

# A guide to apprenticeships

## What's an apprenticeship?

An apprenticeship is a genuine job and under all circumstances an apprentice will be employed from day one. Apprenticeships combine practical training in a job with study.

An apprentice will:

- work alongside experienced staff
- gain job-specific skills
- earn a wage and get holiday pay
- be given time for study related to their role (the equivalent of one day a week)

## What levels are there?

All apprenticeships include elements of on the job and off the job training, leading to industry recognised standards or qualifications. Some apprenticeships also require an assessment at the end of the programme to assess the apprentice's ability and competence in their job role.

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

## What can they earn?

The national minimum wage (NMW) for apprentices is £3.90 per hour from April 2019. The apprentice NMW applies to apprentices aged under 19 or aged 19 or over and in the first year of their apprenticeship.

Apprentices aged 25 and over, and not in the first year of their apprenticeship, will be entitled to the National Minimum Wage.

Year	25 and over	21 to 24	18 to 20	Under 18
April 2019	£8.21	£7.70	£6.15	£4.34

This is the legal minimum pay per hour, most receive more. The Apprenticeship Pay Survey 2016 estimated the average gross hourly pay received by apprentices in Great Britain was £6.70 an hour for level 2 and 3 apprentices which is equivalent to nearly £14,000 per year. More details on salaries and entry criteria in specific apprenticeship occupations can be found on [GOV.UK](http://GOV.UK) and search 'apprenticeships'

## Why apply?

- Earn a real wage;
- Be trained in the skills employers want;
- Set yourself up for the future – apprentices enjoy marked salary increases when they complete their training, and those completing a higher apprenticeship could see increased earnings of an estimated £150,000 over their lifetime.\*

## Entry requirements

Apprenticeships are available to anyone over the age of 16, living in England and have no upper age limit. The National Apprenticeship Service is committed to ensuring that high quality apprenticeships are a prestigious option, accessible to all people from all backgrounds. All vacancies on [Find an apprenticeship](#) will clearly state what the entry requirements are for the job role being advertised. There will be different entry requirements depending on the industry, job role and apprenticeship level.

Recent changes to the minimum English and maths requirements now mean that people with a learning difficulty or disability can now access a level 2 intermediate apprenticeship as long as they can achieve an entry level 3 qualification during their apprenticeship.

A Disability Confident Employer will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria as defined by the employer. For more details, search Disability Confident on [GOV.UK](http://GOV.UK).

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## Where to look for an apprenticeship?

With so many opportunities on offer, there are several ways you can find an apprenticeship.

More information, including videos of current apprentices, is available at [apprenticeships.gov.uk](http://apprenticeships.gov.uk). You can search and apply for vacancies on Find an apprenticeship on [GOV.UK](http://GOV.UK). Once registered on Find an apprenticeship, email and text alerts can be set up about new apprenticeship vacancies which may be of interest.

If you would like to view more information on a selection of well-known employers you can visit the vacancy snapshot at [amazingapprenticeships.com](http://amazingapprenticeships.com). It displays a range of employers fact files outlining the types of apprenticeship vacancies available at these companies across the year. If you have a specific interest in a certain employer, it is also worth going direct to their recruitment site.

You could also meet employers and their apprentices through our new live broadcast feature. In these interviews, we take a look behind the scenes of a range of different employers and meet some of their apprentices [amazingapprenticeships.com/live-broadcasts](http://amazingapprenticeships.com/live-broadcasts).

Contact the National Apprenticeship Helpdesk for further support on **0800 015 0400** or by email: [nationalhelpdesk@findapprenticeship.service.gov.uk](mailto:nationalhelpdesk@findapprenticeship.service.gov.uk).

Our YouTube channel has useful hints and tips on applying plus other videos on apprenticeships, visit [YouTube](https://www.youtube.com) and search apprenticeships/NAS.

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## How to apply?

At any one time on Find an apprenticeship, in a variety of careers and industries across England, there are between 12,000 - 20,000 apprenticeships vacancies online available at [gov.uk/apply-apprenticeship](http://gov.uk/apply-apprenticeship). You can search by keyword (job role, occupation type or apprenticeship level) and by location. In addition, some employers advertise vacancies on their website.

Once the right job comes up, simply register on the website and follow the step by step instructions to apply for the role.

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## What is the role of the training provider?

The training provider has a key role to play in providing off-the-job training, assessing progress towards achieving their qualifications and supporting you generally during their apprenticeship. They work very closely with the employer to ensure that the apprentice receives:

- an induction programme on starting
- a detailed training plan (including on-the-job training)
- regular progress reviews
- opportunities to put into practice off-the-job learning so that they can achieve their qualifications/requirements of the apprenticeship
- mentoring and general support throughout the apprenticeship

This will all be documented in a commitment statement that is part of the Apprenticeship Agreement. This is an individual learning plan that the provider, the employer and apprentice will all sign up to.

You can find out more about learner satisfaction with training organisations and colleges by accessing the learner satisfaction survey results on the FE Choices pages of [GOV.UK](http://GOV.UK).

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## How many hours per week will an apprentice be working?

The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training you undertake.

However, this does not apply in every circumstance. For example, people with caring responsibilities or people with a disability may work reduced weekly hours. Where this is the case, the duration of the apprenticeship will be extended to take account of this.

The time spent on off-the-job training should be at least 20% and should be included as part of working hours. The employer must allow time to complete the apprenticeship within the working hours. If support is needed with English and maths, this should also be within

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## Further Support

Additional financial support is available for care leavers starting apprenticeships. A £1,000 bursary is available to support care leavers who are aged 16-24, this will be paid directly to them in the first year of the apprenticeships.

If you need help with your apprenticeship application or professional advice on making the right choices, visit: [nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk) for a web-chat with an adviser or call: 0800 100 900 (free from landlines and mobiles).

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**Visit [apprenticeships.gov.uk](http://apprenticeships.gov.uk) or call 08000 150 400**

# A guide to higher and degree apprenticeships



**You can gain your qualification, learn professional skills, progress your career plus earn a wage, want to find out more? With a degree apprenticeship you can achieve a full Bachelor's or Master's degree. And just like traditional degrees, an apprenticeship is a great route to a great career.**

## The facts

Apprenticeships are available to anyone over the age of 16, living in England and are available at intermediate, advanced, higher and degree levels.

All apprenticeships are genuine jobs so all apprentices earn a salary. You must be paid at least the national minimum apprenticeship wage and many employers pay significantly more. Apprentices should work enough hours each week so that they can undertake sufficient, regular training and on-the-job activity, search 'become an apprentice' on GOV.UK for further information. Entry requirements depend on the sector and prior skills. If you have achieved A-levels you may still be expected to start at intermediate or advanced level as some sectors, such as engineering, require you to build up your occupational skills.

## How are they structured?

Higher and degree apprenticeships are available at levels 4 to 7. They combine work with study and may include a work-based, academic or combined qualification or a professional qualification relevant to the industry. Levels 4 and 5 are equivalent to a Higher Education Certificate/Diploma or a foundation degree, level 6 is equivalent to a Bachelor's degree and level 7 is equivalent to a Master's degree. Typically, higher apprentices study part-time at college, university or with a training provider. Apprenticeships take between one and five years to complete.

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National  
Apprenticeship  
Service**

## How do I find a higher or degree apprenticeship?

There were 494,900 apprenticeship starts in 2016 to 17 in a wide range of workplaces including Cap Gemini, Ford, ITV, Airbus, Rolls-Royce, Barclays and the BBC. With so many opportunities on offer you can find the apprenticeship that's right for you.

Applying is easy, just visit [GOV.UK/apply-apprenticeship](http://GOV.UK/apply-apprenticeship). There are between 12,000 and 20,000 apprenticeship vacancies on the site at any one time.

If you require any support with your Find an apprenticeship application please contact:

**0800 015 0400** (free from landlines and mobiles)

Email: [nationalhelpdesk@findapprenticeship.service.gov.uk](mailto:nationalhelpdesk@findapprenticeship.service.gov.uk)

For professional advice on making the right choices, visit: [nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk)

or call: **0800 100 900** (free from landlines and mobiles).

"My apprenticeship has benefitted me in every way possible. I've learnt key skills in engineering, mechanical and hydraulics, as well as the theory behind all of it."

**Holly Broadhurst**

Higher Design Engineering Apprentice,  
J C Bamford Excavators

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Search for apprenticeships on **GOV.UK**  
or call **0800 015 0400**

Area of study	Level	
<b>A</b>		
Accounting	4	F
Accountancy / Taxation Professional	4	S
Actuarial Technician	4	S
Advanced Dairy Technologist	5	S
Aerospace Engineer Level	6	S
Aerospace Software Development Engineer	6	S
Agriculture	4	F
Aircraft Maintenance Certifying Engineer	4	S
Assistant Technical Director (visual effects)	4	S
Associate Ambulance Practitioner	4	S
Associate Project Manager	4	S
Aviation Operations Manager	4	S
<b>B</b>		
Bespoke Tailor and Cutter	5	S
Broadcasting Technology	6	F
Business and Professional Administration	4	F
<b>C</b>		
Care Leadership and Management	5	F
Chartered Legal Executive	6	S
Chartered Manager Degree Apprenticeship	6	S
Chartered Surveyor Level	6	S
Civil Engineer Level	6	S
Civil Engineering Site Management (degree)	6	S
Commercial Procurement and Supply	4	S
Construction Management	4, 5, 6	F
Control / Technical Support Engineer	6	S
Conveyancing Technician	4	S
Creative and Digital Media	4	F
Cyber Intrusion Analyst	4	S
Cyber Security Technologist	4	S
<b>D</b>		
Data Analyst	4	S
Dental Practice Manager	4	S
Dental Technician Level	5	S
Digital Learning Design	4	F
Digital and Technology Solutions Professional	7	S
<b>E</b>		
Electrical Power Networks Engineer (previously Power Networks Engineer)	4	S
Electrical Power Protection and Plant Commissioning Engineer	4	S
Electrical/Electronic Technical Support Engineer	6	S
Embedded Electronic Systems Design and Development Engineer	6	S
<b>F</b>		
Facilities Management	4, 5	F
Financial Adviser	4	S
Financial Services Professional	6	S
Food Industry Technical Professional (Degree)	6	S
<b>H</b>		
Healthcare Assistant Practitioner	5	S
Healthcare Science Associate	4	S
Healthcare Science Practitioner	6	S
High Speed Rail & Infrastructure Technician	4	S
Hospitality Management	4	F
Hospitality Manager	4	S
Human Resource Consultant/ Partner	5	S
Human Resources Management	5	F
<b>I</b>		
Insurance Professional	4	S
Intelligence Operations	4	F
Investment Operations Specialist	4	S
IS Business Analyst	4	S
IT, Software, Web & Telecoms Professionals	4	F

Area of study	Level	
<b>J</b>		
Junior 2D Artist (visual effects)	4	S
Junior Management Consultant	4	S
<b>L</b>		
Laboratory Scientist	5	S
Laboratory Scientist (Degree)	6	S
Legal Services Level	4	F
Licensed Conveyancer	6	S
Life Sciences and Chemical Science Professionals	4, 5	F
<b>M</b>		
Management	4, 5	F
Manufacturing Engineering	4	F
Manufacturing Engineer	6	S
Mineral Products Technology	4, 5	F
<b>N</b>		
Network Engineer	4	S
Nuclear Scientist and Nuclear Engineer	6	S
Nuclear Technician	5	S
Nuclear Welding Inspection Technician	4	S
Nursing Associate	5	S
<b>O</b>		
Operations/Departmental Manager	5	S
Outside Broadcasting Engineer	7	S
<b>P</b>		
Paraplanner	4	S
Passenger Transport Operations Manager	4	S
Policy Officer	4	S
Post Graduate Engineer	7	S
Power Engineer (Degree)	7	S
Probate Technician	4	S
Process Automation Engineer	7	S
Product Design and Development Engineer	6	S
Professional Accounting Taxation Technician	4	S
Professional Services	4	F
Project Management	4	F
Public Relations	4	F
Public Sector Commercial Professional	4	S
<b>R</b>		
Rail Engineering Advanced Technician	4	S
Recruitment	4	F
Registered Nurse (Degree)	6	S
Relationship Manager (Banking)	6	S
Retail Manager	4	S
Road Transport Engineering Manager	4	S
<b>S</b>		
School Business Professional	4	S
Senior Compliance/Risk Specialist	6	S
Senior Housing/Property Management	4	F
Senior Insurance Professional	6	S
Social Media and Digital Marketing	4	F
Software Tester	4	S
Software Developer	4	S
Solicitor	7	S
Supply Chain Management	5	F
Sustainable Resource Operations and Management	4	F
Systems Engineering	7	S
<b>T</b>		
Teacher	6	S
The Water Industry	4	F
<b>U</b>		
Unified Communications Trouble Shooter	4	S