

LEARNERS' GUIDE TO APPRENTICESHIPS



WHAT IS AN APPRENTICESHIP?

Heard about apprenticeships and wondering if they're right for you?

An apprenticeship is a real job with training that lets you earn while you learn and take a nationally recognised qualification. They are available in a wide range of sectors, with a wide range of employers, including some of Britain's biggest and brightest companies.

What can I look forward to as an apprentice?

- Gaining job-specific skills
- Studying towards a related qualification and training in the skills employers are looking for
- Earning a salary
- Getting paid holiday
- Having excellent progression opportunities, whether you're looking to study further or climb the ranks in the workplace.



So you go to work, get paid and do a qualification at the same time

You'll spend a minimum of a year completing your apprenticeship depending on the level and occupation. As an apprentice, you'll work at least 30 hours a week so there's every chance to work alongside and learn from more experienced colleagues.

'.....I feel that doing an Apprenticeship has helped me out a lot, it's taught me many new things to do with work and it's a training process for me, where I can work my way up the business from doing the Apprenticeship, so I can learn different aspects of the business.....'
Dan Hawkins, OCR Level 3 Business Administration apprentice at CDI Anderselite

Did you know?

90% of apprentices stay in employment after finishing their apprenticeship

(www.gov.uk/government/publications/key-facts-about-apprenticeships#history)

So how much will you be paid?

You're entitled to the relevant apprenticeship national minimum wage. From 1 October 2015 this is £3.30 an hour. This rate applies to apprentices aged 16 to 18 and those aged 19 or over in their first year. All other apprentices are entitled to the National Minimum Wage for their age.

Being at work

Your employer has an essential part to play in developing and delivering your apprenticeship programme. You'll receive on the job training relevant to your apprenticeship programme. You will also be supported by your learning provider to complete your apprenticeship qualification.

Plus, of course, work is very different to school. It's a great opportunity to sample new experiences and develop new skills – not only ones to do with your job role but other useful ones for a future career that can include team working, dealing with customers or suppliers, problem solving and much more.

Working towards a useful qualification too

Your training provider or college 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 make sure you receive:

- An induction programme when you start
- A detailed training plan
- Regular progress reviews
- Opportunities to put into practice off-the-job learning so you can achieve your qualification(s)
- Mentoring and general support throughout your apprenticeship.



*"I would definitely recommend an apprenticeship to my friends, because it's an easy way to start your career off and gain experience while you're learning as well. And also earn a bit of money which is nice to have....." Nikita Burt, **OCR Level 3 Business Administration** apprentice at CDI Anderelite*

Can I apply for an apprenticeship?

To start an apprenticeship, you'll need to be:

- 16 or over
- Living in England
- Not in full-time education.

What kinds of apprenticeships are available?

There are hundreds of different types of apprenticeships available covering a wide range of occupation areas. Usually the level you start at depends on your existing levels of qualifications and your work experience.

Intermediate apprenticeship (Level 2) – equivalent to 5 A*-C GCSEs

Advanced apprenticeship (Level 3) – equivalent to 2 A levels

Higher apprenticeship (Level 4 to Level 7)

Higher Apprenticeships = no tuition fees

These apprenticeships provide an alternative to university if you want to keep on with your education while embarking on your chosen career. There's the chance to get ahead of your peers at university as you gain applied work experience. They're proving increasingly popular as you earn while you learn, plus there are no tuition fees. Many different subjects are already covered, representing a wide variety of job roles.

- Levels 4 and 5 are equivalent to a higher national diploma or a foundation degree.
- Level 7 is equivalent to a master's degree.

Did you know?

Around half a million apprenticeships are started each year.

*If you're interested in professional services such as audit, tax management consulting or management accounting as a career, you'll find there are higher apprenticeships designed with these careers in mind. Our apprenticeships in professional services has put employers in the driving seat to define and deliver the skills that are critical to business growth to develop a talented workforce. **Sinead Cassidy**: OCR Apprenticeship Manager*



Not quite ready for an apprenticeship and need some extra support?

You could consider a traineeship. A traineeship is a course with work experience that gets you ready for work or an apprenticeship. It can last up to six months. You can look for a traineeship at www.gov.uk/find-traineeship

Wondering what kind of apprenticeship to apply for?

Why not check out the YouTube channel at www.youtube.com/user/ApprenticeshipsNAS where you can watch case studies videos of young people who are doing or have done apprenticeships. You can also find out more at [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)

Check out what's available here...

Visit [gov.uk](https://www.gov.uk) and search 'Find an apprenticeship'. At any one time there are thousands of apprenticeship vacancies available on the 'Find an apprenticeship' site in a variety of careers and industries across England. You can search by keyword (job role, occupation type or apprenticeship level) and by location.

You simply register for free and follow the step-by-step instructions to apply for a role.

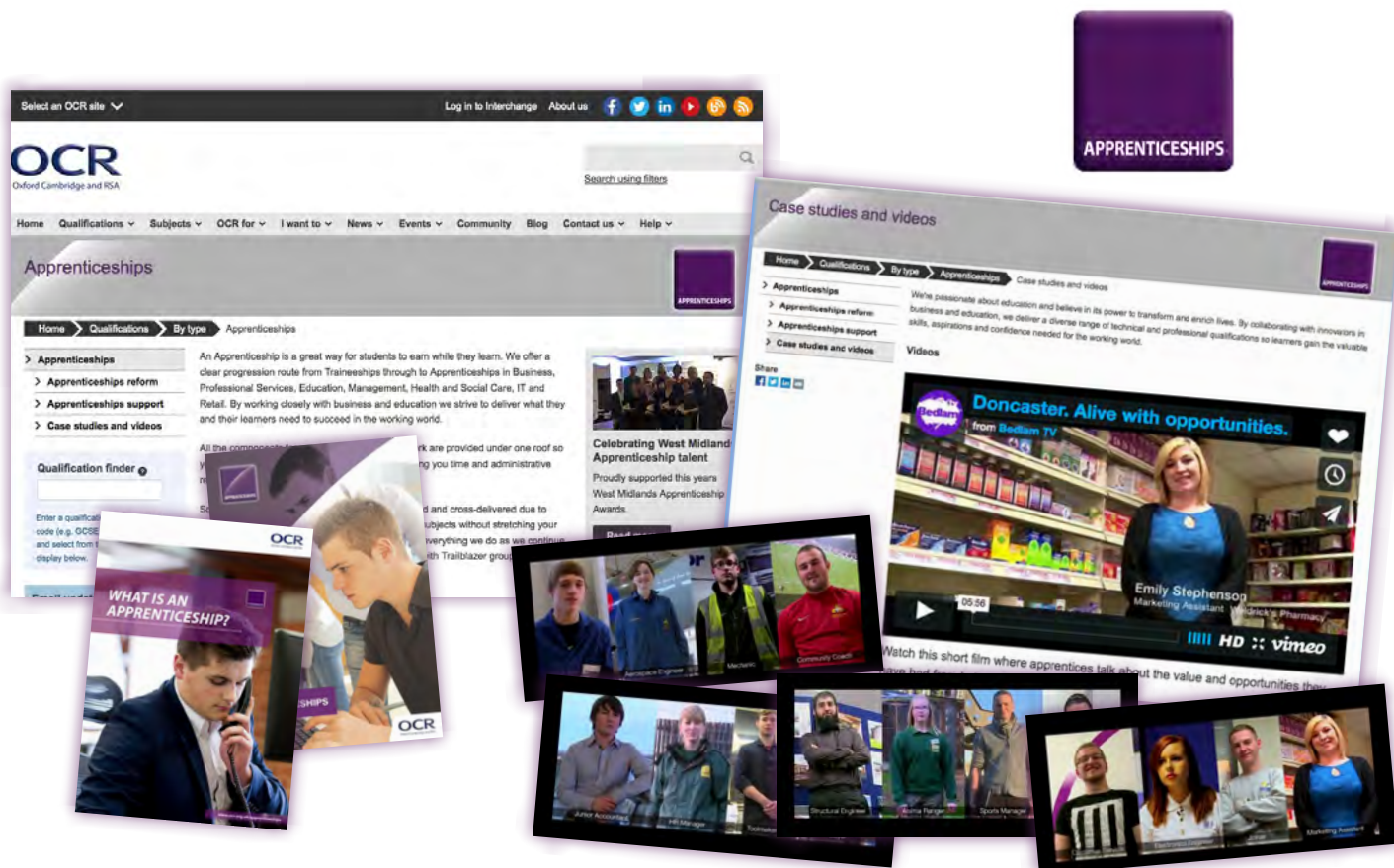
Did you know?

More than 850,000 people were earning and learning on an apprenticeship in 2013/14.



Think Apprenticeships....think OCR

For information around case studies and further information about Apprenticeships, read more at ocr.org.uk/apprenticeships



To find out more

ocr.org.uk/apprenticeships

or call our Customer Contact Centre on **02476 851509**

Alternatively, you can email us on apprenticeships@ocr.org.uk



OCR is part of Cambridge Assessment, a department of the University of Cambridge.

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored. ©OCR 2016 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England. Registered office 1 Hills Road, Cambridge CB1 2EU. Registered company number 3484466. OCR is an exempt charity.

Photography: OCR apprentices by Adam Cash Photography

This leaflet contains public sector information licensed under the Open Government Licence v3.0.