



# Apprenticeships Suffolk



Funded by  
UK Government

# PARTICIPANT GUIDE



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## OUR SERVICE:

Apprenticeships Suffolk is an impartial and completely free service being offered by Suffolk County Council as part of their strategic aim to increase the quality and quantity of apprenticeships within the county, thereby supporting business and economic growth.

This project is part-funded by the UK Government through the UK Shared Prosperity Fund (UKSPF) supporting Suffolk's district and borough councils to deliver a 1-year project to engage and support individuals 16+ break down barriers to gain meaningful employment, provided 121 supports with coaching and job searching or signpost into other skills-based opportunities and actively promote Apprenticeship opportunities to support employment in Suffolk.

The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

## REFERRAL PROCESS:

- If you are 16+ and would like support with progressing with an apprenticeship you can download and complete our [Participant Referral Form](#). Once we have your completed referral form, you will be contacted by our Participant Advisor to arrange an initial call to discuss your interests and suitable next steps.
- If you are apprenticeship ready and are actively looking for an apprenticeship you will move into our Talent Pool. You will receive ongoing support from the team by receiving regular check ins and our Wednesday Weekly Newsletter with current opportunities in and around Suffolk.
- If you are not apprenticeship ready or an apprenticeship is not suited to you we can also sign post to other services that may suit your needs better such as Pathway to Apprenticeships.



**Apprenticeships Suffolk Referral Form**

Apprenticeships Suffolk is a free and impartial service, offering information, advice, and guidance to help you with your route into an apprenticeship.

**How did you hear about our service?:**  
e.g. Work/Coach, Family/Friend, Careers Event, Young Person's Worker, employer

Type of Referral  
 Referring myself  
 Referred by other  
*If referred by other, please complete below/*

**Referred by:**  
e.g. Organisation name and your full name

**Relationship to referral:**  
e.g. Parent/Carer, Work Coach

**Contact Number:**

**Email:**

**Referral's Personal Details**

**Date referral form completed:**  
DD/MM/YYYY

**Name:**

**Referred by any other name:**

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**Visit our website:**

<https://apprenticeshipssuffolk.org/>

# WHAT IS AN APPRENTICESHIP?

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- Apprenticeships are a combination of working and studying. An apprentice is an employee, working alongside experienced staff gaining job-specific skills.
- An apprenticeship is for anyone aged 16+.
- They range from Level 2 to Level 7.
- There are over 800 apprenticeship standards approved for delivery

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## ***Apprenticeship Levels explained:***

**Level 2** - (Intermediate Apprenticeship) - Equivalent to 5 GCSE's 4 - 9

**Level 3** - (Advanced Apprenticeship) - Equivalent to 2 A-Level's

**Level 4 & 5** - (Higher Apprenticeship) - Equivalent to Foundation Degree

**Level 6** - (Higher Degree Apprenticeship) - Equivalent to a full Degree

**Level 7** - (Higher Degree Apprenticeship) - Equivalent to a full Masters Degree

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## ***Apprenticeship standards:***

There are currently over 800 apprenticeship standards, these can all be found on the IFATE website.

**[www.instituteforapprenticeships](http://www.instituteforapprenticeships)**

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## ***Wage:***

How much you earn will depend on the industry, location, and level of apprenticeship you choose, currently National Minimum Wage for an apprentice is £6.40 (correct as of April 2024). This is just a minimum sometimes an employer may wish to pay more than this. **[Click here](#)** for further information on this.

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## ***Working hours:***

As an apprentice, you will be paid to do a full-time job, to comply with legislation, an apprentice's working week should be at least 30 hours a week of combined work and study. Included in these 30 hours will be 6 hours of paid off the job training.

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# ***MYTH BUSTERS***

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## **“Apprenticeships are only for young people”**

Apprenticeships are for anyone 16+, there is no upper age limit! It is a great way to upskill during your career

## **“It’s not a real job”**

Apprenticeships are paid full-time jobs where you will be working towards achieving a formal qualification.

## **“Apprenticeships are for those who aren’t very academic”**

Apprenticeships can be suitable for anyone, there are over 800 different apprenticeships you can do with a range of levels.

## **“You can’t get a degree through an apprenticeship”**

Instead of going to university you could look into degree level apprenticeships which are equivalent to a bachelor’s degree and masters.

## **“You have to pay for your training”**

Apprenticeships are fully funded by the Government and your employer, there are no student loans or tuition fees to worry about.

# APPRENTICESHIP QUALIFICATIONS

Visit the [IFATE website](#) to view all the current apprenticeship qualifications (these are also known as apprenticeship standards)

Type in any key words based on your interests e.g animals

Apprenticeship search

Subscribe to our RSS feed

## SEARCH THE APPRENTICESHIPS

Filter the results

Sort: Alphabetically By Date

Keywords

Route(s)

- Agriculture, environmental and animal care
- Business and administration
- Care services
- Catering and hospitality
- Construction and the built environment
- Creative and design
- Digital
- Education and early years
- Engineering and manufacturing
- Hair and beauty
- Health and science
- Legal, finance and accounting
- Protective services
- Sales, marketing and procurement
- Transport and logistics

Showing 859 standards

**Publishing professional** ST1442 Version: 1.0

Approved for delivery from 23 Jan 2024 Level 4 24 months Max funding: £10,000

Supporting key parts of the publishing process from the conception to production.

**Embalmer** ST1312 Version: 1.0

Approved for delivery from 09 Jan 2024 Level 5 36 months Max funding: £20,000

To preserve, sanitise and present a deceased person, ensuring confidentiality, minimising risks to public health and assisting the bereaved by contributing to a healthy grieving process.

**Legal technician - conveyancing technician or probate technician** ST1312 Version: 1.0

Approved for delivery from 03 Jan 2024 Level 4 24 months Max funding: £10,000

Support the Authorised Person in dealing with legal matters relating to the transfer of ownership of land or property from a seller to a buyer.

The off-the-job training requirements for full time apprentices who start on or after 1 August 2022 have changed and are detailed as part of the apprenticeship funding rules. The wording in the updated rules supersedes the wording in the EPA plans of individual apprenticeships published prior to this change. The English and maths requirements have also changed for all level 2 apprentices, regardless of their start date. Please see the current apprenticeship funding rules for details.

Download

Browse the different routes/industries

There are currently over 800 apprenticeship standards that have been approved for delivery

View the apprenticeship standard info in more detail e.g duration & entry requirements



# ***SEARCHING FOR APPRENTICESHIPS***

Here some of the many websites you can use to start your search for current apprenticeship vacancies:



[www.apprenticeshipssuffolk.org/all-jobs/](http://www.apprenticeshipssuffolk.org/all-jobs/)



[www.findapprenticeship.service.gov.uk/apprenticeshipsearch](http://www.findapprenticeship.service.gov.uk/apprenticeshipsearch)



[www.indeed.com](http://www.indeed.com)



[www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk)



[www.suffolkjobsdirect.org](http://www.suffolkjobsdirect.org)



[www.careerfinderucas.com](http://www.careerfinderucas.com)



[www.icanbea.org.uk](http://www.icanbea.org.uk)

# WEDNESDAY WEEKLY

**Apprenticeships Suffolk** 31/01/2024 **Suffolk County Council**

## WEDNESDAY WEEKLY

Your weekly update of the latest Apprenticeships Suffolk vacancies as well as an array of opportunities in and around Suffolk.

### Apprenticeships Suffolk Vacancies:

- Level 2 Community Activator Coach** Ipswich  
Opportunity to work closely with qualified coaches to help deliver Pipers Vale's recreational and development gymnastics program.  
[Click here](#) for further information.
- Level 2 Hairdressing Professional** Hadleigh  
Opportunity to work closely with experienced stylists to help meet clients needs and become an integral part of the Double Take team.  
[Click here](#) for further information.
- Level 2 Finance Assistant** Mildenhall  
Opportunity to be an integral part of the team responsible for maintaining an efficient and accurate finance function within a business.  
[Click here](#) for further information.
- Level 3 Business Administration** Ipswich  
Join a small but busy office supporting the teams work in the community with children, young people and families.  
[Click here](#) for further information.

Our Wednesday Weekly newsletter is sent round to all of our registered participants who are actively looking for apprenticeships!

The newsletter includes a wide range of information and new opportunities in and around Suffolk.

It lists our current opportunities within our service which can also be found on our [Jobs page](#).

The newsletter also includes a different sector spotlight each week, employer spotlights and the Suffolk Training Providers.

**This week's spotlight... Construction**

Below are the current apprenticeship opportunities within construction across Suffolk:

- Level 2 Groundworker** Lowestoft
- Level 2 Bricklayer** Ipswich
- Level 2 Groundworker** Lowestoft

Barratt Homes in Ipswich have an opportunity to work with experienced trade specialists while working towards achieving a Level 2 bricklayer qualification.

[Click here to book your free ticket to UK Construction Week in London \(7th-9th May\)](#)

[Click here to view all current apprenticeship opportunities on the GOV website](#)

**Engineering Technician apprenticeship!**

- Level 4 Lead Engineering Maintenance Technician Apprenticeship
- Multiple locations

Engineering Technician Apprenticeship provides opportunity to enter the world of engineering learn while learning and training to become a Maintenance Technician (O & M) for today and tomorrow.

be working in both the operations and teams on one of their CCGT power station of the O&M maintenance team you will earning in your core subject of Electric Mechanical Engineering and Control Instrument Engineering.

"I took the Engineering Technician Programme as an alternative to going to Uni have no regrets, as I was able to gain experience, and then carry out a BENG traineeship, which was fully funded."

Team Leader

[Click here for further information & how](#)

**Suffolk Training Providers**

Below are the Suffolk based Providers that deliver apprenticeship training. Click on the provider logos to visit their website and view their opportunities.

- WEST SUFFOLK COLLEGE
- Suffolk New College
- eastcoast COLLEGE
- BlueSky
- hit
- WStraining
- tchc
- EASTON REGION TRAINING
- LIGHTHOUSE GROUP
- YMCA
- first intuition
- THE BRITISH RACING SCHOOLS
- Empson Training Ltd
- M.E.A.T

You can register with our service if you would like to receive this each week!

# HIGHER & DEGREE APPRENTICESHIPS



Higher apprenticeships range from level 4 to 7 and are equivalent to a foundation degree and above. Degree apprenticeships are available at levels 6 and 7 and are equivalent to a full bachelor's and Master's.

They combine work with study and may include a work-based, academic or combined qualification or a professional qualification relevant to the industry.

**[Click here](#)** to view all current higher & degree level apprenticeship qualifications you could complete on the IFATE website

## **HIGHER & DEGREE APPRENTICESHIP EMPLOYERS**

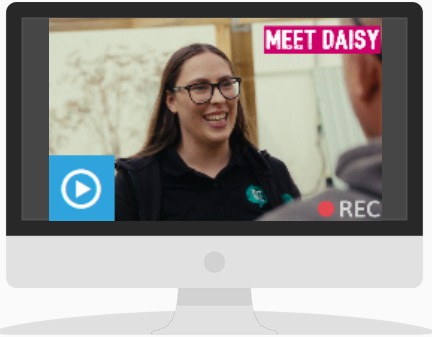


Download Amazing Apprenticeships Higher and Degree Vacancy Listing for 2024



# APPRENTICE STORIES

Below are some of the many apprentice stories from the [Amazing Apprenticeships](#) website, these videos give you a better insight to the apprenticeship pathway.

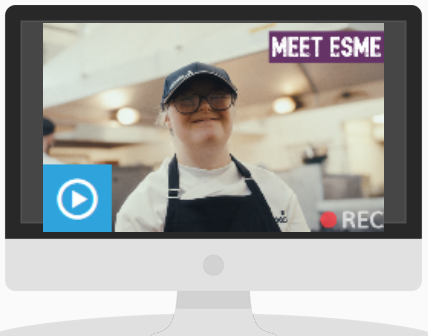
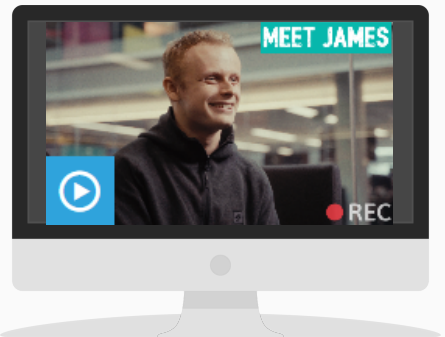


[Click here](#) to watch Daisy's story to find out more about how she discovered her apprenticeship.

Daisy is a **Level 3 Fundraising apprentice** at Abberton Rural Training, one of the largest education providers in Essex helping young people learn new skills and improve job prospects.

[Click here](#) to watch James's story to find out more about how he found his apprenticeship, his day-to-day tasks at the BBC, and the things that he most enjoys about his apprenticeship experience.

James is a **Level 6 Software Engineer** at the BBC.



[Click here](#) to watch Esme's story to find out more about her day-to-day in the kitchen, the types of support she receives from her team, and what she enjoys most about her role.

Esme is a **Level 2 Production Chef apprentice** with Sodexo, a company that provides facilities management and food services across both the public and private sector.

[Click here](#) to watch more apprentice stories on the Amazing Apprenticeships Website

# 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 transferable 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...





# 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!***

*Ask someone to read over your cover letter & CV.*

# Task

Visit [www.instituteforapprenticeships.org/apprenticeship-standards/](http://www.instituteforapprenticeships.org/apprenticeship-standards/) to make some notes using the space below about the apprenticeship standards 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	

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			

# **ALTERNATIVE SERVICES & SUPPORT**

If an apprenticeship is not the right option for you at this point, there are many other options and support services that can suit your needs better prior to progressing with an apprenticeship.

***Here are some of the many alternative services available and what support they can provide:***

**Multiply Suffolk** - Support for adults 19+ with improving their numeracy skills.

**Inspire** - 16-24 Employability Programmes, Princes Trust and pre-apprenticeship vocational training.

**The Skills Academy** - Offering vocational training, practical learning, career guidance, and apprenticeship pathways.

**Lapwing** - Delivers bespoke alternative education to young people aged 4 to 25 years olds.

**Volunteer Suffolk** - Volunteering opportunities across Suffolk.

**Supported Internships** - Structured, work-based study programme for 16 to 24-year-olds with SEND, who have an education, health and care (EHC) plan.

**SENDIASS** - Special Educational Needs and Disabilities Information Advice and Support Service.

**Pathways to Apprenticeships** - 121 support for those wanting to explore the apprenticeship pathway and helping them to achieve this goal by focusing on any barriers individuals might face before entering their apprenticeship.

# LINKS & DOWNLOADS

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[Apprenticeships Suffolk](#)

Apprentice links & downloads

[Icanbea...](#)

[Amazing Apprenticeships](#)

[Become an Apprentice](#)

[The Source](#)

[Institute for Apprenticeships](#)

[UCAS- Degree Apprenticeship](#)

[Guide to Apprenticeship Interviews](#)

[Skills Bootcamps](#)

[Apprenticeships Norfolk](#)

[Travel Training](#)

[Wellbeing Support](#)

*Scan here to register your interest with Apprenticeships Suffolk!*





# Apprenticeships Suffolk



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**LEVELLING  
UP**



Apprenticeships Suffolk



Apprenticeships in Suffolk



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01473 263555



<https://apprenticeshipssuffolk.org/>



**West Suffolk**  
Council

