

Learners' Guide to Apprenticeships

#whereisyourclassroom



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What is an Apprenticeship?

An apprenticeship is a genuine job and under all circumstances, you should be employed from day one. Apprenticeships combine practical training in a job with study.

As an apprentice, you'll:

- Work alongside experienced staff
- Gain job-specific skills
- Earn a wage and get holiday pay
- Be given time for study related to your role (the equivalent of one day a week)

What levels are there?

All apprenticeships include elements of on the job and off the job training, leading to industry recognised standards or qualifications. Some apprenticeships also require an assessment at the end of the programme to assess the apprentice's ability and competence in their job role.

Name	Apprenticeship Level	Equivalent
Intermediate	2	5x GCSE grades A*-C or 9-4
Advanced	3	2x A Levels
Higher	4, 5, 6 & 7	Foundation Degree and above
Degree	6 & 7	Bachelors or Masters Degree

What can I earn?

The national minimum wage (NMW) applies to apprentices aged under 19 or aged 19 or over and in the first year of their apprenticeship.

Apprentices aged 25 and over, and not in the first year of their apprenticeship, will be entitled to the national minimum wage.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprenticeships
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

This is the legal minimum pay per hour, most receive more. The Apprenticeship Pay Survey 2016 estimated the average gross hourly pay received by apprentices in Great Britain was £6.70 an hour for level 2 and 3 apprentices which is equivalent to nearly £14,000 per year.

What's in it for me?

- Earn a real wage;
- Be trained in the skills employers want;
- You will set yourself up for the future

Apprentices enjoy marked salary increases when they complete their training, and those completing a higher apprenticeship could see increased earnings of an estimated £150,000 over their lifetime.

Entry Requirements

Apprenticeships are available to anyone over the age of 16, living in England.

The National Apprenticeship Service is committed to ensuring that high-quality apprenticeships are a prestigious option, accessible to all people from all backgrounds. All vacancies on [Find an Apprenticeship](#) will clearly state what the entry requirements are for the job role being advertised. There will be different entry requirements depending on the industry, job role and apprenticeship level.

Recent changes to the minimum English and maths requirements now mean that people with a learning difficulty or disability can now access a level 2 intermediate apprenticeship as long as they can achieve an entry level 3 qualification during their apprenticeship.

A Disability Confident Employer will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria as defined by the employer. For more details, search for [Disability Confident on GOV.UK](#).

Getting your Apprenticeship

Where do I find and apply for an apprenticeship?

You can find all the SCCU's vacancies through our very own Talent Bank section of the website. Here you will find the latest vacancies and have the option to apply for that dream job. If there are no vacancies in the field you wish to pursue please complete our [sign up form](#) to receive the latest SCCU apprenticeship and training opportunities. You will also be added to our vacancy database where our recruitment team will actively look to match you with new upcoming apprenticeship vacancies.

You can also search and apply for vacancies on [Find an Apprenticeship on GOV.UK](#). Once you register on Find an apprenticeship, you can set up email and text alerts about new apprenticeship vacancies that may interest you. This will include all apprenticeships across a range of employers and providers including those through SCCU.

To apply for an [SCCU Apprenticeship](#) you must click on the "Apply Now" button and register through "Get My First Job". You will then need to complete the application form.

If you are successfully shortlisted for interview you will be contacted by the recruitment team to arrange for you to be interviewed by the employer. Interviews can take the form of verbal and practical assessment depending on the type of apprenticeship you are applying for. You will then be informed if you are successful by the employer or SCCU and be given a start date. On starting the apprenticeship you will meet your course tutor and go through initial assessments and enrollment. You will then be underway on your apprenticeship and employed position.

What is the role of my Training Provider?

Your training provider has a key role to play in providing off-the-job training, assessing your progress towards achieving your qualifications and supporting you generally during your apprenticeship. They work very closely with your employer to ensure that you receive:

- An induction programme on starting
- A detailed training plan (including on-the-job training)
- Regular progress reviews
- Opportunities to put into practice off-the-job learning so that you can achieve your qualifications / requirements of the apprenticeship
- Mentoring and general support throughout your apprenticeship

This will all be documented in a commitment statement that is part of the Apprenticeship Agreement. This is an individual learning plan that your provider, your employer and you will all sign up to.

You can find out more about learner satisfaction with training organisations and colleges by accessing the learner satisfaction survey results on the [FE Choices pages of GOV.UK](#).

How many hours per week should I be working?

The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training you undertake.

However, this does not apply in every circumstance. For example, people with caring responsibilities or people with a disability may work reduced weekly hours. Where this is the case, the duration of the apprenticeship will be extended to take account of this.

The time spent on off-the-job training should be at least 20% and should be included as part of your hours. Your employer must allow you time to complete your apprenticeship within your working hours. If you need support with English and maths this should also be within working hours.



Further Support

Not quite ready for an apprenticeship or job? Traineeships are open to those aged 16-24 and consist of a high-quality work placement with an employer, work preparation training and English and maths for those who have not achieved a GCSE Grade A* – C/9 – 4 or equivalent.

Visit GOV.UK and search '[traineeships](#)' for more information or to apply for traineeship opportunities.

If you need help with your apprenticeship application or professional advice on making the right choices, visit: [National Careers Service](#) for a web-chat with an adviser or call: 0800 100 900 (free from landlines and mobiles).

If you need help with your application or professional advice on making the right choice, please either [visit our website](#), email hello@sccu.uk.com for further information or if you would like a chat with an adviser please call: 02476 936969



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