



Apprenticeships Suffolk



Funded by
UK Government

PARTICIPANT GUIDE





Apprenticeships Suffolk

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 support 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:

Under 16

Visit our website:

<https://apprenticeshipssuffolk.org/>

WHAT IS AN APPRENTICESHIP?



- 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

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

Apprenticeship standards:

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

<https://skillsengland.education.gov.uk/apprenticeships/>

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 £7.55 (correct as of April 2025). This is just a minimum sometimes an employer may wish to pay more than this. [Click here](#) for further information on this.

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.

MYTH BUSTERS

“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.



SEARCHING FOR APPRENTICESHIPS

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



www.apprenticeshipsuffolk.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

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.

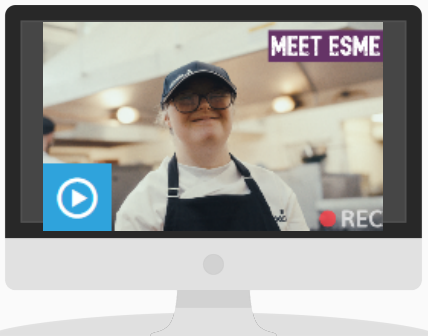


[Click here](#) to watch Daisy's story to find out more about how she discovered her apprenticeship.

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.

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

Task

Visit 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	

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

[Apprenticeships Suffolk](#)

Apprentice links & downloads

[Icanbea...](#)

[Amazing Apprenticeships](#)

[Become an Apprentice](#)

[The Source](#)

[Skills England](#)

[UCAS- Degree Apprenticeship](#)

[Guide to Apprenticeship Interviews](#)

[Skills Bootcamps](#)

[Apprenticeships Norfolk](#)

[Travel Training](#)

[Wellbeing Support](#)

Scan here to register your interest with Apprenticeships Suffolk!





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