

THE APPRENTICESHIP JOURNEY FOR APPRENTICES

START

An individual is looking for a job with training

They have:

- Enthusiasm
- Potential
- Their own unique skills

They're looking for:

- Work experience
- Job-specific skills
- A wage and paid holiday
- Opportunity to gain a qualification

An apprenticeship may fit the bill

They might be a school or college leaver, or they might also be:



Everyone who starts an apprenticeship must be:

- 16 or over**
- Living in England**
- Not in full-time education** (they can apply whilst in education though)

The first step is to:

- Research apprenticeships of interest:
- National Careers Service
 - The Apprenticeships Guide
 - Apprenticeship, job and sector websites
 - Ask friends, relatives, businesses, careers fairs, current apprentices!

To help them decide:

- Apprenticeship type
- Apprenticeship level

Remember, if they're not ready for an apprenticeship, they could also consider:

A Traineeship – A high quality work placement with training.

Now they can:

Go to www.gov.uk/apply-apprenticeship

- Find an apprenticeship
- Create an account
- Apply for an apprenticeship

If their application is successful,

- They'll be invited for interview
- And then, offered the job!

There might be additional support towards travel and expenses for interview and first stage of an apprenticeship.

A successful apprenticeship may encourage an employer to:

- Continue the apprenticeship to the next level
- Progress the apprentice as an employee
- Get involved in apprenticeship awards or skills competitions

And the apprentice to:

- Continue their learning and career goals
- Champion apprenticeships as an apprentice
- Enter awards and competitions
- Mentor the next apprentice to join the business!

The training organisation should provide regular reviews.

Apprenticeships take 1 to 4 years to complete depending on their level. Once apprentices are placed they should expect to receive information on:

- Health and Safety considerations
- What they'll be doing for their first week or two (their induction)
- They may even be appointed a team mentor



The apprentice joins the team!

Once successful, apprentices can expect to receive:

- A welcome letter
- A contract of employment – including pay and hours
- Information on their start date
- An Apprenticeship Agreement