



PATHWAY TO APPRENTICESHIPS

Workbook

Registration

Name: _____

Date: _____

Workshop title: _____

How are you feeling?



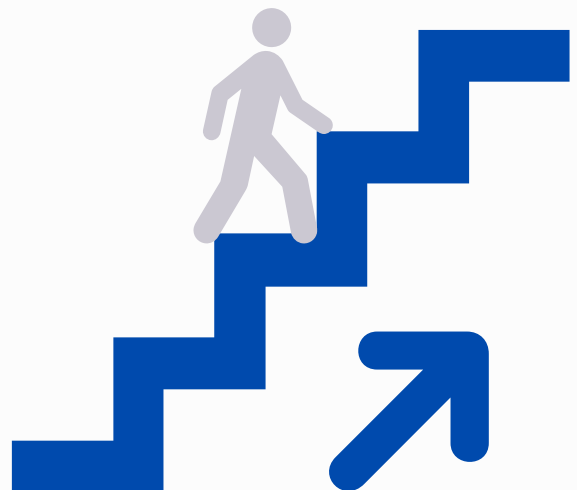
What are your expectations of this workshop?

Aim of the workbook

The aim of this workbook is to build confidence, learn new skills and understand opportunities available to you.

Pathway to Apprenticeships delivery will offer:

- 121 support to individuals 16+ who are wanting to explore the apprenticeship pathway.
- Bespoke group workshops that introduce the apprenticeship pathway provide tools to use when searching and applying for opportunities.
- Confidence building
- Employability skills
- CV writing
- Interview practice



Apprenticeships Suffolk

Our Service:

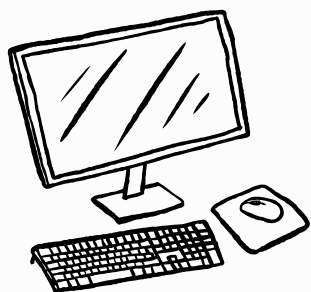
Apprenticeships Suffolk is a support service offering impartial information, advice, and guidance on the apprenticeship pathway.

What is an apprenticeship?

Apprenticeships combine practical work based training with the opportunity to gain qualifications targeted towards a specific job role or industry. As an apprentice, you will be paid to do a full-time job, whilst gaining industry specific knowledge, skills, and behaviours, which count towards a nationally recognised qualification.

Apprenticeship levels:

Level	Level of Apprenticeship	Equivalent Education Level
Intermediate	2	GCSE
Advanced	3	A-Level
Higher	4, 5, 6 & 7	Foundation degree and above
Degree	6 & 7	Bachelor's or Master's degree



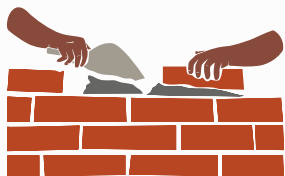
Level 2 Property
Maintenance
Operative



Level 3 Business
Administrator

Level 2 Customer
Service Practitioner

Level 2 Bricklayer



Examples of apprenticeships

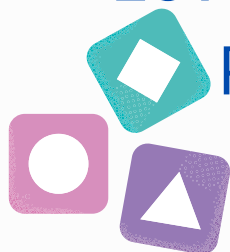


Level 2 Animal Care &
Welfare Assistant

Level 3 Youth
Support Worker



Level 2 Early Years
Practitioner



Level 3 Domestic
Electrician



Maths & English

Functional Skills

If you have not achieved a pass (grade 4 or C) in Maths & English at GCSE, you may need to complete your Functional Skills alongside your apprenticeship.

For a Level 2 apprenticeship, you can work towards achieving a Level 1 Functional Skills in Maths & English.

For a Level 3 apprenticeship, you will be required to work towards a Level 2 Functional Skills in Maths & English.

Level 1 Functional Skills is equivalent to GCSE grades 1 - 3 (G - D).

Level 2 Functional Skills is equivalent to GCSE grades 4 - 9 (C - A).

Your Training Provider/College will identify what level you are at through an initial assessment.

Inclusive

Apprenticeships



Inclusive apprenticeships are designed to break down barriers and create employment opportunities for people with cognitive, physical, mental health and sensory disabilities.

Inclusive apprenticeship checklist

Are you....

Looking for a flexible alternative to mainstream education, which is tailored towards your chosen career path?

Looking for a supportive environment where you can develop your skills and gain experience to help you succeed in your chosen career?

Looking for a job where the hours and duration can be adjusted to meet your needs?

Looking for a job with additional support to help you succeed?

If you answered YES then an inclusive apprenticeship could be for you!

About you

What are your interests?

Do you have any barriers?

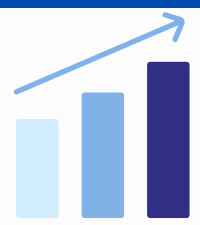
What are your goals?

I am...

Positives about you



Self improvement



What are some areas in your life that you would like to improve?

How do you think your life would be different if you improved in one or more of these areas?

Set a goal to make at least one positive change in your life over the next month:

My goal is to:

Steps I need to take to achieve this goal are:

Managing Anxiety



Thoughts or beliefs that cause you problems

What was the situation? where were you?

What happened to trigger the thought/belief

What did you believe would happen?

How did you feel as a result? What did you do?

Thought Challenging

What is the worry or
unhelpful thought?

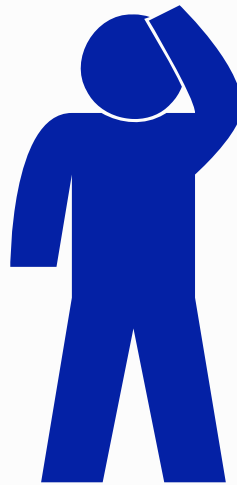


Empty rounded rectangular box for writing the worry or unhelpful thought.

What is the evidence that it
might be true/come true?



Empty rounded rectangular box for writing the evidence that it might be true/come true.



What is the evidence that it
might not be true/come
true?



Empty rounded rectangular box for writing the evidence that it might not be true/come true.

How can you adjust the
thought so it is more
helpful and accurate?



Empty rounded rectangular box for writing how to adjust the thought to be more helpful and accurate.

Behaviour

First impressions

Appropriate
language

Body language

Interview do's & dont's

1. Turn off your when interviewing. Do not answer the call or use it to text people during this meeting.
2. You should according to the setting in which you will be working.
3. When going to an interview count.
4. Carry your to your interview, having a copy may be needed or beneficial to your use.
5. When interviewing remember to smile and look the interviewer in the
6. It shows lack of interest to not ask during an interview.
7. When interviewing plan to arrive minutes early.
8. Be sure to the people who interviewed you.
9. Avoid using poor language, slang, and pause words such as.....
10. Saying anything about former colleagues, supervisors or employers is not appropriate during an interview.

Negative

Questions

First Impressions

Phone

10-15

Eyes

Dress

"Uh", "Um" & "Yup"

Thank

CV

Writing your Cover Letter

A cover letter is a formal letter that tells the company you're applying to who you are and why you're interested in working for them

Hints & tips:



Research

Make sure you research the company and role you are applying for.

Personalise

Personalise your cover letter to fit the role you are applying for.

Why them?

Tell them why you would like to work for their company.

Why you?

Tell them why you would be a good fit for the role.

Keep it short and simple

Keep your cover letter to just one page and only include information that is relevant to the role you are applying for.

Proofread!

Writing your CV

A CV is a short written summary of your skills, achievements and experience. It should give the employer a snapshot of who you are, what you have achieved and what skills/ qualities you would bring to the role.

Where to start?

Research

You will need to research the role and company you are applying for and gather information which will help you to tailor your CV to fit this role.

Personal details

You should include, your name, your address, telephone numbers, email address (ensure this is a professional one).

Personal profile

This should be 3-5 lines of explaining who you are (i.e. school leaver), why you are applying for the role and what key skills/qualities you have that make you a good fit for the role.

Employment history (if applicable)

In this section include work placements, volunteering, and any paid jobs you have held. These should be in date order with the most recent first. include employer name and dates of your employment with that company

Education History

In this section you will need to include, the school/college/university where you studied, the dates you attended, names and grades of the qualifications you achieved. Start with the most recent qualification you have gained and work backwards.



Writing your CV continued...

Once you have listed your employment and education history you should then include the following:

Hobbies, interests or achievements

In this section you can include things such as:

- Are you a member of a club/ organisation? and what transferrable skills can you draw from this? (E.g., teamwork, commitment to weekly sessions, job specific skills)
- What do you like to do in your spare time?
- Do you have any achievements, which might demonstrate skills which are relevant to the job you are applying for?

References

At the bottom of your CV you should include a section which states references are available upon request.

icanbea...



The Icanbea online CV Builder is a great tool to help you start creating your CV in the PDF format from a phone or computer!

Scan here to start creating your CV on Icanbea...



Career options

<p>Business, Administration & Law</p>	<p>Health, Public Services & Care</p>	<p>Construction, Planning & the Built Environment</p>
<ul style="list-style-type: none"> • Administration • Customer Service • Accounting & Finance • Business • Business Management • Marketing & Sales • Law & Legal Services 	<ul style="list-style-type: none"> • Nursing & Dental Health • Complementary Health Studies • Health & Social Care • Public Services • Early Years & Playwork • Medicine & Dentistry 	<ul style="list-style-type: none"> • Architecture • Building & Construction • Building Services • Construction Crafts • Urban, Rural and Regional Planning
<p>Retail and Commercial Enterprise</p>	<p>Engineering & Manufacturing Technologies</p>	<p>Agriculture, Horticulture and Animal Care</p>
<ul style="list-style-type: none"> • Retailing & Wholesaling • Call Centre Operations • Warehousing Distribution • Service Enterprises • Hairdressing • Beauty Therapy • Hospitality and Catering 	<ul style="list-style-type: none"> • Engineering • Manufacturing Technologies • Motor Vehicle • Transportation Operations & Maintenance 	<ul style="list-style-type: none"> • Agriculture • Horticulture • Forestry • Animal Care • Veterinary Science • Equine Studies • Environmental Conservation
<p>Education and Training</p>	<p>Leisure, Travel and Tourism</p>	<p>Information and Communication Technology</p>
<ul style="list-style-type: none"> • Teaching • Lecturing • Training to provide Learning Support 	<ul style="list-style-type: none"> • Sport, Leisure & Recreation • Sport • Public Services • Travel & Tourism 	<ul style="list-style-type: none"> • ICT for Practitioners/Users • Communications Technology
<p>Arts, Media and Publishing</p>		
<ul style="list-style-type: none"> • Performing Arts • Visual Arts • Media & Communication • Publishing and Information Services 		

Task

Use the space below to make some notes about the apprenticeship standards that you are interested in.

Apprenticeship standard:		Apprenticeship standard:	
Level		Level	
Duration		Duration	
Entry Requirements		Entry Requirements	
Brief overview of the role		Brief overview of the role	

Apprenticeship standard:		Apprenticeship standard:	
Level		Level	
Duration		Duration	
Entry Requirements		Entry Requirements	
Brief overview of the role		Brief overview of the role	

Applying for apprenticeships

Once you know which apprenticeship qualification you would like to complete, you can then start searching and applying for vacancies!

When applying for vacancies it is important to take into consideration factors such as, location of the role, the salary, working hours, application deadline and the skills/qualifications the employer is looking for.

Websites to assist you with your search:

www.apprenticeshipssuffolk.org/all-jobs/

www.findapprenticeship.service.gov.uk/apprenticeshipsearch

www.indeed.com

www.nationalcareers.service.gov.uk

www.suffolkjobsdirect.org

www.careerfinder.ucas.com

www.icanbea.org.uk

Using those websites, complete the task on the next two pages to identify the current live vacancies you may be interested in applying for.



Employer Name:	
Closing date:	
Location:	
Hours:	
Pay/ Salary:	
Company website:	
Sector:	
Any other notes:	

Employer Name:	
Closing date:	
Location:	
Hours:	
Pay/ Salary:	
Company website:	
Sector:	
Any other notes:	

Employer Name:	
Closing date:	
Location:	
Hours:	
Pay/ Salary:	
Company website:	
Sector:	
Any other notes:	

Employer Name:	
Closing date:	
Location:	
Hours:	
Pay/ Salary:	
Company website:	
Sector:	
Any other notes:	

When searching for an apprenticeship or job, it is important to consider what factors are important to you. This will help you to decide whether a job is suitable for you or not.

Task

Complete the table below to establish what factors are important to you.

Factor	Important	Don't mind	Not important
How much you are paid			
Working hours			
Commute time to and from work			
Working environment (e.g office based or outside work)			
Working within a team			
Career progression			
Professional Status (e.g Dr, vet, nurse, paramedic, accountant)			
Work/life balance			
Location			
Helping others			
Work benefits (e.g company cars, discount cards, bonuses)			
Working on a computer			
Working with the public			
Self-employment			
Contract (e.g Full-time, part-time, zero hour, fixed term)			
Working for a big company/organisation			
Working for a small company/organisation			

How are you feeling?



Did the workshop meet your expectations?

Wellbeing and alternative support

- www.nhs.uk or text “SHOUT” to 85258 for mental health support
- www.kooth.com
- www.samaritans.org or call 116 123
- www.suffolkmind.org.uk or call 0300 111 6000
- www.angliacaretrust.org.uk or call 01473 622888
- Steam House Cafe - 22 Carr Street Ipswich IP4 1EJ or call 07435 943590
- www.4yp.org.uk or call 01473 252 607
- Barnardo’s Phonenumber Service – Call 0345 600 2090 (option 2)
- Chathealth – Text a Suffolk School Nurse – 07507 333 356
- www.childline.org.uk or call 0800 1111
- Call 111 - Option 2 for mental health

