

BECOME AN APPRENTICE



Apprenticeships

**SHREWSBURY
COLLEGES GROUP**

Ways to find an Apprenticeship

As well as keeping your eye firmly on the **Find an Apprenticeship - GOV.UK** website every week, you can also be looking for your own employer! As scary as this sounds, it can unite you with a company to work for that's perfectly suited to you.

1 ASK AROUND

- Check out any large companies in your local area as they may have apprenticeship vacancies. Public sector organisations such as local councils and health authorities may offer apprenticeships
- Ask your family and friends if they know anyone who might be looking for some extra help
- Ask any local firms advertising a vacancy if they would be prepared to convert this into an apprenticeship. If so, ask them to call the Apprenticeship Team on **01743 653 444**
- Try sending a speculative application to any companies that you'd like to work for.

2 GET TO KNOW THE COMPANY

- Check out their website as everything that a company is proud to display will be on there, and their recruitment section may describe the type of people they're looking for
- Are they into social media? Their Instagram or LinkedIn accounts should give you a good insight into the company's culture
- Keep an eye out for trade journals, business magazines, and the business sections of local papers, as they will have articles about local companies and their executives
- Remember what you've read as it will sound good when you get to speak to someone at the company!

3 DEMONSTRATE YOUR PERSONALITY AND TALENTS

- Think about what you have to offer an employer and maybe prepare a CV or letter and include that you are able to work with others, are punctual, and eager to learn. Can you demonstrate this in any part-time or voluntary work you have done?
- Stand out from the crowd... in the right way! Whether you knock on doors, call people or write to them, make sure you look smart
- If you've ever helped decorate a house, made a piece of furniture, dyed your friend's hair or any other activity that relates to your area of interest, then let the potential employer know!
- Show examples of things that you do in your spare time that would help. If you're more of a practical person, photos of anything you've made could be just as good as a letter.

4 MAKE A GOOD IMPRESSION

- Check your spelling and grammar and make sure any letters or emails you send to the employer are word perfect
- Many employers will check your social media so get rid of those embarrassing photos!
- Looking smart goes a long way if you visit in person - dress a touch more formally than you would for the actual job
- Try and act confidently, smile from time to time and show interest in what you are being asked
- Prepare a mini script before you call anyone, to avoid getting tongue-tied
- If you get an appointment to visit the company, find out who you'll be meeting and search on LinkedIn to find out about their career history. You will feel more confident if you're chatting with someone you know something about.

What is an apprenticeship?

Apprenticeships are different and learning programmes can be different depending on the job role. Throughout the duration of the apprenticeship, you will hear references to the word **'Standards'**.

Standards are occupation-focused; containing a list of skills, knowledge, and behaviours. Apprenticeship standards show what an apprentice will be doing and the skills required of them, by job role. Standards are developed by employer groups known as 'trailblazers' and will be completed with an End Point Assessment (EPA). The apprentice will need to prove that they can carry out all aspects of their job, whilst developing transferable skills and credibility.

What age can I study on an apprenticeship?

From age 16 upwards, whether you are just leaving school, have been working for years, or want to start a new career.

How long does it take to achieve an apprenticeship?

Anything from 12 months to four years. Each apprenticeship has an agreed length of study and completion. This will depend on the level as well as your previous experience and qualifications.

What will it cost?

All of your training is free for you as the apprentice, however, you will need to pay for any travel costs for attending college and work.

Do I have to attend college?

It depends on the apprenticeship – predominantly apprenticeships have one day a week where they aren't in college but this can vary on some programmes. There will be a block week delivery of attendance for English and maths for those without grade 4 or above at GCSE.

How much will I get paid?

There is no set rate – but the minimum is £7.55 per hour from April 2025. Employers can pay higher and often do.

How will I achieve my apprenticeship?

You will be assigned a named assessor who will set targets for achieving your apprenticeship, and schedule reviews to check your progress. This will include:

- A variety of practical assessments and observations in your workplace
- Discussions that confirm your knowledge
- Completion of assignments
- Exams In some subjects
- End Point Assessment, demonstrating everything you have learnt.

How do I apply?

Firstly you will need an employer and any entry requirements relevant to the apprenticeship. Next, you can regularly check the [gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship) website 'Find an Apprenticeship' where they will have all the current national vacancies with employers. In addition, we recommend you also look for your own independently.

Check out our guide to finding an employer at:

[scg.ac.uk/apprenticeships](https://www.scg.ac.uk/apprenticeships)

We can help you with your application and interview preparation if required. Once you have obtained your employment, please call the Apprenticeship Team on **01743 653 444** to allow the application process to begin.

What happens if I haven't got an employer?

If you have been unable to obtain employment for an apprenticeship please complete the online application for a full-time course in your chosen subject area. Many employers prefer to work with students recommended by the college. We make it easy for you to transfer from a full-time course to an apprenticeship, once you acquire an employer, at any stage in the year. If you need further guidance please email apprenticeships@shrewsbury.ac.uk

Do all apprenticeships start in September?

No. Employers are looking for apprentices all year round although summer is a busy time for recruitment.

What happens at the end of the apprenticeship?

In some areas you may:

- Progress to the next level apprenticeship, with the same or different employer
- Get a permanent contract (most of our apprentices do).



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I studied Product Design at A Level and really enjoyed it. Taking on an engineering apprenticeship seemed the natural progression from that and I've appreciated every minute of it. It is great working for Ricoh and being able to study at Shrewsbury Colleges Group, as I get so many opportunities.

Chloe Millington
Apprentice at Ricoh

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Essentials to be work ready

Getting ready to start your new apprenticeship job

Making the move from education to the world of work is a big step. All apprentices will need to have certain things in place for when they start. Follow these tips in the boxes to help get ready.

APPRENTICESHIPS AVAILABLE AT SCG FROM LEVEL 2 TO LEVEL 5 (Intermediate, Advanced and Higher)

- Accounting
- Brickwork
- Business Administration
- Carpentry & Joinery
- Customer Service
- Early Years
- Electrical Installation
- Engineering
- Fabrication & Welding
- Hairdressing
- Management
- Motor Vehicle / Land Engineering
- Outdoor Activity Instructor
- Painting & Decorating
- Plumbing and Gas
- Property Maintenance
- Supporting Teaching & Learning.

OPEN A BANK ACCOUNT

- **You** will need a bank account for your wages to be paid into each month.
- **It** is important that you have a working bank account ready for your first day of work, in preparation for payday.
- **Aim** to understand the importance of saving, as well as working to a budget as this will help give you financial independence.



NATIONAL INSURANCE

- **Having** your National Insurance number is essential to be added to your employer's payroll. It is possible that the employer will also need to see photo identification such as a passport.
- **Aim** to understand the importance of your National Insurance number. A National Insurance number will ensure that contributions and tax are properly recorded against your name.



EMAIL ADDRESS

- **You** probably already have a personal email address, but it is important to make sure it is suitable for work.
- **First** impressions are crucial with employers, and no one wants to be let down by an embarrassing or inappropriate email address.
- **You** should set up a professional email address, to help make a good impression.



SOCIAL MEDIA

- **It's** no myth that employers will often search for applicants on social media, such as Instagram. It is therefore important to make sure you present yourself in the best way possible.
- **You** should make your social media accounts as private as possible and ensure that everything public is appropriate for an employer to view, which can increase your application success rates.

