



CHRIST THE KING  
SIXTH FORMS

# What I wish I'd known before starting my apprenticeship

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Top tips from CTK



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# What I wish I'd known before starting my apprenticeship

## Becoming an apprentice

To become an apprentice, you must:

- be 16 or over
- not already be in full time education
- live in England

As an apprentice you'll:

- learn and train for a specific job
- get paid and receive holiday leave
- get hands-on experience in a real job
- study for at least 20% of your working hours – usually at a college, university or with a training provider.
- complete assessments during and at the end of your apprenticeship
- at the end of your apprenticeship achieve a recognised qualification
- be on a career path with lots of future potential

## What are the benefits of an apprenticeship?

Apprenticeships are an exciting option you get hands-on training and also the chance to put your skills into practice.

Apprenticeships are available at multiple levels. From school leavers, people upskilling in their careers and complete career changes, there are hundreds to choose from and some include a qualification, like a degree.

# The different levels of apprenticeships

At the end of your apprenticeship, you'll achieve the equivalent education level. For example, if you complete a level 3 apprenticeship, you'll achieve the equivalent of an A Level.

	<b>Level</b>	<b>Equivalent education level</b>
Intermediate	2	GCSE
Advanced	3	A Level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or Master's degree

## What will you earn?

What you earn will depend on the industry, location and type of apprenticeship you choose.

If you are aged 16 to 18 or in the first year of your apprenticeship, you're entitled to the [apprentice rate](#)

If you're 19 or over and have completed the first year of your apprenticeship, you're entitled to the [National Minimum Wage](#).

# What do apprenticeships cost?

Apprenticeships are funded from contributions made by the government and your employer. This means you will not have any student loans or tuition fees.

You'll just need to cover the cost of your day-to-day expenses, such as lunch and travel.

If you're 16 to 24 and a care leaver, you'll receive a £1,000 bursary payment to support you in the first year of your apprenticeship.

# How to apply for an apprenticeship?

There are hundreds of different apprenticeships to choose from. To apply for one, you can create an account on the Government's [apprenticeship service](#).

If you've seen an apprenticeship you like on an employer's website, you can apply for it directly.

Once you find the right apprenticeship, you'll need a CV and a cover letter to apply. If you need help, [find out how to write a CV](#).

It's a good idea to apply for a few apprenticeships at a time. This increases your chances and means you're not waiting for a response from one employer.

It usually takes a few applications to find the right apprenticeship. So if you don't hear back or get an interview, don't take it personally – it's normal and happens to everyone!

# The interview process

If your application is successful, the employer will invite you for an interview. If you're upskilling with your current employer, you may not have one.

Your interview will depend on the type of employer the apprenticeship is with. For example, you may only have one interview with a small employer but up to three with a larger employer.

Interviews for an apprenticeship are usually similar to interviews for any other job. They could be:

- face to face
- with a panel
- over the phone
- online – for example, on Zoom or Skype

To make sure you're prepared, you should:

- research the apprenticeship and the organisation
- practice by doing a mock interview
- check where and when the interview is
- get to the interview early
- dress appropriately and stay focussed
- ask questions if you don't understand.

## Starting your apprenticeship

Before you start your apprenticeship, your employer will usually contact you. When they do, you should try to find out:

- your working hours
- your dress code
- what you need to bring
- your travel options
- who to ask for on the first day

You'll spend at least 20% of your working time doing 'off-the-job training' for your apprenticeship. There are lots of different ways you can do this training. For example, at a college, university or online at your place of work.

To find out more information on apprenticeships please visit -

<https://www.apprenticeships.gov.uk/apprentices/starting-apprenticeship>