



Learners Guide to Apprenticeships

Cavity Training offers a wide variety of apprenticeships, and we recognise that it can be overwhelming trying to understand what an apprenticeship offers, what an apprenticeship is and where to and how to apply for an apprenticeship course!

This interactive booklet provides an '**all you need to know**' guide for learners exploring apprenticeships to further their career and education. We hope you find the answers to some of those important initial questions and helps guide you on the right path as you develop your own learning and skills.



Check out our introduction to Cavity Training Video-



Before you get started

4 things you need to know about this guide



1. The guide is interactive

The guide is packed with checklists and areas for you to write your notes about apprenticeships. Use it to write down anything useful that you discover.

2. Tick it off and save as you go

Every page contains a tick box that you can select to show that you have completed the page. That way, you can remember where you've read up to (as long as you remember to click 'save').

Please remember to keep clicking save as you work through this guide as some links will take you away from the page that you are working on, and your work might be lost. Practice now - click on 'save' on your computer

-I know how to save my work in this document

3. Let's talk about apprenticeships

Although you can complete this guide on your own – it's even better if you talk through some of the sections with your parent/guardian. Remember to keep them involved and let them help and support you.

4. Complete this guide whilst applying for other options

This guide is designed to be completed whenever you need it.

You can use it to help you with your applications for apprenticeships so that you don't miss out on any amazing apprenticeships being advertised.

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What is an apprenticeship?

An apprenticeship is a real job, with hands-on experience, a salary and the chance to train and gain qualifications while you work.

- ✓ You are treated just like all other employees, with a contract of employment, a salary and holiday leave.
- ✓ You are given real responsibilities.
- ✓ You will spend at least 20% (equivalent to 1 day a week) of your time completing off-the-job training, often at a college, university or with an independent training provider.
- ✓ You will train to be fully competent in your chosen occupation.



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What is an apprenticeship?

How will I study as an apprentice?

In apprenticeships, this is called '**off-the-job training**' and should equate to 20% of your time. Your off-the-job training will be completed within your paid hours and will fit around the job commitment and needs of the business.

There are different ways that off-the-job training can be delivered.

It could include:

- Once a week (day release)
- In blocks of a week or more at scheduled times (e.g. a week in September)
- Studying online
- A combination of the above



Your employer will select the apprenticeship training provider that will support you with your programme.



What is an apprenticeship?



Which apprenticeships are available?

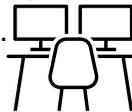
There are thousands of apprenticeships in different job roles and industries. Each apprenticeship will also have a 'level' attached to it. The four levels of apprenticeship are:

Name	Level	Level Equivalent educational level
Intermediate	2	5 GCSE passes at A*-C or 9-4
Advanced	3	2 A Level passes/Level 3 Diploma/ International Baccalaureate
Higher	4, 5, 6 & 7	Foundation Degree or above
Degree	6 & 7	Bachelor's or Master's degree

What will I study?

Every apprenticeship will have a [Standard](#), which outlines what the apprentice will learn and how their skills and knowledge will be assessed.

- ✗ The Standard is a short document (two or three pages) that has been created by different employers and industry experts.
- ✗ It sets out the Knowledge, Skills and Behaviours that they have agreed the apprentice will need to demonstrate to be assessed as 'competent' to perform that role at the appropriate level.
- ✗ It will also set out the qualifications that you will achieve as part of your apprenticeship and will explain how the assessment process will work.
- ✗ As well as the formal off-the-job learning, it is important to remember that you will also be gaining new skills every day as an apprentice, learning from the people that you work with who will help you to understand your role and the industry that you work in.
- ✗ You are constantly learning through an apprenticeship and will be applying your new knowledge and skills immediately in the job.



How do the levels work, and which one should I do?

It will depend on the job role and your prior qualifications and experience as to which level you will need to start at. Try to keep your options open and explore everything. If you see a job title that you haven't heard of before, being advertised at a different level to the one you had in mind, don't dismiss it - have a quick read. You may be surprised at the range of opportunities that are available covering different levels and durations.

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What is an apprenticeship?

Who can do an apprenticeship?

Anybody can do an apprenticeship, as long as you are 16 or over, living in England and not in full-time education.

How long does an apprenticeship take?

It usually takes between 1 and 4 years to complete an apprenticeship, depending on which level you do. As a minimum, an apprenticeship must last for 12 months. Some apprenticeships, especially those at higher or degree level can last for between four to six years. This is because apprentices are balancing studying and working full-time at the same time, so it can take a bit longer to complete than the traditional route.

Who is the training provider?

The training provider provides the off-the-job training, but they also have a key role in assessing your progress towards achieving your apprenticeship and ensuring that you feel supported.

There are lots of different organisations that are registered as training providers and could include:

- **Independent Training Providers**
- **FE Colleges**
- **Universities**
- **Employer providers**

Your training provider will be a crucial link between you and your employer. They will help you to complete your programme and will also be able to support you if you have any concerns or worries.

How will I be assessed?

All apprentices go through a process called End Point Assessment (EPA), which is taken at the end of the apprenticeship. It is different for each apprenticeship, but could include a presentation, an interview, a practical observation, an online assessment or a different method.

The EPA will test both your academic learning and occupational competence, which essentially means they will be looking for you to provide evidence and examples that demonstrate that you know how to perform your job.



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What is an apprenticeship?

Entry requirements

Each apprenticeship vacancy will specify the entry requirements and skills or qualities the employer is looking for.

Entry requirements can vary between different employers. Some employers might ask for GCSEs, others will ask for A Levels and some will ask for no qualifications at all.



As well as entry requirements, employers will be looking for how you will fit in with the organisation and for your passion and interest in working in that job role.

It is important to pay close attention to each employer's advice and guidance on applying for them, so that you can really stand out in the application process and ensure you meet their requirements.

What will I be paid?

Many people think that apprentices are low-paid, and this can sometimes be true, depending on the employer.

Legally, an employer must pay an apprentice the National Minimum Wage for apprentices, which rose to £6.40 in April 2024. This is lower than the normal National Minimum Wage, but it recognises that some people will be going into their first job with no experience at all.

To read more about the National Minimum Wage click [here](#).



Test your knowledge- hold
CTRL & click the picture below
to take our apprenticeship quiz!



TEST YOUR KNOWLEDGE



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What is an apprenticeship?

Is there anything about apprenticeships that you are still not sure about?

Use the box below to make a note of anything that you would like to discuss with us or research further.

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Higher and degree apprenticeships

What are higher apprenticeships?

Higher apprenticeships are at levels 4 & 5 and the apprentice achieves a qualification equivalent to a Higher Education Certificate / Diploma or a Foundation Degree.

What are degree apprenticeships?

Degree apprenticeships are Level 6, equivalent to a bachelor's degree, and Level 7, equivalent to a master's degree.

A degree without the debt

Apprentices do not need to pay for their tuition fees, as the employer and/or government fund the apprenticeship.

Q. Do you get a social life as an apprentice?

A. Of course you do! You will hear from lots of apprentices throughout this guide who will share more about their experiences and work/life balance.

Q. What is professional accreditation?

A. This is where you will achieve an industry-wide recognised certificate or qualification to recognise your skills and competencies in the role.

Frequently Asked Questions

Some of the most commonly asked questions about higher and degree apprenticeships have already been answered for you.

Q. Do employers value degree apprenticeships as highly as they value traditional degrees?

A. Yes - employers really value degree apprenticeships because you will be applying what you learn immediately in the workplace.

Q. Is a degree apprenticeship a real degree?

A. Yes - it is exactly the same as a degree that you would study full time, except it will be studied in a different way and your apprenticeship may also include additional qualifications and/or professional accreditation.

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Higher and degree apprenticeships

Is there anything about higher and degree apprenticeships that you are still not sure about?

Use the box below to make a note of anything that you would like to discuss with us or research further.

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What are the benefits of an apprenticeship?

1. Job ready

Through apprenticeships, you will learn the skills and knowledge that your employer feels are the most relevant to your job role, making you more competitive and employable.

2. Paid while you learn

You earn a salary and do not have any fees or debt for training and tuition. This gives apprentices financial independence.

3. Gain professional accreditation

Some apprenticeships also allow individuals to gain professional accreditation, which is an industry-wide qualification or certificate that demonstrates that you have the experiences, as well as the qualifications, to do that job role. Some industries require this of an individual before they can practise that profession, such as an Accountant or Solicitor, and apprenticeships provide that status immediately, compared to fulltime education where they may have to seek further experience after their degree.

4. Experience

You have transferable experience and skills, having worked on real projects and tasks in a business environment from day one. You are immediately immersed in your industry, learning industry-specific skills and an understanding of its priorities and landscape.

5. Support

Your support network as an apprentice is vast, with your employer, colleagues, apprentice colleagues, training provider and many other networks providing both personal and professional support.

6. Networking

Not only are you learning from experts and professionals within your organisation, but you will have opportunities to meet other professionals in the industry.

7. Long-term career

Having so much practical experience, apprentices can often quickly progress through their organisation or industry, with many having moved on to manage their own teams of apprentices or becoming Directors of their organisation.

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What are the benefits of an apprenticeship?

Why employers love apprentices

Find out more about the benefits of apprenticeships from three exciting employers by watching the films below.



Channel 4

Click the film above or visit:

<https://www.youtube.com/watch?v=uD47su97gqk>



Robert Welch

Click the film above or visit:

<https://www.youtube.com/watch?v=5hGuBfCx85M>



NHS Cromer Hospital Norfolk Hospital

Click the film above or visit:

<https://youtube.com/watch?v=vSLcbljkhwU>

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What are the benefits of an apprenticeship?

After watching the films, what do you think are the top reasons why employers value apprentices?

Please list five reasons below:

1	Click or tap here to enter text.
2	Click or tap here to enter text.
3	Click or tap here to enter text.
4	Click or tap here to enter text.
5	Click or tap here to enter text.

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What are the benefits of an apprenticeship?

Why might an apprenticeship be beneficial to you?

Have a think about why an apprenticeship might be a good option for you. Are you a hands-on learner? Do you want to get into work straight away? Do you want to earn a salary?

Look at the range of benefits listed below and select which ones are most relevant to you:

- I can start earning a salary
- I can get straight into work
- I can still achieve a degree, but without the debt
- I can live at home
- I can re-locate
- I can do something that interests me
- I can have an impact straight away
- I can work for a well-known company
- I can apply my learning in the workplace immediately

- I can build up skills and experience
- I can change people's lives
- I can make a difference to the environment
- I can help to develop a product for the future
- I can use new technology
- I can master a traditional skill
- I can progress my career faster
- I can have real responsibilities in the workplace
- I can develop my confidence
- I can work with different departments
- I can travel

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What are the benefits of an apprenticeship?

Is there anything about the benefits of apprenticeships that you are still not sure about?

Use the box below to make a note of anything that you would like to discuss with us or research further.

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Which apprenticeships are available?

CAVITY

TRAINING.

Take a look through all the apprenticeships Cavity Training currently offer on the next page and begin to explore what is available to you....

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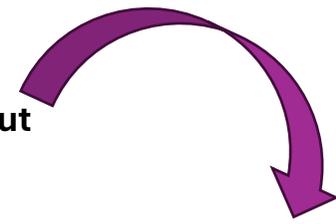
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Which apprenticeships are available?

Hold CTRL and click each picture to find out more about each course!



Level 3
Dental Nursing



Level 4
Dental Practice Manager



Level 4
Oral Health Practitioner



Level 3
Business Administrator

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Which apprenticeships are available?



Level 3
Learning & Development
Practitioner



Level 3
Team Leader Supervisor



Level 5
Learning & Development
Consultant



Level 5
Operations or Departmental
Manager

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Which apprenticeships are available?



Level 7
Senior Leader



Level 4
Learning & Skills Mentor



Level 5
Learning & Skills Teacher

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Which apprenticeships are available?

Use the sections below to make notes about the apprenticeships that you find interesting:
What did you find interesting? Did anything surprise you?

Apprenticeship Roles that interest me:

Click or tap here to enter text.

Employers that interest me:

Click or tap here to enter text.

Job Roles I would like to find out more about:

Click or tap here to enter text.

Job Roles I definitely don't want to do:

Click or tap here to enter text.

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Which apprenticeships are available?

Is there anything about the different apprenticeships that you are still not sure about?

Use the box below to make a note of anything that you would like to discuss with us or research further.

Click or tap here to enter text.

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Is an apprenticeship right for me?

Lots of individuals will feel pressured to make the 'right' decision about their future, whether this is applying to university, applying for apprenticeships or maybe doing something different like a gap year or volunteering.

Many young people will change their minds about what they want to do. For example, some apprentices applied for or even started at university, then decided it wasn't right for them and applied for an apprenticeship instead.

We want to reassure you that it is ok for you to change your mind. One of the best ways to prepare yourself will be to research all of your options and to then start to work out what is really important to you.



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Is an apprenticeship right for me?

General tips if you're not too sure

- Think about your long-term career goals. Research all of the different routes you can take to get there.
- Organise some work experience to test out what kind of environment & industry you might enjoy.
- Speak to people about their experiences of apprenticeships,
- University and their career journeys to get an idea of all of your options.



Is an apprenticeship right for me?

Important to me	Not important to me
Click or tap here to enter text.	Click or tap here to enter text.

What is important to you?

Create a list of what is important to you for all of your options post, remember to think about:

- Whether you want to carry on studying and how long for
- Whether you want to work straight away
- How you like to learn
- How will finance affect your options?
- Do you want to travel/move away?
- Your long-term goals

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Is an apprenticeship right for me?

Is there anything that you are still not sure about?

Use the box below to make a note of anything that you would like to discuss with us or research further.

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Finding an apprenticeship

- Try to have your CV and some key points to include in applications ready for when you wish to apply.
- Try not to restrict yourself to thinking in the 'academic year'. Some employers might have start dates throughout the year.
- Some employers will want you to start as soon as you can, if you are already in employment not relevant to your apprenticeship application, be mindful of any notice period you need to give.
- Utilise your personal statement. These will be the key to attracting employers to your application for an apprenticeship, keep it light, relevant and to the point
- Ask for help. If you have recently left school, speak with parents/carers to help you with your applications to an apprenticeship.
- For guidance on CV writing, you can read our [blog!](#)

Whether you are looking to embark on a career in Dental, Leadership or Teaching, you will have now learned from reading this booklet that an apprenticeship is a work-based programme.

Meaning establishing employment that will allow you to utilise the knowledge, skills and behaviours that you will learn as part of your off-the-job training whilst on-the-job!

We have some hints and tips for finding apprenticeships:

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Finding an apprenticeship

Is there anything that you are still not sure about?

Use the box below to make a note of anything that you would like to discuss with us or research further.

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Applying for apprenticeships

What should I expect from the recruitment process?

There are many different methods of recruitment that employers will use, ranging from the traditional interview to a multiple stage application. Each employer will vary and timescales for the whole process will also vary.

The big question ... is it competitive?

Securing an apprenticeship is the same as getting any other job; there will be other candidates and you will need to impress the employer to get shortlisted.

Higher and Degree apprenticeships are particularly growing in popularity and are still quite new, so there can be lots of interest for the same vacancies.



However, there are lots of ways to stand out in the application process and employers ultimately, are looking for the candidates who are most passionate and suited to their organisation.

This section will help you to prepare for the application process and be ready to compete.

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The application process

Some employers might use some or all of the below, so it's important to understand the timescales and what's involved.

Tick which methods you have a better understanding of after watching the video.

- Application form
- Online assessment/test
- Telephone interview
- Video interview
- Assessment Centre (group day)
- Group task(s)
- Interview with employer
- Interview with apprentice



New recruitment methods

Click on the video or visit:

<https://tinyurl.com/y6kkweqf>

to learn about the new technologies that are being used

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Applying for apprenticeships

- ❖ **Tip 3 – Types of interviews-** There are many different types of interviews used by employers such as: Competency based interviews, technical interviews, Panel interviews. Make sure you are prepared and don't be afraid to ask what style of interview it's going to be.

How to ace an interview!

- ❖ **Tip 1 – Do your research** Always check out the organisation. Try to understand who their customers are and what they offer them. Take time to learn what makes them different and make sure you're clear on why you would like to work for them.
- ❖ **Tip 2 – On the day-** Wear something that makes you feel good and is appropriate for the job you are interviewing for. Most importantly, it should make you feel confident and look professional.

Tip 4 – Use the STAR technique

- ❖ Use the STAR technique to give your answers structure.

S = situation

Give general background to the situation you found yourself in

T = task

Think about a problem you solved or a task you faced

A = action

Describe the decisions you made and why. Talk about the key

skills and qualities you demonstrated

R = result

What did you achieve?

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Applying for apprenticeships

Tip 5 – Example interview questions

- ❖ You need to be prepared to talk about:
 - Yourself
 - Your skills and competencies
 - The role and the organisation

Tip 6 – Prepare for the unexpected

- ❖ You should be prepared for some potentially difficult or awkward questions. If you do find yourself in such a situation, remain calm and take your time consider the question before responding.

Tip 7 – Closing with confidence

- ❖ Leave your interviewer with the right picture of you. Think of at least three skills or qualities you want them to remember. Finally, take the time to say thank you!



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Applying for apprenticeships

Preparing for interview

Consider how you would answer these typical interview questions below.

Questions about yourself

1. What are your strengths and weaknesses?

Click or tap here to enter text.

2. How would you best describe yourself?

Click or tap here to enter text.

3. What skills have you developed from work experience/previous jobs?

Click or tap here to enter text.

4. If I asked a friend or family member to tell me what your three best qualities are, what do you think they would say?

Click or tap here to enter text.

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Applying for apprenticeships

Preparing for interview

Consider how you would answer these typical interview questions below

Questions about the employer

5. What research have you carried out about our company?

Click or tap here to enter text.

6. Why do you want to work here?

Click or tap here to enter text.

7. What do you know about our products or services?

Click or tap here to enter text.

8. What do you know about the apprenticeship programme that we are offering?

Click or tap here to enter text.

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Applying for apprenticeships

Preparing for interview

Consider how you would answer these typical interview questions below

Questions about the job/apprenticeship

9. What do you think the main tasks and responsibilities will be?

Click or tap here to enter text.

10. Are there any aspects of the job description you're not sure about?

Click or tap here to enter text.

11. Which part of the job do you think will be most enjoyable?

Click or tap here to enter text.

12. Which part of the job do you think will be most challenging?

Click or tap here to enter text.

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Applying for apprenticeships

Preparing for interview - Interview tips

Employers use an interview to get to know you. You can also use it to see if the employer feels like the right fit for you. Take a look at our top tips to help you make a good impression.

Be early

Prepare your route to the interview in advance. Plan to arrive 30 minutes before the interview time and make sure you've built in time for any potential traffic problems. When you arrive, greet the receptionist with a smile to show that you are open and friendly.

Double check what you are asked to bring

Remember to bring any important documents that the employer has requested, such as ID, certificates or a portfolio. If you haven't got a document they have requested, let them know in advance, you may be able to arrange to bring an alternative.

Go over the application and prepare some notes

Take a copy of your application with you so that you can remind yourself of what you may be asked. Remember any key facts/ notes from your research to help to impress the interviewer.

Check the dress code

Dress smartly to show that you are taking the interview seriously. Most people will wear a smart pair of trousers or a skirt with a shirt or blouse. If you are not sure, check with the person that has invited you to the interview.

Prepare some examples

The interviewer will ask you about your previous experience and also, what you feel your strengths are. Have some relevant examples prepared from times that you have been part of a team, used your initiative and met deadlines.

Be passionate and enthusiastic

Start with a firm handshake at the beginning of the interview and speak clearly. Show genuine interest in the company by sitting up straight, smiling and making good eye contact. Remember to thank them at the end and shake their hand again.

Prepare some questions for the interviewer

A question such as, 'What have been some of your favourite moments in your role so far?' is a great choice, or a question that shows research, for example, 'I noticed from your website ..., can you tell me more?'

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Applying for apprenticeships

Be ready to sell yourself

There are a variety of ways you can describe yourself and your strengths. Select which of the following words you feel most closely reflects your personality and skills:

- | | | | | |
|---------------------------------------|--|---|--|--|
| <input type="checkbox"/> Able | <input type="checkbox"/> Creative | <input type="checkbox"/> Good communicator | <input type="checkbox"/> Leadership skills | <input type="checkbox"/> Rational |
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Decisive | <input type="checkbox"/> Gifted | <input type="checkbox"/> Loyal | <input type="checkbox"/> Reliable |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Dedicated | <input type="checkbox"/> Hardworking | <input type="checkbox"/> Mature | <input type="checkbox"/> Resourceful |
| <input type="checkbox"/> Alert | <input type="checkbox"/> Dependable | <input type="checkbox"/> Helpful | <input type="checkbox"/> Methodical | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Desire to succeed | <input type="checkbox"/> Highly motivated | <input type="checkbox"/> Objective | <input type="checkbox"/> Supportive |
| <input type="checkbox"/> Analytical | <input type="checkbox"/> Determined | <input type="checkbox"/> Honest | <input type="checkbox"/> Organised | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Articulate | <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Imaginative | <input type="checkbox"/> Patient | <input type="checkbox"/> Team player |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Diverse | <input type="checkbox"/> Impressive | <input type="checkbox"/> Perceptive | <input type="checkbox"/> Tenacious |
| <input type="checkbox"/> Astute | <input type="checkbox"/> Drive | <input type="checkbox"/> Insightful | <input type="checkbox"/> Persistent | <input type="checkbox"/> Thorough |
| <input type="checkbox"/> Bright | <input type="checkbox"/> Dynamic | <input type="checkbox"/> Interpersonal skills | <input type="checkbox"/> Polite | <input type="checkbox"/> Trustworthy |
| <input type="checkbox"/> Capable | <input type="checkbox"/> Educated | <input type="checkbox"/> Independent | <input type="checkbox"/> Positive | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Effective | <input type="checkbox"/> Innovative | <input type="checkbox"/> Practical | <input type="checkbox"/> Willing |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Efficient | <input type="checkbox"/> Initiative | <input type="checkbox"/> Pro active | <input type="checkbox"/> Computer literate |
| <input type="checkbox"/> Committed | <input type="checkbox"/> Energetic | <input type="checkbox"/> Intelligent | <input type="checkbox"/> Punctual | <input type="checkbox"/> Consistent |
| <input type="checkbox"/> Common sense | <input type="checkbox"/> Enjoy a challenge | <input type="checkbox"/> Intuitive | | <input type="checkbox"/> Cooperative |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Keen | | <input type="checkbox"/> Cope under pressure |

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Applying for apprenticeships

Application hints and tips

Use the checklist below to learn about some hints and tips when applying for apprenticeships. Tick the box to record that you have read and understood the statement.

Ensure that you provide an answer for all questions within the application form - do not leave any boxes blank. If you do not think that the question is relevant, you can write Not Applicable or n/a.

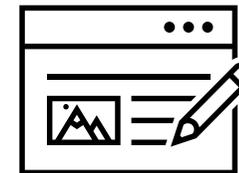
Try to keep a log of examples of your employability skills. You will have built up lots of experience in your time at school or other places on employment, such as organising, meeting deadlines, working under pressure, working as part of a team etc.

Research the company before the assessment day or interview. Write down 10 facts about them that show that you have read about them (in more detail than their homepage!). For example, which products or services do they offer? Have they been in the news recently? When were they established? How many sites do they have?

When looking at the job description, look out for the buzzwords. A buzzword is a key word that the employer will expect you to repeat back to them within your application.

Read the employer's literature – learn more about them so that you can reference them in your interviews and show greater interest in the sector.

Read the competency framework and apprenticeship standard – know exactly what the employer is looking for and reference those keywords in your application.



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Applying for apprenticeships

Is there anything that you are still not sure about?

Use the box below to make a note of anything that you would like to discuss with us or research further.

Click or tap here to enter text.

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What happens if it doesn't work out?

Extra support available

If you have had a few unsuccessful application attempts via Find an apprenticeship, you can call the National Careers Service for further support.

**National
Careers
Service**
Helping you take
the next step

Call 0800 100 900 to speak to an adviser. Lines are open from 8am to 10pm, 7 days a week. Calls are free from landlines and most mobile numbers.

Can I change my mind?

It is completely ordinary for young people to change their mind about what they want to do. Not everyone will know what they want to do at a young age.

However, if you do secure an apprenticeship and decide it is not right for you, it will be just like any other job. You will be expected to work your notice period but could then go on to seek other employment or study elsewhere and would be supported by your training provider should you wish to find another apprenticeship.

Try not to feel discouraged

Apprenticeships are competitive and it can take a few attempts to secure the right apprenticeship for you – it isn't standard to get the first apprenticeship you apply for, so try not to worry!

Review your options

Are you applying for lots of apprenticeships and at lots of levels? Make sure you are not limiting your options by only applying for certain schemes or jobs.

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Money, Finance and Funding

Salaries

Many people think that apprentices are low-paid, and this can sometimes be true, depending on the employer. Legally, an employer must pay an apprentice the National Minimum Wage for apprentices, which will rise to £6.40 in April 2020. This is lower than the normal National Minimum Wage, but it recognises that some people will be going into their first job with no experience at all.

National Minimum Wage

To read more about the National Minimum Wage click [here](https://tinyurl.com/9tr2369) or visit <https://tinyurl.com/9tr2369>

However, lots of employers pay a lot more than this!

Some apprenticeship schemes in big organisations have starting salaries of £15,000 – £20,000. Some London based or larger employers pay even more than this! It is also important to remember that there is room for progression and many apprentices will receive pay increases throughout their apprenticeship.

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Money, Finance and Funding

Setting a personal budget

Setting out a personal budget for when you start earning money as an apprentice is a good way to work out how much income you will be earning, and what your likely outgoings might be. Use the template below to estimate your monthly costs, then add them up at the end.

Discounts for apprentices

There are some fantastic money saving schemes available to apprentices. The 'NUS Apprentice extra' is the discount card for UK Apprentices with loads of discounts in-store and online. Click on the image below or visit <https://tinyurl.com/y2d4x6ln> to find out more.



Monthly Budget Planner

Month & Year:

Monthly Income	Amount
Salary	
Side Gig	
Total Income	

Fixed Expenses	Amount
Rent/Mortgage	
Utilities	
Internet/Cable	
Phone Bill	
Others	
Total Fixed Expenses	

Variable Expenses	Amount
Groceries	
Dining Out	
Transportation	
Entertainment	
Leisure	
Miscellaneous	
Total Variable Expenses	



Notes:

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Preparing for the first day of your apprenticeship

Tips for your first day

If you've been successful in receiving an offer for an apprenticeship, congratulations! The transition from full-time education to employment is a big one and you may be feeling nervous. Here are some top tips on what you can do to prepare so that the first few days and weeks run smoothly.

Find out as much as you can about the company

Even when you have secured the job and have been given a start date, you should not stop researching the company. Follow the company on Twitter and Instagram, sign up for any news alerts via their newsletter, and visit their website. This will help you to keep up to date about what's going on in their business.

Think through and plan the journey

Research all of the different transport routes and try out a few different buses before the big day so that you have a couple of different options for how to get to work. You never know if there might be delays or cancellations. This planning was really useful so on the first day you will feel less stressed about being late or getting the journey wrong..

Talk about the workplace

It helps to talk through work scenarios that could occur and how you might deal with them in a professional way. It could be anything from arriving on time when it's ok to use humour, how to look interested in a meeting (even if you don't understand what's being discussed) etc. If you're not sure there are loads of online chats you can join to get a feel for what to expect.

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Preparing for the first day of your apprenticeship

The first few days in a new job are really important for you to make the right impression and to get settled into the company. Follow this 8-point checklist for our hints and tips on acing the first few days.

Use the day/night before to prepare

The night before your first day, make sure that your clothes are ready, your packed lunch is made and that you have a pen and notebook with you to take notes. Remember to check for any travel disruptions too!

Eat breakfast

This will set you up for the day ahead. Try to have something nutritious like fruit or cereal and avoid sugary treats.

Arrive early

You wouldn't want to be late on your first day! Make sure you get there early and make a really good impression that you are keen and hard working. If they have said that you should start at 8:30am, aim to be there at least 15 or 20 minutes early.

Introduce yourself to colleagues

Don't be afraid to speak to your new colleagues, even if you haven't been introduced yet. Shake their hand, make eye contact and smile. Your colleagues will also be able to answer questions that you may have such as what people usually do for lunch or any groups that you might like to get involved with.

Listen to what is happening around you

If you're in an open plan office where people wear headphones – don't! The first few weeks are crucial for you to listen to what is happening around you and to get used to how the company works. Make sure that you pay attention to the conversations happening around you – but remember not to listen in if it looks like the conversation is not aimed at you.

Be interested

Make sure you make notes about everything. If you are given a task, ask when they need it by and aim to get it to them before the deadline so that you can delight them! Make sure you keep your phone put away and that you only use it to reply to messages during breaks.

Show your enthusiasm

You've got the job – hooray! Be enthusiastic, be interested, make notes about everything and ask lots of questions.

Have ideas

Depending on your role, you might start to notice things about certain aspects of your job that you feel could be improved. Make a note of your ideas and be ready to share them at a later time. Don't do this straight away though, you need to wait until you've settled in first and feel certain that your ideas will be welcomed.

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For more information and other free resources

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learn@cavitytraining.co.uk