in the workplace. You will be developing your skills by working with colleagues who will show you how to carry out certain tasks. This training could be formal (in a structured session) or informal (where it might be unplanned).

**Off-the-job** – this is when you learn and develop your skills and knowledge away from your immediate place of work. It might be that you use a computer to access some on-line learning, or you might leave the workplace to attend a training centre where you will learn in a classroom or workshop with other apprentices.

## What is a learning style?

Understanding which learning style is your preferred approach can really help when it comes to apprenticeships. For example if you are a kinaesthetic learner, it means that you might prefer taking part in activities rather than watching or listening to activities.

## Why does it matter?

Finding out your learning style can help you to identify the way that you learn best. Have you ever been frustrated because you are trying to learn something from a textbook but the words won't sink in? Or perhaps if someone has shown you how to do something, but you didn't get the opportunity to try it for yourself? This can all link to your learning style.

## What are the different delivery model options?

There are now lots of different ways to complete your apprenticeship. Your employer will decide which delivery model best suits you, the job role and the organisation. For example, these are some of the different ways you might learn:

<b>Day release</b>	One day per week or fortnight you will attend a training centre to learn in a classroom or workshop. This could be a local college, a private training provider or a university.
<b>100% workplace</b>	All of your learning will be completed on the job with an assessor / tutor visiting you in the workplace.
<b>E-learning</b>	You will access learning materials on-line. Many training organisations also use e-portfolios, which means you can store evidence for your apprenticeship on-line.
<b>One year up-front</b>	Some industries such as Engineering like their apprentices to learn a lot of skills before they commence working in the workplace full time. With this model you might spend the first year of your apprenticeship being paid to attend a training centre where you would be in a classroom and workshop with other apprentices. You would be in employment so the training organisation would provide regular reports to your employer. You would work with the employer when there were holidays between the terms.
<b>Blended learning</b>	You might have a combination of the approaches listed above. You could attend some specialist workshops and training as well as learning on-line and receiving visits from your assessor.
<b>Other training</b>	In addition to your apprenticeship, your organisation might decide to run training for you and your colleagues on a particular subject. It could be a short workshop lasting a couple of hours, or it could last longer. It might be delivered within the workplace, or you might attend the training off-site away from the workplace. This training could also count towards your apprenticeship.

## Task 30



### What is my learning style?

- Log onto the internet and visit the website <http://tinyurl.com/6eprmw9>
- Complete the online quiz to find out your preferred learning style
- Write it in the box below

My preferred learning style is:

## Task 31



### Understanding different learning styles

- Use a search engine to find out as much as you can about different learning styles
- Find at least 5 points about the three main learning styles and write them in the table below

Visual	Auditory	Kinaesthetic

# Inspiring the future

## From apprentice to Chief Executive

A great deal of successful senior business leaders started their careers as apprentices. In almost every industry, you will find individuals who decided to leave the formal style of full-time education to make their way in the world of work.

## Are apprentices really that common?

You will be surprised at how many people you know, whether in your family or related to people in your circle of friends, who started their career as an apprentice. Many people think that apprenticeships are a fairly recent development, when in fact they have been around for many years in lots of different ways.

## Finding your dream apprenticeship

When we talk about a dream job, it could mean a few different things. It could be:

- doing something you're good at
- doing something you're interested in
- achieving an ambition like earning lots of money or travelling the world

Whatever a dream job means to you, we can help you find out if there's one out there for you.

## What is the National Careers Service?

The National Careers Service is the publicly funded careers service for adults and young people (aged 13 or over) in England. The National Careers Service provides information, advice and guidance on learning, training, career choice, career development, job search, and the labour market. It can be accessed online, by telephone, and face to face (for people aged 19 and over).

Website:

**[www.direct.gov.uk/NationalCareersService](http://www.direct.gov.uk/NationalCareersService)**

Telephone:

**0800 100 900**

## Task 32      **Inspirational past apprentices**



Use the internet to find someone famous who started life as an apprentice. Use the template below to capture some interesting facts about their career, from where they started to where they are now.

Name of the famous past apprentice	
What are they famous for?	
Which apprenticeship did they do?	
What do they do now?	
Did you find out any other interesting facts?	

## Task 33      **Interview a past apprentice**

Your challenge is to identify and interview someone that you know who started their career as an apprentice. Complete the interview sheet below with their story.

Try to think of three of your own questions to ask them too.

Name		Age	
What is their relationship to you?			

How have you identified that they were once an apprentice?

Which research methods have you used?

(Large empty box for writing responses.)

Questions	
Which apprenticeship did you do?	
How old were you when you started your apprenticeship?	
Which company did you work for?	
What was your job role as an apprentice?	
What did you get paid as an apprentice?	
What was the best thing about being an apprentice?	
What was the worst thing about being an apprentice?	
Do you think being an apprentice helped you in your career? If yes, how did it help?	
Do you have any advice for someone who might think that an apprenticeship isn't worth considering?	
My question 1:	
My question 2:	
My question 3:	

# Reality check

## **It's only the beginning...**

An apprenticeship is seen as the starting point for most people's careers. It is an excellent way to get into a company and learn from the expertise of colleagues around you. Hopefully your apprenticeship will give you access to think about other departments and job roles that you might like to move into once you have completed your apprenticeship.

## **Start as you mean to go on**

An apprenticeship is a real job and therefore it's going to be quite different to being at school or college and it's definitely going to be different to work experience.

You will be paid a salary and you will also be paid for your holidays, but there will be certain expectations that your employer will have around attitude and behaviour in the work place.

## **Showing that you've got what it takes**

When an employer hires you as their apprentice, they will have considered your skills, how you conducted yourself at interview, your personal presentation and how enthusiastic and interested you seemed in working for their company. They will expect that you have been honest about the type of person that you are.

## **Understanding what is expected of you**

Each company will have expectations of their apprentices, but these may vary between different businesses as they will each have their own style and way of doing things. It will help you to know exactly what your employer expects of you. If you are ever confused about this it is better to ask so that you can do the best job that you possibly can.

---

**"The most important thing on day one is to make sure you're there on time"**

Harry, Employer, Ginger Nut Media

## Task 34

### Impressing the boss



Try to come up with at least 10 different things that you could do in the first week of your apprenticeship that would help you to impress your boss and the colleagues that you work with. We've given you the first few ideas to get you started...

#### Ideas to impress the boss in the first week

1

**Be on time...in fact, be early!**

2

**Offer to help your colleagues if you run out of things to do.**

3

**Turn off your phone and make sure you're not tempted to check it or reply to messages unless you're on a break**

4

5

6

7

8

9

10

# Group Session E

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You have now completed sessions 17-19 of this workbook covering the following topics:

- 17 How are apprenticeships delivered?
- 18 Inspiring the future
- 19 Reality check

As a group your tutor will lead you through the following tasks:

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## Task 35    My journey

Use the space below as instructed by your tutor.



# Section E

		Agree	Disagree
1	I know about different delivery models for apprenticeships		
2	I understand what on-the-job means		
3	I understand what off-the-job means		
4	I know about the different learning styles		
5	I know what my preferred learning style is		
6	I know about support that I can access from the National Careers Service		
7	I know about a famous person who started their career as an apprentice		
8	I know a friend / family member who started as an apprentice		
9	I understand the attitudes and behaviours expected at work		
10	I have enough information to make an informed decision about my future		

If you have ticked disagree for any of these statements please speak to your tutor for extra help.

Your signature:

Your tutor's signature:

Your parent/carer's signature:

**Congratulations, you have now completed section D of this workbook.**

# Task completion grid

Task	Title	Achieved?	Date	Signature
1	Where can you find out about the different types of apprenticeships available?			
2	How can you find out which employers offer apprenticeships?			
3	How does an apprenticeship compare to going to University?			
4	When can you start an apprenticeship?			
5	What do you think the challenges and benefits of becoming an apprentice could be?			
6	How do you find an apprenticeship?			
7	Carry out a simple search			
8	What is an apprenticeship?			
9	Who is an apprenticeship for?			
10	How do you find an apprenticeship?			
11	How to apply using Find an apprenticeship			
12	Finding buzz words			
13	Finding jobs using social media			
14	Researching the company			
15	Put yourself in the spotlight!			
16	The most important tips when applying using 'Find an apprenticeship'			
17	Speculative approaches			
18	Identifying your skills and attributes			
19	Different apprenticeship lengths			
20	Travel challenge			
21	Sharing skills and attributes			
22	Who found the best journey?			
23	Understanding minimum wages			
24	Working out your potential salary			
25	Personal budget			
26	The benefits of apprenticeships			
27	How to make a flying start			
28	Accentuate the positive			
29	Salary models			
30	What is my learning style?			
31	Understanding different learning styles			
32	Inspirational past apprentices			
33	Interview a past apprentice			
34	Impressing the boss			
35	My journey			

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## Notes

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