



# Apprenticeships Suffolk



Funded by  
UK Government

# SCHOOLS HANDBOOK



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## OUR SERVICE:

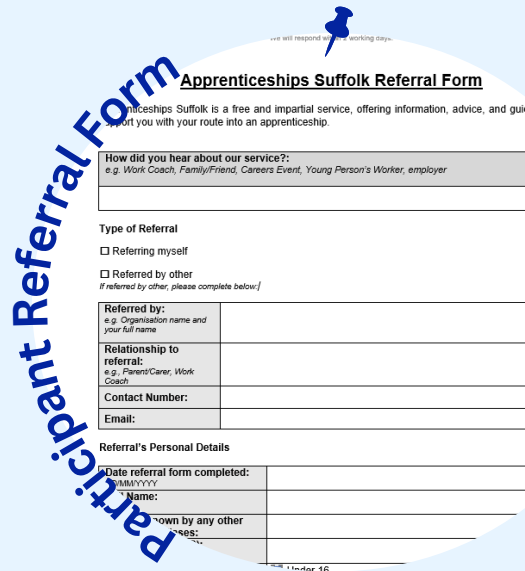
Apprenticeships Suffolk is an impartial and completely free service being offered by Suffolk County Council as part of their strategic aim to increase the quality and quantity of apprenticeships within the county, thereby supporting business and economic growth.

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 support 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:**  
 DDMMYYYY

**Name:**

**Referred by any other name:**

**Age:**

**Gender:**

Visit our website:

<https://apprenticeshipssuffolk.org/>

# WHAT IS AN APPRENTICESHIP?

Gaining job-specific knowledge, skills, behaviours and work experience in your chosen career path.

Currently National Minimum Wage for an apprentice is £6.40 per hour.

Working between 30-40 hours a week, including your 6 hours of mandatory Off the Job Training.

Apprenticeships are for anyone aged 16+ there is no upper age limit.

Earning while you're learning!

Currently over 800 different apprenticeship qualifications approved for delivery.

No limit as to how many apprenticeships you can complete. Levels range from 2-7 (Including degree apprenticeships).



Apprenticeships  
Suffolk

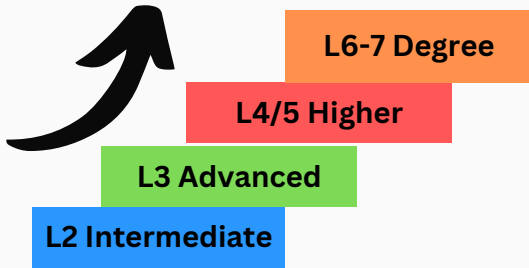


Suffolk  
County Council

# APPRENTICESHIP QUALIFICATIONS & LEVELS

Different levels of apprenticeships:

- Intermediate (level 2)
- Advanced (level 3)
- Higher (levels 4 -5)
- Degree (levels 6-7)



THERE ARE OVER 172  
LEVEL 2  
APPRENTICESHIPS  
STANDARDS

THERE ARE OVER 288  
LEVEL 3  
APPRENTICESHIPS  
STANDARDS

THERE ARE OVER 131  
LEVEL 4  
APPRENTICESHIPS  
STANDARDS

THERE ARE OVER 53  
LEVEL 5  
APPRENTICESHIPS  
STANDARDS

THERE ARE OVER 128  
LEVEL 6  
APPRENTICESHIPS  
STANDARDS

THERE ARE OVER 85  
LEVEL 7  
APPRENTICESHIPS  
STANDARDS

**You could do an  
apprenticeship in:**



**You can find all these  
qualifications on the Skills  
England Website**

# APPRENTICESHIPS LINKED

## BY SUBJECTS

Click on your subject of choice to view the different apprenticeships in that field:

[English](#)

[Maths](#)

[Geography](#)

[Science](#)

[Languages](#)

[Religious Studies](#)

[Computing](#)

[Music](#)

[Business](#)

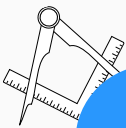
[Physical Education](#)

[Art & Design](#)

[Food Technology](#)

[Technology](#)

[History](#)



# SEARCHING FOR APPRENTICESHIPS

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Below are some of the many websites you can use to search for current apprenticeship vacancies:

[www.apprenticeshipsuffolk.org/all-jobs/](http://www.apprenticeshipsuffolk.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.careerfinder.ucas.com](http://www.careerfinder.ucas.com)



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



# 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.

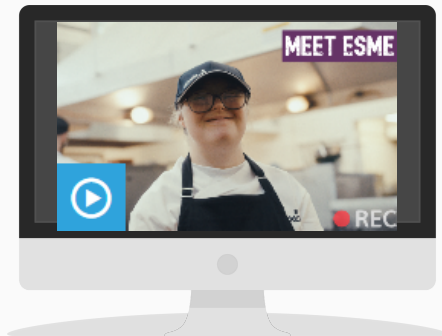


[Click here](#) to watch Daisy's story to find out more about how she discovered her apprenticeship.

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

# FAMOUS APPRENTICES

Match the celebrity with the apprenticeship you think they completed at the start of their career.

*Correct answers at the end of the booklet*

**David Beckham**



**Hairdressing apprenticeship**

**Jamie Oliver**



**Youth Football Training Scheme apprenticeship**

**Rebecca Adlington**



**Chef De Partie apprenticeship**

**John Frieda**



**Toolmaker apprenticeship**

**Sir Alex Ferguson**



**Sporting Excellence apprenticeship**

# FAMOUS APPRENTICES

Match the celebrity with the apprenticeship you think they completed at the start of their career.

*Correct answers at the end of the booklet*

**Whoopi Goldberg**



**Electrician apprenticeship**

**Elvis Presley**



**Plumbing apprenticeship**

**Stella McCartney**



**Bricklayer apprenticeship**

**Michael Caine**

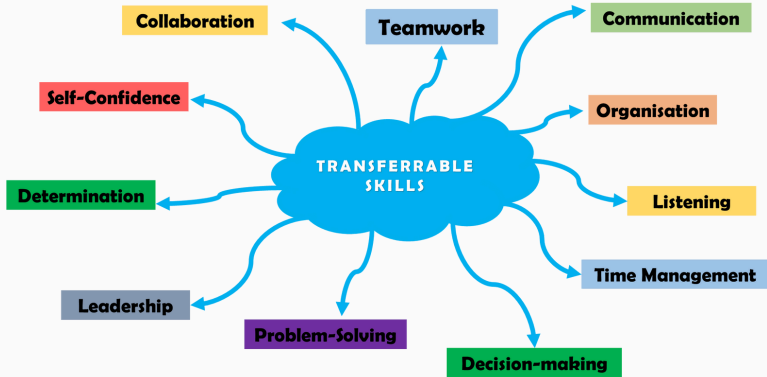


**Tailor and Cutter  
apprenticeship**

# TRANSFERABLE SKILLS

Here are some examples of transferable skills, use the space below to write down what you think are your transferable skills. Think about any skills you have gained through work experience, your hobbies, responsibilities at home/school, etc.

## Examples Transferable Skills



My Transferable Skills are...

# *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 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 your friends, family or teachers to read over your cover letter & CV.*

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			

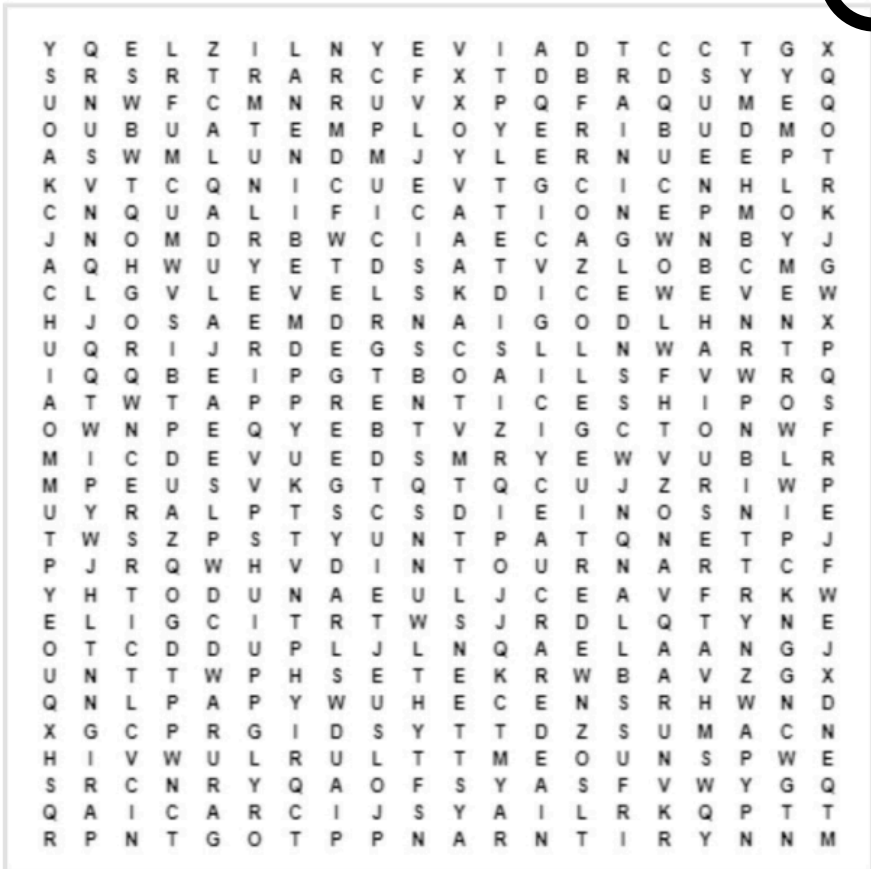
# Task

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.

<b>Apprenticeship standard:</b> .....		<b>Apprenticeship standard:</b> .....	
<b>Level</b>		<b>Level</b>	
<b>Duration</b>		<b>Duration</b>	
<b>Entry Requirements</b>		<b>Entry Requirements</b>	
<b>Brief overview of the role</b>		<b>Brief overview of the role</b>	

<b>Apprenticeship standard:</b> .....		<b>Apprenticeship standard:</b> .....	
<b>Level</b>		<b>Level</b>	
<b>Duration</b>		<b>Duration</b>	
<b>Entry Requirements</b>		<b>Entry Requirements</b>	
<b>Brief overview of the role</b>		<b>Brief overview of the role</b>	

# APPRENTICESHIP WORDSEARCH



ADVANCED APPRENTICE APPRENTICESHIP BEHAVIOURS CAREER

COLLEGE DEGREE EDUCATION EMPLOYER EMPLOYMENT

EXPERIENCE INDUSTRIES INTERMEDIATE KNOWLEDGE LEVELS PAID

QUALIFICATION SKILLS STUDY TRAINING

# ***SEND SUPPORT***

Useful links below:

**[Disabled Apprentice Network \(DAN\)](#)**

**[Into Apprenticeships - Guide](#)**

**[Inclusive Apprenticeships](#)**

**[Inclusive Learning](#)**

**[SENDIASS](#)**

**[SENCO](#)**

**[Supported Learning](#)**

**[Supported Internships](#)**

**[Support available for students with a learning difficulty, mental health condition or disability](#)**

# USEFUL RESOURCES:

[Apprenticeships  
Suffolk](#)  
[Apprentice links &  
downloads](#)

[Year 11 Padlet](#)

[Amazing  
Apprenticeships](#)

[Become an  
Apprentice](#)

[The Source](#)

[Institute for  
Apprenticeships](#)

[UCAS- Degree  
Apprenticeship](#)

[Icanbea](#)

# APPRENTICESHIP EMPLOYERS:

[RAF  
Apprenticeships](#)

[MET Police  
Apprenticeships](#)

[NHS  
Apprenticeships](#)

[TUI  
Apprenticeships](#)

[BT Apprenticeships](#)

[Sizewell C  
Apprenticeships](#)









[British Sugar  
Apprenticeships](#)

[Morgan Sindall  
Apprenticeships](#)

[Specsavers  
Apprenticeships](#)

[Click here](#) to view more apprenticeship employers!

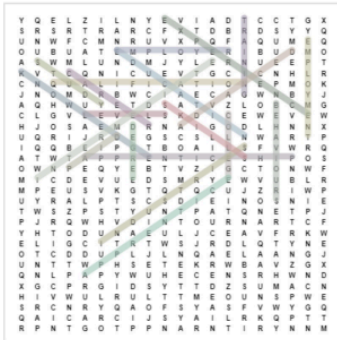
# To do list

-  **Consider your interests**  
What is it you want to do in the future? You can access online career/ personality quizzes to help you discover possible career options based on your interests, skills and attributes. Examples of these can be found on “I can be a...” and “The Buzz Quiz” websites.
-  **Do your research**  
How can I get into my preferred industry?  
What qualifications/ experience will I need?
-  **Attend career events (virtual or in person)**
-  **Research local employers in your preferred industry** approach them to request some work experience.
-  **Build your CV and cover letter for job applications**
-  **Consider doing a Pre-apprenticeship programme or traineeship**
-  **Register on the National Apprenticeship Service**  
To search and apply for current apprenticeship opportunities in your local area and to set alerts for new opportunities.
-  **(Year 11/12/13 only) Register with Apprenticeships Suffolk where you will receive ongoing support from our Participant Advisor.**  
Receive our Wednesday Weekly which shares our current live job vacancies, and you will be invited to apply to new opportunities within our service.

# ANSWERS

## APPRENTICESHIP WORDSEARCH -

### ANSWERS SHEET



ADVANCED APPRENTICE APPRENTICESHIP BEHAVIOURS CAREER  
COLLEGE DEGREE EDUCATION EMPLOYER EMPLOYMENT  
EXPERIENCE INDUSTRIES INTERMEDIATE KNOWLEDGE LEVELS PAID  
QUALIFICATION SKILLS STUDY TRAINING

## Interview do's & dont's

1. Turn off your .....**phone**..... when interviewing. Do not answer the call or use it to text people during this meeting.
2. You should .....**dress**..... according to the setting in which you will be working.
3. When going to an interview ....**first impressions**..... count.
4. Carry your ...**CV**..... 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 ...**eyes**.....
6. It shows lack of interest to not ask ...**questions**..... during an interview.
7. When interviewing plan to arrive .....**10-15**..... minutes early.
8. Be sure to ....**thank**..... the people who interviewed you.
9. Avoid using poor language, slang, and pause words such as....."**Uh**", "**Um**" & "**Yup**".....
10. Saying anything ....**negative**..... about former colleagues, supervisors or employers is not appropriate during an interview.

## Famous apprentices

David Beckham -Youth Football Training Scheme Apprenticeship

Jamie Oliver - Chef De Partie Apprenticeship

Rebecca Adlington - Sporting Excellence Apprenticeship

John Freida - Hairdressing Apprenticeship

Sir Alex Ferguson - Toolmaker Apprenticeship

Whoopi Goldberg - Bricklayer Apprenticeship

Elvis Presley - Electrician Apprenticeship

Stella McCartney - Tailor and Cutter Apprenticeship

Michael Caine - Plumber Apprenticeship

**"Did you get them all right?"**



# Apprenticeships Suffolk



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Apprenticeships Suffolk



Apprenticeships in Suffolk



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@apprenticeshipssuffolk



[apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk)



01473 263555



<https://apprenticeshipssuffolk.org/>

