



APPRENTICESHIP TOOLKIT

EXTRAORDINARY PARTNERSHIP

A GUIDE TO APPRENTICESHIPS

WHAT IS AN APPRENTICESHIP?

An apprenticeship is a job with substantial training and the development of transferable skills. It is a way for people to earn while they learn, gaining a real qualification, with a real future. You will need to secure an employer in your chosen industry to carry out an apprenticeship.

WHAT ARE THE BENEFITS OF AN APPRENTICESHIP?

- Earn a salary
- Learn job specific skills
- Gain a variety of transferrable skills
- Work towards nationally recognised qualifications, with support from your employer
- No qualification fees (an apprentice must not be liable for the cost of their training)
- Progression into Higher Education
- Advancement in your chosen career.

WHAT TRAINING IS OFFERED?

- Off the Job Training (OTJT) is a statutory requirement for all Apprenticeships.
- OTJT is the training received during the Apprentice's practical training period, which enables the Apprentice to gain and develop the knowledge, skills and behaviours (KSBs) required of their apprenticeship standard
- This must be done in paid time within the Apprentice's normal working hours, the minimum OTJT requirement for an Apprentice will be published on the front of each Apprenticeship standard and Yeovil College will advise you what this is.

APPRENTICESHIP LEVELS

Name	Level	Equivalent Level
Intermediate	2	5 GCSE passes at grade 9-4 / A* - C
Advanced	3	2 A Level passes / Level 3 Diploma /International Baccalaureate
Higher	4, 5, 6, and 7	Foundation Degree and above
Degree	6 and 7	Bachelors or Masters Degree

APPRENTICESHIP ELIGIBILITY

You can do an apprenticeship as long as you meet the following requirements:

- You are aged over 16 (if you will be 16 by the end of the summer holidays, you may start your apprenticeship after the last Friday in June of that academic year).
- You have lived in England for a minimum of 3 years.
- You are not in full time education.
- You must not already hold an equivalent or higher level qualification in the subject of your apprenticeship

MINIMUM ENTRY REQUIREMENTS FOR AN APPRENTICESHIP

Entry requirements depends entirely on the apprenticeship you are looking to do, along with requirements for the job role and industry. In some cases, you need to have completed an apprenticeship or qualification at a certain level before accessing the next level of apprenticeship.

NATIONAL MINIMUM WAGE FOR APPRENTICES



The National Minimum Wage rates change in April every year, so stay up to date by scanning this QR code.

The National Minimum Wage rate for apprentices applies to apprentices who are either:

- Under 19
- 19 or over and in the first year of their apprenticeship.

If you are aged 18 and in the second year of your apprenticeship, you may still be paid the National Minimum Wage for apprentices.

If you are over 19 and have completed your first year of your apprenticeship you are entitled to the current minimum wage rate for your age.

WHAT CAN I EXPECT FROM YEOVIL COLLEGE THROUGHOUT MY APPRENTICESHIP?

- An individual learning plan.
- An assessor who will support you throughout the apprenticeship.
- Regular progress reviews.
- Off the Job Training forms part of the apprenticeship and this may include college attendance.
- If it is required as part of your apprenticeship, carry out Functional Skills in Math and or English, (full delivery and support provided).
- A Training Plan (which details all of the above) that is part of the Apprenticeship Agreement and is signed by Yeovil College, the employer and apprentice at the beginning of the apprenticeship.

HOW CAN I FIND APPRENTICESHIP VACANCIES?

- Find and apply for apprenticeship vacancies online at www.gov.uk/apply-apprenticeship.
- Search online for apprenticeship job vacancies.
- Look out for our weekly vacancy list. Shared via our socials, website and internal comms!
- Contact employers directly with a CV and covering letter – just because they don't have a vacancy advertised, it doesn't mean that they won't be interested!
- Book a 1:1 appointment with one of our Student Recruitment Consultants for tailored advice and support.
- Contact us via email at: studentrecruitment@yeovil.ac.uk

A GUIDE TO PERFECTING YOUR CV

We know that creating your CV can be a little daunting and it is often difficult to know what to include. Please see below subheadings which you can use to kick start your CV writing!

Name & Contact Details

Personal Statement

Key Skills & Personal Qualities

Education & Qualifications

Employment & Work Experience

Hobbies & Interests

References

ADDITIONAL CV TIPS

Keep it brief! Your CV should be 2 pages in length, maximum!

Be honest – you will need to be able to back up everything you have included!

Think about the layout and formatting of your CV. Does it look professional, neat and clear?

Make sure what you have written makes sense and flows well.

Have you used capital letters in all the right places and included appropriate punctuation?

Always ask someone to proof read your CV for you – they'll check for spelling mistakes, typing errors and that it makes sense!

Be proud and confident.

This is your time to shine – remember to sell yourself to employers!

EXAMPLES OF INTERVIEW QUESTIONS

All companies interview in different ways, however the types of questions asked in interviews tend to be fairly similar. Employers tend to ask questions about you, your work experience, your strengths and weaknesses and what you know about their company. Therefore, it's a good idea to prepare some answers to these types of questions so when they come up you know exactly what to say.

EXAMPLES OF INTERVIEW QUESTIONS

- What do you know about our company?
- Why do you want to work for us?
- Why do you think you are the right fit for our company?
- Can you tell us a bit about yourself?
- What do you do in your spare time?
- Do you have any hobbies or interests?
- Tell us about a time you faced a challenging situation.
- What is your greatest achievement at work?
- Tell us about a time something went wrong, and how did you rectify the situation?
- Why do you think you are the right candidate for this position?
- What would you say are your main strengths?
- What is your greatest weakness?

TIPS TO HELP YOU ACE YOUR INTERVIEW

Interviews may seem like a daunting experience but after reading our top 10 tips and example questions, you'll be fully prepared and ready to make that all important first impression.

An interview provides employers with a chance to meet with you and decide if you're the right person for the job. It is also worth remembering that interviews provide you with an opportunity to help you decide whether the job and company are right for you.

TOP TIPS FOR INTERVIEWS

1. Read the job description.
2. Do Your Research!
3. Re-Read Your Application Form.
4. Carry Out A Mock Interview.
5. Plan your journey.
6. Look Smart.
7. Arrive 10 Minutes Early.
8. Give Specific Examples.
9. Ask Questions.
10. Remember: First impressions count!



For more advice and guidance on how to prepare for interviews, scan the QR code.

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