

Your Next Steps.



GetMyFirstJob

Introducing

Our Guide to Your Next Steps

We were in the exact same position as you a few years ago. We were all told that the pressure was on for us to get a career that would make us (and our family) proud. We weren't told about half of the options we know now and were all pushed down the University route. We didn't all choose that though!

Jenny chose to do an Apprenticeship at GetMyFirstJob which has led onto a Degree Apprenticeship and we (Alice and Hollie) went to University to study full time. Jenny invited us in last year to put together a guide under her watchful eye, to help young people know about all of their options – so here we are!

If you are preparing to leave school or college (or know someone who is) and need some guidance on what to do next, you will find all the answers here. But keep in mind, the person who matters most when it comes to deciding your future is you!

If you don't know what you want to do yet, don't worry. Neither do 28% of other people at school or college but there are limitless opportunities at your fingertips, you might just not know about them yet! Did you know that jobs in creative and STEM occupations will more than double over the next few years? Your dream job might not even exist yet!

It's fair to say that we know someone who has chosen every route you can think of to start their career and from our experience there is no right or wrong choice. From the University rundown to exploring the world on a gap year, advice on anything from Apprenticeships and Traineeships to full time employment, this guide aims to help you take your first steps onto the perfect career path. Our tip for you? Don't turn anything down!



Jenny Dallas
Degree Apprentice
Brand Manager,
GetMyFirstJob



Hollie Robertson
History Undergraduate
University of Birmingham



Alice Macpherson
English Undergraduate
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28%

of people said they had no idea what they wanted to do after leaving school

2/3

of young people said they would be interested in starting an Apprenticeship instead of going to University

£££

People learning until they're 18 tend to make more money than those who go into full-time employment



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A Parent/Carer's Guide to Your Child's Future

It's daunting to consider the choices available for young people as they plan the future and decide what will happen once they leave school – there's more choice than ever before. There are many opportunities available to help school leavers reach their career ambitions and lots of possibilities to explore if they're unsure of what they want to do. Ultimately, it is up to your child to decide what's best for them.

Your child may already have an idea of what they want to do. However, it's still helpful to consider the different choices available in further education and how they may suit your child as an individual. It's crucial to start them thinking about it as early as possible so that they can search for opportunities in plenty of time. Some questions to consider include:

- > Do they have a career in mind?
- > How do I make sure they're prepared?
- > Would gaining practical experience help them?
- > Would they be motivated to work independently?
- > Do they want to stay at home or move away?

Many careers are open to young people regardless of their qualifications. If your child can't decide or changes their mind later that is fine, especially if their chosen career doesn't require certain subjects – so double check the qualifications they may need to get onto a Degree course or an Apprenticeship. It's also important to consider the financial aspects of the different routes to higher education. You can get a degree without debt now! Here's some next steps for you:

- > Take the time to discuss ideas and start conversations as early as possible
- > Consider all of the available options and decide what suits them best
- > Attend open days and Careers Fairs and get in contact with employers
- > Remember that most importantly, it's your child's decision and THEIR future

If you're really unsure, just visit www.GetMyFirstJob.co.uk to find out more

757,300

qualifications achieved in 2016/17 (Gov.UK)

79%

of students say their parents help them
make their career decisions

54%

of parents are in the dark about
current careers options at 18

21%

of 16-24 year olds are unemployed, so it's crucial that career advisers provide good advice about their future

40%

of young people say their teachers had never discussed the idea of Apprenticeships with them

£90m

has been pledged by the Government to improve careers guidance since 2014

A Careers Adviser's Guide to Your Student's Future

As a careers adviser, you can help students who are unsure of their future careers to explore all the options available for their higher education – whether that's University, an Apprenticeship, a Traineeship or a gap year. Students may not always have a clear idea of which direction they want to take, so it's particularly important to let them know about all of their options as soon as possible.

Statistics show that some higher education routes are more well-known than others. 40% of young people have even said their teachers had never discussed the idea of Apprenticeships with them! If you can make sure that your students are well informed, young people can consider all of the routes and choose what will be best for them. Making an informed decision will also help you know they have found what is right for them.

There are benefits and drawbacks to each choice, but ultimately young people should have the chance to know all of these and make an informed decision as to what to do with their future. This can be easier when they are already aware of a career they would like but can also help those that are still unsure to find a path that could guide them towards the future.

One factor that also might be worth considering is a back-up option, as grades may not always be as planned or predicted. To prevent panicking on results day, encourage students to keep an open mind and think of a few paths they could take. For example, they could choose a University that they like but accepts lower grades as an insurance choice. An Apprenticeship could be an alternative route to higher education if they decide that University might not be right for them.

Overall, this guide aims to help young people open discussions with you by giving them an idea of all the options available. On the www.GetMyFirstJob.co.uk website you'll find several resources to help young people explore options that they may not have considered previously, which could end up leading them to future success. Whether that's applying for jobs, using a careers quiz to find the job best suited to them or accessing the latest labour market information! The Advisers Online platform is a free one stop shop for all things Apprenticeships that will assist you when advising the young people that you work with. Just visit www.GetMyFirstJob.co.uk



Still in school?

How to get a head start.

Even if you've still got time left at school, it's worth looking into all the options you'll have once you leave so you can start making decisions and planning your future early. Here are a few ideas to help you get started:

What are my choices?

This depends on the career you want (and it's okay if you don't know what that is yet). Start thinking about what you could do, whether that's University, an Apprenticeship, going on a gap year or even going straight to work. Each option can affect your opportunities as soon as you leave school, for example, whether you choose to start A Levels, and which subjects you pick. Research all the options available and keep an open mind, as you never know where your future might lead you, or if your mind will change.

Summer Schools

If you want to see if University life is for you, you could try schemes such as the Sutton Trust Summer Schools, which offer sessions in over forty Degree subjects at eleven leading Universities – you can explore academia through taster lectures, meet new people (including current undergraduates, who'll tell you what University is really like), and even get support on your UCAS application.

Here are some other tips to get you started:

- > Talk with your teachers or careers adviser on available options
- > Careers quiz to match you to a career @GetMyFirstJob.co.uk

Research Online

Researching online can also be helpful – using resources such as Gov.UK and UCAS can provide you with more detailed information about your options.

Build a CV

There are things you can do now to benefit you as you investigate your future. You can boost your CV by starting a part-time job, or volunteering – both of which show initiative as well as commitment. Volunteering could include anything from going overseas to helping in schools or going to visit older relatives in a care home – it depends on what you can do and the time you have.

NCS

One example of volunteering is the National Citizen Service (NCS), which you can take part in during the summer holiday. This gives you the opportunity to meet new people, build your skills and work to overcome challenges – and it looks great to future employers on your UCAS application.

Work Experience

You could get work experience in areas you're interested in – this way you could explore your choices depending on what you enjoy, whether that's working in a shop or some local offices. There's plenty to consider – but don't panic! With so much choice available to you once you leave school, there are plenty of great options to choose from.

Ready, set, GO!

FirstGroup Apprenticeships

Hands On Opportunities For Everyone

At FirstGroup, we provide travel solutions for millions of people every year. To help us keep our bus and rail networks running smoothly, we're looking for talented apprentices with the drive to learn quickly and take on new challenges. Learning on-the-job, you'll earn a salary, gain a qualification and kick-start your career in the exciting world of transport. Choose the right apprenticeship for you.

Which role is right for you?



Bus

- Engineering
- HR Shared Services



Rail

- Engineering
- Operations

To find out more and apply, search "FirstGroup Apprentices" or visit uk.firstgroupcareers.com/talent/apprentices



Still in school?

Talking to your parents about your options.

Some parents may have a set idea about what you should do in the future, whether that's going to university, or joining the family business. However, it is important to keep your choices open and consider all the opportunities you have. To help your parents or carer understand what you're thinking, we have compiled some useful advice on how to talk to them about it - but remember, the decision is ultimately yours.

Explaining your Options

If you're worried that your parents may not be accepting of what you want to do after you leave school, it is important to think it through first. Make a list of benefits about each option you have and plan how each could improve your career. This would not only help you make sure it's the right decision, but also help you when you talk to your parents, showing them you really have thought your future through.

Be open with your decisions

If you're considering a degree Apprenticeship as an alternative route to university, make a list of all the potential benefits it may have. This could include things like the fact that you will be earning a wage to support yourself, gaining valuable work experience or that you won't have the same debts as full-time students will. Also, this shows them that you have taken time to consider what it is you want to do, and that you're choosing the path ideal for you.

Be prepared to listen

Listen to your parents' concerns about the options you are considering. It might not always be that they are stubborn about what they want you to do, it may just be that they do not understand your choices. They may be more open to these if you show you are willing to listen to their point of view. For instance, they may just be worried that if you've chosen to go to University or move away for an Apprenticeship that you will be unsuited to living so independently - or they might just miss you!

There are a number of resources on GetMyFirstJob.co.uk that you can use to support you too.

JOIN OUR COMMUNITY OF
MORE THAN

430,000

PEOPLE

IT'S TIME TO START YOUR CAREER

1 // VISIT GETMYFIRSTJOB.CO.UK

Find loads of free resources, case studies and blogs.

2 // CREATE YOUR PROFILE

Add your interests, qualifications and upload your CV to your profile. We can even make one for you.

3 // SEARCH FOR OPPORTUNITIES

Search by location, industry, employer and wage. Employers can also talent-spot you for roles in your area!

4 // SEE JOBS PERFECT FOR YOU

You'll start receiving emails and text notifications about local job opportunities in roles you want.

5 // START YOUR DREAM CAREER

Start in a work placement, Apprenticeship, Traineeship, Graduate Opportunity or entry level role.

Find out what your future holds

Use our career calculator to work out how much you could be earning in 10 years' time and how many jobs will be available!

WHERE IT ALL STARTS FOR YOUR FUTURE

Make your first steps into the world of work the right ones. GetMyFirstJob offers you a whole new way to find Apprenticeships and opportunities to get ahead.

We'll connect you with the best employers and training providers to get you on the right track faster. And it only takes minutes to sign up.

WHAT'S AVAILABLE?

- A Careers Assessment tool to find out what suits you
- From Entry level roles and work placements to Apprenticeships and Traineeships!
- 1000s of vacancies online at any time
- Free Interview and Application Resources
- When you sign up, a CV will be generated for you
- Get talent-spotted by employers
- Search by location, salary and job type

Your Future. Your Opportunities.

Sign Up www.getmyfirstjob.co.uk

Get Social



Introducing Industry Profiles

Check out these pages for all you need to know about the most popular job sectors, and the choices you have within them. See information about career progression, salary, training and the skills that will make you perfect person for any role in your chosen industry.

There are lots of industries with 1000's of job roles to choose from. Whether you like to be hands on in a more practical role, working outdoors at one with nature, if you like to work with people on a daily basis or you prefer a role behind the scenes, you will be able to find your dream role in an industry that feeds your passion.

- > Agriculture, Horticulture and Animal Care
- > Arts, Media and Publishing
- > Business, Administration, Finance and Law
- > Construction, Planning and the Built Environment
- > Education and Training
- > Engineering and Manufacturing
- > Health, Public Services and Care
- > Information and Communication Technology
- > Leisure, Travel and Tourism
- > Retail and Commercial Enterprise
- > Science and Mathematics

12,000

different job roles available in the UK
alone

90,000

hours spent working in a lifetime, so you
need to find something you love!

5

is the number of careers a
person has in their lifetime
(on average)



Industry Profile

Agriculture, Horticulture & Animal Care

Apprenticeship Salary Range

£120 - £200

per week

Qualified Starting Salary Range

£14,000 - £25,000

per year

With over 800,000 people working in the Agriculture, Horticulture and Animal Care industry in the UK, there's lots of different paths you can take.

Depending on if you prefer to work outdoors, surrounded by nature or you would rather be based in an office, you will find that there are many options for you - from various level Apprenticeships to University degrees.

If the idea of working outdoors appeals to you, an Apprenticeship in Agriculture is worth considering. It's a thriving £8.9 billion industry that's constantly growing and becoming increasingly diverse. Yes, there's a lot of manual work involved, and the hours can be long, but there are numerous opportunities available. Whether it's working with livestock, land management, tending crops and operating machinery - or conversely, there's the choice of management or working as a technician if that's more your style.

Horticulture involves plant cultivation, landscaping, grounds-keeping, and even floristry. There are both Intermediate and Advanced Apprenticeships available in this sector, so there is plenty of room to grow. If you'd love to work with animals, then there are lots of opportunities - from being a trainer in kennels and catteries to handling the more exotic as a zookeeper. The choices are varied. At University, a degree in this field will provide in-depth knowledge of the industry, allowing a consideration of several specialist subjects, and tailor your learning to your specific interests.

Career Progression

Depending on which role you take, career progression in these sectors can vary. However, each Apprenticeship or degree offers great chances to develop your skills and gain further qualifications, enabling you to move further into the industry.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need:

Initiative

It's important to be able to put your thoughts forward and make decisions within your team or by yourself. Agriculture, Horticulture and Animal Care are all areas which are continuing to grow and need new ideas to develop even further.

Good Communication

When working within a team there is nothing more important than communication, and this collaboration with a range of people can be especially vital when your work involves caring for living creatures, as well as tending crops and operating machinery.

Technical Knowledge

It may be important to have an in-depth knowledge of the species (plant or animal) that you're working with and caring for every day, though this is something you will develop throughout your career.

Your Training

The training at University will range from lectures, to small group meetings, independent study, as well as out of the classroom tutorials to demonstrate some more of the practical aspects of an Agriculture and Horticulture degree. An Apprenticeship in this industry will involve you spending lots of time getting hands on with your role and assessments will be predominantly at your workplace.



What will you do?



Industry
Insight

Careers in
Agriculture,
Horticulture &
Animal Care

What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

| Type of Apprenticeships (Level) | |
|--|--|
| Arborist (2) | Land-based Service Engineer Technician (3) |
| Crop Technician (3) | Veterinary Nurse (3) |
| Horticulture and Landscape Operative (2) | Forest Operative (2) |
| Golf Greenkeeper (2) | Equine Groom (2) |
| Archaeological Specialist (7) | Animal Trainer (4) |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

| Jobs in Agriculture, Horticulture & Animal Care | |
|---|--------------------------|
| Zoologist | Water Engineer |
| Nature Conservation Officer | Farm Manager |
| Ecologist | Agricultural Consultant |
| Energy Engineer | Environmental Consultant |
| Field Trials Officer | Fish Farm Manager |
| Oceanographer | Marine Biologist |
| Animal Nutritionist | Land Surveyor |

Search and apply for work experience placements, Apprenticeships, Traineeships, entry level roles and more at www.GetMyFirstJob.co.uk.

Jack's Story :

Level 2 Horse Care Apprentice

Jack is a Level 2 Apprentice working for Nigel Coupe in Preston.

"I'm Jack Wilkinson, I am a Level 2 apprentice working for Nigel Coupe in Preston. Part of my job as an apprentice is to travel to show jumping competitions in the UK and abroad as a Groom. I have groomed in Aachen in Germany, Spruce Meadows in Calgary, Canada, Munich in Germany, Keyseo International and Abu Dhabi to name a few!

I travelled to Abu Dhabi last month with Nigel and 2 of his horses Glovers Hill (Rikki) and Jubilee 3rd (Ruby) for 10 days. My role was to care for the horses throughout and ensure their safety.

Whilst I was working out there I was responsible for all of the horses care. The office gave me a timetable at the start of the week so I could work out my timings for each class and for the preparation.

I made sure the horses were well presented and turned out to a high standard and made sure that I met Nigel with the horses at the collecting ring on time. Once they'd jumped I would return them to the stables, untack and bath them. Once they were bathed I applied their ice boots. A short while later once I was happy they had cooled down and were relaxed, I would give them their lunch feed.

Of course, it was very hot over there, so I had to take each horse's temperature twice a day. Each horse had a temperature chart outside their stable which the vets would check to ensure the horses were in good health and coping with the heat.

They both jumped a selection of classes (Grand Prix and Nations Cup), they both jumped well with some results. Ruby came 4th in the Grand Prix, Rikki jumped clear on the first day of jumping in the 1.45m and he jumped well in the Nations Cup for Team GB. In a few days, we are going to France for 4 weeks of jumping where I will have 3 horses with me (Glovers Hill, Jubilee 3rd and Dragon)."





Industry Profile

Arts, Media & Publishing

Apprenticeship Salary Range

£120 - £250

per week

Qualified Starting Salary Range

£10,000 - £20,000

per year

There are plenty of ways to enjoy success in Arts, Media and Publishing and only a few of them involve being on TV!

The Arts sector covers everything from film to fashion, music to computer gaming. Though stars such as actors and musicians tend to receive most of the attention in the public eye, they wouldn't be there without the countless technicians and advisors who are behind their amazing projects. Media and Publishing are also huge sectors and are going through fast changes as 'old' media becomes new with the rise of the internet, mobiles and tablets. There are plenty of opportunities in this sector for both Apprentices and graduates.

As an industry, these sectors employ over 2 million people and with an Apprenticeship or Degree in this field, there is a chance that you will be able to make a name for yourself too. This career allows you to use your creative, technical or administrative talents. From studio recording to digital design, there are many ways for you to explore more originality. For those who thrive when working to deadlines, Journalism or Event Management is ideal - this is a sector that relies on your passion and commitment.

Career Progression

The Arts, Media and Publishing sector is an extremely popular choice amongst school leavers and graduates. It is a field that allows you the freedom to develop your own ideas and be creative, which means enormous amounts of job satisfaction. However, this means that positions, from apprenticeships to full time roles are fiercely competitive. Despite this, once you start your career there's no saying where you could go; as this is a sector that continues to grow and expand in our digital age.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need

Artistry and creativity

Many roles involve coming up with new ideas to help stand out from all others. Plenty of jobs combine academic and technical skills with imaginative interests. For example, working in stage lighting combines the theatre with electrician training.

Originality

Having originality will help you stand out in a field that is highly competitive and makes your chances of success all the more likely.

Teamwork

You may be expected to work alongside a team of colleagues and collaborate to produce a finished product for display. As a sound technician for a television studio, you may have to work together with camera operators or directors to create a TV programme.

Your Training

Courses in Media and Communication studies are taught through a combination of lectures, seminars, practical activities and assessments to provide a broad understanding of the media world. For an Arts degree the structure of a course depends on the exact degree you are studying. History of Art is likely to be more essay-based than Fine Arts, which are practical and taught in studios or in workshops.

What will you do?



Industry Insight

Careers in Arts, Media & Publishing

What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

Type of Apprenticeships (Level)

| | |
|---------------------------------------|-----------------------------------|
| Live Event Rigger (3) | Creative Venue Technician (3) |
| Junior 2D Artist (Visual Effects) (4) | Bespoke Saddler (3) |
| Broadcast Production Assistant (3) | Spectacle Maker (3) |
| Junior Content Producer (3) | Assistant Technical Director (4) |
| Junior Journalist (3) | Outside Broadcasting Engineer (7) |
| Publishing Assistant (3) | Bespoke Tailor and Cutter (5) |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

Jobs in Arts, Media & Publishing

| | |
|---------------------|---------------------|
| Actor | Animator |
| Illustrator | Fine Artist |
| Photographer | Digital Marketer |
| Editorial Assistant | Media Buyer |
| Fashion Designer | Dancer |
| Arts Therapist | Broadcast Presenter |

Search and apply for work experience placements, Apprenticeships, Traineeships, entry level roles and more at www.GetMyFirstJob.co.uk.

1/11

jobs in the UK are in the Arts, Media & Publishing industry!



5%

more jobs in the Arts, Media & Publishing industry now than ever before!



Industry Profile

Business, Administration, Finance & Law

Apprenticeship Salary Range

£120 - £400

per week

Qualified Starting Salary Range

£16,000 - £60,000

per year

Business, Administration, Finance and Law is a huge grouping that contains many smaller categories within it. A role fit for you is never in short supply!

Whatever you choose, an Apprenticeship or degree in one of these fields promises to get you ahead. No matter the size of the company you work for, you will strive for success every day. From those with numerous international offices to smaller start-up companies, high street names to smaller charities few have heard of, there are plenty of options to begin your working life.

Without the skills produced from the 29 qualifications within Business, Administration, Finance and Law, these companies would all grind to a halt - there are around 3.3 million people working in administrative roles in the UK, about 11% of the total workforce. There is also a range of specialist and professional qualifications that offer a great alternative to University in areas such as legal services, accountancy, HR and innovation. However, if University is more your style, a degree in this field can provide a tailored learning experience to fit your interests, taught by leading experts in their industries.

Career Progression

Your career progression varies greatly depending on which one of these sectors you choose to enter. A career in Law could see you rising your way up to a position as a Legal Executive, Barrister or Solicitor, or even as a Paralegal, Personal Injury Specialist or a Senior Claims Handler. Furthermore, a Finance Apprenticeship or degree will offer progression in several financial fields at the same time, making you highly employable. This can include anything from running your own financial services business or working as a self-employed Accountant or Bookkeeper in the future.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need

Problem-solving

Effective problem solving is hugely important. You will be expected to solve a range of issues that may occur, which may not always be fixed through efficient planning. The ability to identify and solve a problem in these sectors is a highly valuable and sought-after skill.

Communication

Effective written and verbal communication is vital to any career in Finance, Business or Law. Not only can small mistakes have huge consequences but can also ruin the image of the company you represent in such a competitive market.

Confidence in Public Speaking

Confidence in public speaking is hard to master, but once you have, it will always come in useful. From being able to efficiently win over investors to convincingly defend a client in court - the ability to speak to large groups of people is incredibly convenient.

Your Training

A 'business' degree is an umbrella term that covers a range of courses. A degree can include a broad spectrum of these areas or focus on a narrow strand. Your degree will involve combination of lectures, seminars, group work, class debates and 'mooting sessions'.



What will you do?



Industry Insight

Careers in Business, Administration, Finance & Law

What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

| Type of Apprenticeships (Level) | |
|---------------------------------|-------------------------------------|
| Chartered Manager (6) | Junior Management Consultant (4) |
| Associate Project Manager (4) | Business Administrator (3) |
| Mortgage Adviser (3) | Conveyancing Technician (4) |
| HR Consultant (5) | Chartered Legal Executive (6) |
| Solicitor (7) | Payroll Administrator (3) |
| Insurance Professional (4) | Financial Services Professional (6) |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

| Jobs in Business, Administration & Law | |
|--|-------------------------|
| Financial Adviser | Mortgage Adviser |
| Actuary | Lawyer |
| Insurance Professional | Marketing Manager |
| Sales Executive | Business Administrator |
| Entrepreneur | Dental Practice Manager |
| Accountant | Solicitor |

Search and apply for work experience placements, Apprenticeships, Traineeships, entry level roles and more at www.GetMyFirstJob.co.uk.



Take the opportunity of a lifetime

Traditionally, there's only been one route when school comes to an end. University. Degree. Career. But things have changed. Our school leaver programme, just like our graduate programme, offers structured career development as well as learning on-the-job, and study towards real business qualifications. And on one of our Flying Start degree programmes, you'll get the opportunity to go to uni and start your career with us at the same time. So whichever path leads you to us, and we have a few, we'll take your career further. Join PwC. We'll help you realise your potential.

pwc.co.uk/schools

/pwccareersuk @pwc_uk_careers /pwc_uk_careers





Industry Profile

Construction, Planning and the Built Environment

Apprenticeship Salary Range

£120 - £390

per week

Qualified Starting Salary Range

£8,000 - £35,000

per year

Construction, Planning and the Built Environment is a thriving field that employs millions of people in the UK alone!

It's estimated that over 230,000 construction jobs will be created in the next five years (goconstruct.org), so there's never been a better time to join – there's always going to be a need for people to build. An Apprenticeship or degree in one of these areas could be a great foundation for a prosperous career, giving you essential skills for the future.

No matter the point you start at, Construction allows for many paths to success. From bricklaying and plastering to road building and civil engineering, you have the chance to participate in a diverse and competitive industry.

A Construction Apprenticeship will help you achieve anything from developing a traditional trade skill to leading projects and moving up the ladder, whereas a degree in this industry can cover a range of fields such as Building Surveying and Facilities Managing. But these days there are Degree Apprenticeships in these too!

Career Progression

Construction is a career that rewards the effort you put in. If you're reliable and willing, many opportunities will be made available to you. Taking part in a higher-level Apprenticeship is a more vocational route into the industry. Once you achieve your qualification your learning will never stop.

If you wish to attend university, a similar pathway is open to you. As new equipment and materials are produced, being aware of these changes means you have the chance to get ahead.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need

Continuous learning

It's important to be aware of the latest developments in Construction. You must always be open to learning how to use new equipment or techniques as this is a field that's always expanding and developing.

Communication

You must be able to negotiate through complex communications on a daily basis with others as this could affect your projects. In some bigger companies there could be multiple teams working on the same job, so communication is key for both efficiency and safety.

Problem Solving

You will often be presented with unforeseen problems, such as burst water pipes or a lack of materials, which could affect your work. Being able to come up with quick solutions for these issues will prevent the you and the company losing money, time, and effort.

Your Training

A degree in any area of Construction should provide you with a rigorous understanding of the principles, practices and ethics involved. You'll be prepared for a career such as becoming a Chartered Builder or similar profession by gaining academic study and practical experience in the field.



What will you do?

Industry
Insight

Careers in
Construction,
Planning and the
Built Environment



What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

| Type of Apprenticeships (Level) | |
|------------------------------------|---|
| Chartered Surveyor (6) | Facilities Management Supervisor (3) |
| Chartered Town Planner (7) | Architect (7) |
| Bricklayer (2) | Construction Site Management (6) |
| Demolition Operative (2) | Highways Electrician (3) |
| Military Construction Engineer (3) | Building Services Design Engineer (6) |
| Geospatial Survey Technician (3) | Railway Engineering Design Technician (3) |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

| Jobs in Construction, Planning and the Built Environment | |
|--|--------------------|
| Painter/Decorator | Gas Engineer |
| Roofer | Builder |
| Architect | Land Surveyor |
| Building Control Surveyor | Facilities Manager |
| Digital Engineering Technician | Site Manager |
| Engineer | Town Planner |

Ricardo's Story

Level 3 Construction and Planning Apprentice

Ricardo is a Construction and Planning Advanced Apprentice who aims to become a supervisor in the future.

"I'm doing a four year Apprenticeship, and I'm already 6 months in. I'll finish with a Level 2 Thermal Insulation qualification and I plan to progress to a Level 3, with the aim of becoming a Supervisor.

After leaving school at 16, I worked full time for two years - I knew I wanted to do something within Engineering. I did welding at college, but I couldn't wait forever for a welding opportunity to come up, so I looked into other avenues.

I chose to become an Apprentice, not only because I saw the great opportunity, but because I would be paid and wanted to get more knowledge whilst I earned a living.

I really enjoy the work I'm doing. At the moment I'm doing one main job, but as my Apprenticeship continues I'll get to move around more and try new things. As part of the Apprenticeship, there's two years on site where I'll get more experience and my indentures will be issued.

The work I do is quite challenging, especially if the area we are in is quite small. But I'm looking forward to when I walk past the student accommodation in five years' time and I know I helped build it. It'll be so satisfying to see.

I have quite a high level of responsibility, and take pride in my company so I don't want to be responsible for poor work. At the moment, I'm only working with one other guy, so I'm definitely getting noticed!

My Apprenticeship is helping towards my career because I'm learning from other people, even if it's not something I'm directly working on. Someone next to me might be doing something else, so I'm learning new techniques all the time.

If I was to give someone considering an Apprenticeship a tip, it would definitely be to take the opportunities as they're presented and make the most of them!"





Industry Profile

Education & Training

Apprenticeship Salary Range

£120 - £250

per week

Qualified Starting Salary Range

£12,000 - £32,000

per year

Education and Training is an area where you have the opportunity to give something back.

Learn, develop and grow, then help others do the same.

A degree or Apprenticeship in Education and Training will teach you how to pass on your knowledge and skills so you know you'll have a real impact on people's lives. This isn't just teaching, it's everything else that's also involved in education and training.

With every new skill you learn, you're gaining valuable qualities which make for success in any learning environment. Those who want to support education in schools will have tailored training, enabling you to work well with children.

Additionally, if you work in adult learning, you'll be taught how to run group training sessions. Once your Apprenticeship or degree is complete, you'll be able to use your newfound skills to make others into high achievers too.

Career Progression

Within Education and Training, your career could take you in lots of different directions. For example, secondary education will normally fall into two categories - subject and pastoral - for you to choose between. As an experienced teacher, you'll be granted more and more responsibilities within the department, organising trips or running clubs.

After demonstrating your skills, you may be considered for formal promotions and take your responsibilities to the next stage as a Department or Deputy Head.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need Organisation

As a teacher (especially as children and teenagers are involved) it is important to be organised. This may include creating lesson plans, organising exams, keeping records and registers, and completing marking to a deadline.

Communication

When teaching, it's important to consider that you'll be demonstrating new ideas, so how you speak to pupils can impact their capability and willingness to learn. You'll need to make every subject accessible to students of different abilities, so communication is key.

Motivation

Being enthusiastic will encourage those who learn from you to do the same! Creating bonds with your classes means you'll be better able to assist pupils as they are more likely to be engaged and honest about what they do not know and so will ask questions or share ideas.

Your Training

Teacher Education or Training programmes across the UK are very similar. They combine academic study at a university in lectures and seminars with time in schools learning key methods first hand from experienced teachers.



What will you do?



Industry Insight

Careers in Education & Training

What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

| Type of Apprenticeships (Level) | |
|---------------------------------------|--|
| Teacher (6) | Teaching Assistant (3) |
| Young People and Families Manager (5) | Young People and Families Practitioner (4) |
| Academic Professional (7) | |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

| Jobs in Education & Training | |
|------------------------------|-----------------------------------|
| Early Years Teacher | Nursery Worker |
| Nursery Manager | Ofsted Inspector |
| Primary School Teacher | Special Educational Needs Teacher |
| Teaching Assistant | Headteacher |
| Secondary School Teacher | Higher Education Lecturer |
| Learning Mentor | School Librarian |
| Supply Teacher | Education Welfare Officer |
| Private Tutor | Careers Adviser |
| Further Education Teacher | Sports Coach |

Search and apply for work experience placements, Apprenticeships, Traineeships, entry level roles and more at www.GetMyFirstJob.co.uk.



1000s

of students will be influenced by you if you choose to be a teacher

27.2

students in each class



Industry Profile

Engineering & Manufacturing

Apprenticeship Salary Range

£120 - £350

per week

Qualified Starting Salary Range

£10,000 - £35,000

per year

From Power and Aerospace to Motorsport and more – you can be involved in an array of impressive roles depending on your interests.

Working in the Engineering field can offer a varied and fulfilling career. Engineering is a popular route and an area that offers limitless exciting opportunities, whether it's an Apprenticeship or University education that you choose.

Working in Engineering can see you qualified in one of over fifty areas to choose from, so there's something for everyone!

There are Engineering Apprenticeships available at a range of levels from Intermediate (Level 2) positions as a Ceramics Manufacturer, all the way up to a Mineral Products Technician at a Level 6 which is the equivalent of a degree. Additionally, a degree under the umbrella of 'Engineering' can offer a lot of specialist subjects from robotics to medical technology.

Career Progression

Depending on which Engineering role you join, the career progression may look slightly different. However, Engineering offers great career progression with many potential qualifications to open you to new pathways within the industry; making you highly employable, with many options higher up the job ladder.

The skills learnt in engineering are also transferable to a wide range of other industries or specific applicatoin to a career or job.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need

Creative Thinking

Engineering is about solving problems, and that means finding ways to apply existing knowledge – a creative process. You may be attracted to Engineering because of this and the range of challenges this presents.

Teamwork

As an Engineer you will work with a range of people, from other Engineers to people with no technical knowledge. It is important to work collaboratively with various types of people at every level and apply verbal and written communication.

Attention to detail

Many projects in Engineering are extremely complex and can often involve huge logistical elements. If you are talented at ensuring small mistakes are not made in your work, this may be the career for you.

Your Training

An Engineering programme is flexible, allowing you to build a solid foundation on which to then specialise. You'll learn about all disciplines to enable a broader understanding of policy and behaviour and then you'll be able to specialise!



What will you do?



Industry Insight

Apprenticeships in Engineering & Manufacturing



What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

| Type of Apprenticeships (Level) | |
|--|---|
| Power Network Craftsperson (3) | Control / Technical Support Engineer (6) |
| Manufacturing Engineer (6) | Science Manufacturing Technician (3) |
| Food and Drink Maintenance Engineer (3) | Nuclear Welding Inspection Technician (4) |
| Aerospace Engineer (6) | Nuclear Scientist (6) |
| Marine Engineer (3) | Propulsion Technician (4) |
| Rail Engineering Advanced Technician (4) | Power Engineer (7) |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

| Jobs in Engineering & Manufacturing | |
|-------------------------------------|--------------------------------|
| Engineer | Food Manufacturer |
| Quality Technician | Accident Repair Technician |
| Aircraft Maintenance | Aerospace Software Development |
| Manufacturing Engineer | Engineering Technician |
| Power Networks Engineer | Surveyor |
| Electromechanic | Nuclear Operative |

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mail // recruitment@provq.com

call // 01743 762044

web // www.apprenticeshipfinder.co.uk



Industry Profile

Health, Public Services & Care

Apprenticeship Salary Range

£120 - £350

per week

Qualified Starting Salary Range

£9,000 - £45,000

per year

If helping people is something you do naturally, then a career in Health, Public Services and Care may be ideal for you!

There's so much more to the Health Service than Doctors and Nurses - it takes lots of different people to make it work, and there's plenty of choices available for young people who have the passion and skills to make a difference on an every day basis.

A future in healthcare could see you in dental nursing, maternity, paediatric support, or you could even join the emergency services and help to keep people safe daily.

Another choice is Social Care, which may see you caring for children, young people, the elderly, or those with disabilities or specialist health needs. The opportunities are varied, with Intermediate, Advanced and Higher-level Apprenticeships available, as well as a variety of degree subjects.

Career Progression

Depending on which path you take, career progression can vary. However, Apprenticeships in Health, Public Services and Care can offer advancement within these individual fields through higher qualifications, and you'll also have lots of work experience which can be a benefit to future job applications.

For example, Adult Social Care is a growing sector where many Apprentices go on to management and leadership roles.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need

Commitment

A role in Health, Public Services and Care could involve long and sometimes anti-social hours, and your work depends on you showing a level of responsibility and commitment to the people that you care for.

Communication

You need to be able to communicate effectively with your co-workers, and there are times when this is vital to ensure people receive the care they need. This means being an excellent communicator and colleague is vital to ensure the safety of others.

Empathy

You may be helping vulnerable people who require a high level of support from you, so being able to show that you understand and hear their problems, to help solve them, is very helpful when working in these areas.

Your Training

Studying for a Degree in Health, Public Services and Care involves lectures, seminars or group discussions and workshops. An Apprenticeship will give you on the job training from the day you start while you learn the theory with your training provider or college.

What will you do?



Industry Insight

Careers in Health, Public Services & Care

200k

new Apprentices in Health, Public Services & Care by 2020

What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

Type of Apprenticeships (Level)

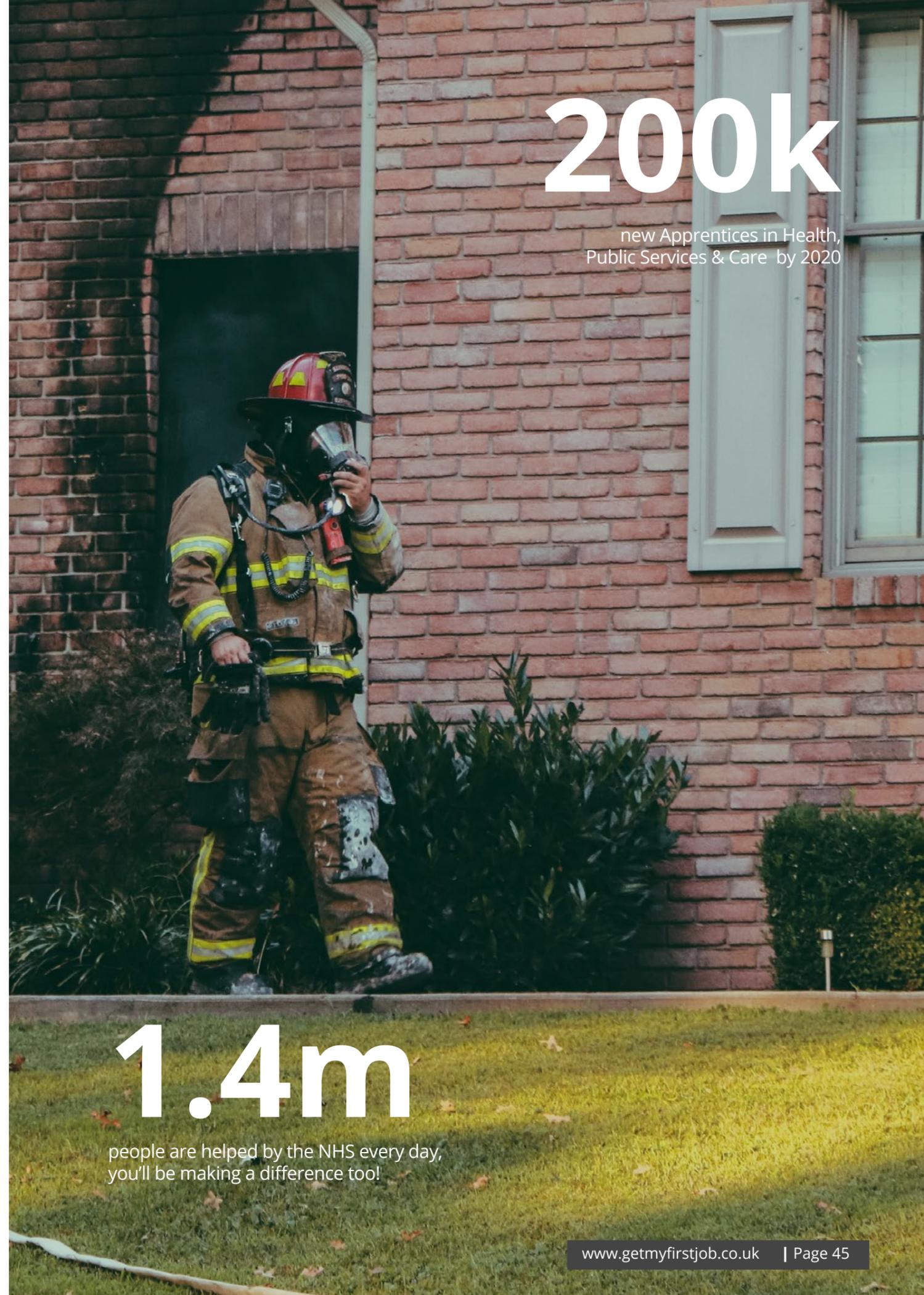
| | |
|--|--------------------------------------|
| Dental Technician (5) | Dental Laboratory Assistant (3) |
| Dental Nurse (3) | Healthcare Science Assistant (2) |
| Healthcare Support Worker (5) | Ambulance Support Worker (3) |
| Food Technologist (3) | Registered Nurse (6) |
| Senior Healthcare Support Worker (4) | Associate Ambulance Practitioner (3) |
| Community Sport and Health Officer (3) | Adult Care Worker (2) |
| Clinical Trials Specialist (6) | Ambulance Support Worker (3) |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

Jobs in Health, Public & Care

| | |
|---------------------|-------------------------------------|
| Dentist | Acupuncturist |
| Health Psychologist | Dietician |
| Optometrist | Midwife |
| Paramedic | Firefighter & Other Public Services |
| Surgeon | Pathologist |

Search and apply for work experience placements, Apprenticeships, Traineeships, entry level roles and more at www.GetMyFirstJob.co.uk.



1.4m

people are helped by the NHS every day, you'll be making a difference too!



Industry Profile

Information & Communication Technology

Apprenticeship Salary Range

£120 - £350

per week

Qualified Starting Salary Range

£12,000 - £30,000

per year

Our entire lives revolve around technology. If you like to keep up to date on the latest tech or enjoy programming, then a career in this field could be right for you.

ICT is one of the fastest growing career sectors, and for a good reason – it's hard to imagine life without technology in our increasingly connected world. Therefore, those wanting to work within the digital world are in high demand, and there's a range of Apprenticeships (Intermediate, Advanced and Higher) available in a variety of organisations.

Additionally, you have the option to complete a Computer Science or ITC degree at University. Nearly every business uses ICT in some way, and needs support in different forms - whether it's for communications, software development, or programming. These opportunities offer both the qualifications and experience that does much in helping towards your future career.

Career Progression

There are many job roles that a qualification in ICT can lead you into, plenty with the chance to advance within your occupation. Both Apprenticeships and degrees in ICT are useful as they allow for career progression in a variety of organisations and job roles. You will be gaining knowledge that can be practically transferred across the ICT sector, and specialise and focus your study. If you're considering an Apprenticeship, you'll be learning from the experienced people you work alongside with.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need

Problem Solving

It's useful when working in ICT to be able to define and solve problems as quickly as possible, which can be extremely useful in situations where the loss of information, such as important data, is at risk.

Communication

This is important as ICT professionals need to be able to communicate not only with people in all levels of their team but also clients, to fully understand and implement tasks, and be able to explain technology at an appropriate level to different people.

Technical Knowledge

Though this may seem obvious, both a Degree or an Apprenticeship would offer you the chance to develop your skills, it's useful to enter ICT with a basic understanding and interest in what you will be doing, as this boosts your ability to learn. It is likely you will develop your knowledge throughout your career too.

Your Training

Opting for a degree will involve lectures, seminars, and skills-based workshops. Choosing an Apprenticeship will involve the same while also giving you practical experience from your day job.



What will you do?



Careers in Information & Communication Technology

Tom's Story :

Degree Level Technology & Business Apprenticeship

Tom is in his final year of Visa's three-year Apprenticeship scheme.

"I knew I'd like to do an Apprenticeship from around the age of 16. I could see that I enjoyed learning and benefited from actually doing something, rather than sitting and listening. I really enjoyed computing, partly because it was technical but also as technology is such a fast moving environment - my Apprenticeship is the perfect medium between business and these technical interests.

I would definitely recommend an Apprenticeship to anybody considering it; I think that people largely underestimate what you'll achieve and that as an apprentice, you can see the progression in the long term. However, I believe it is important to make clear that they are not for everyone.

Within Visa there are endless opportunities from the Apprenticeship scheme. I have had so many chances to travel, meet new people and therefore build up a network of connections. At Visa, I'm treated just like any other member of staff and I get the same benefits as everybody else.

I started looking for Apprenticeships on GetMyFirstJob and the Gov.uk website. I wanted to be involved with a large brand that offered noticeable long-term career progression. I enjoy working here because I can see what I do in the real world - I've worked on projects that I see being used by people in my daily life.

Throughout this Apprenticeship with Visa, you spend six months in different teams and rotate around them, and during the final year you choose the team you'd prefer to work in. This means that all of us have different experiences and work on separate projects.

If you decide to do an Apprenticeship, make sure you meet as many people as possible when you do it. Connections are important.

I don't think there's a better way to build your career than an apprenticeship. You can see your career panning out with every day, and Visa can offer great paths to reach all your career goals. It's preparing me perfectly!"



What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

Type of Apprenticeships (Level)

| | |
|--|-------------------------------------|
| Software Developer (4) | Network Engineer (4) |
| Digital Solutions Professional (6) | Digital Marketer (3) |
| Cyber Intrusion Analyst (4) | Data Analyst (4) |
| Unified Communications Trouble Shooter (4) | Infrastructure Technician (3) |
| Software Tester (4) | Cyber Security Technologist (4) |
| IT Technical Salesperson (3) | Software Development Technician (3) |
| Unified Communications Technician (3) | Digital Marketer (degree) (6) |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

Jobs in Information & Communication Technology

| | |
|---------------------------------|---------------------------|
| Data Scientist | Forensic Computer Analyst |
| IT Consultant | Games Developer |
| Information Security Specialist | Software Engineer |
| IT Technical Support Officer | Systems Analyst |
| Network Engineer | Web Designer |

Search and apply for work experience placements, Apprenticeships, Traineeships, entry level roles and more at www.GetMyFirstJob.co.uk.



Industry Profile

Leisure, Travel & Tourism

Apprenticeship Salary Range

£120 - £350

per week

Qualified Starting Salary Range

£10,000 - £35,000

per year

Do you have a sense for adventure and love to travel, or enjoy being active and helping other people find their passion for sport?

This sector is ideal for people who want varied, interesting work that offers a different lifestyle. Travel and Tourism presents a unique opportunity, as not only does it provide a career, but also the chance to have fun. If fitness is your passion, you could always try out a career in Leisure and Sports - including Leisure Management, which puts you in charge of the day-to-day running of sports centres or gyms. This is a fast-growing industry, offering roles in recreational and professional sports.

Or if you love cooking and fancy becoming the next Gordon Ramsay (who was an Apprentice), why not start a Culinary Arts Apprenticeship and explore where you can go?

There are plenty of glamorous opportunities in this sector - but they also need hard work. From becoming a member of a cabin crew to entertaining guests as a holiday representative, there are plenty of chances to go places in this industry.

Career Progression

A Leisure, Travel and Tourism course will offer you vocational training that helps you develop key business management and communication skills to broaden your career prospects. There are many jobs directly linked to this industry, such as Holiday Representative, Tour Manager or Travel Agency Manager. However, you can use the skills learnt in your Apprenticeship or degree for many other roles such as Customer Service Manager, Hotel Manager, Marketing Executive or as an Events Manager.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need

Customer Service

Many roles within the Leisure, Travel and Tourism industry require good customer service skills. This means you must have an excellent manner whilst dealing with others, being empathetic to their situation and helping to the best of your ability.

Communication

Strong communication and sales skills are crucial to any role in this industry. In this sector, there is a strong chance that you will encounter people from all over the globe, which requires you to have good communication skills to reach your goals and targets.

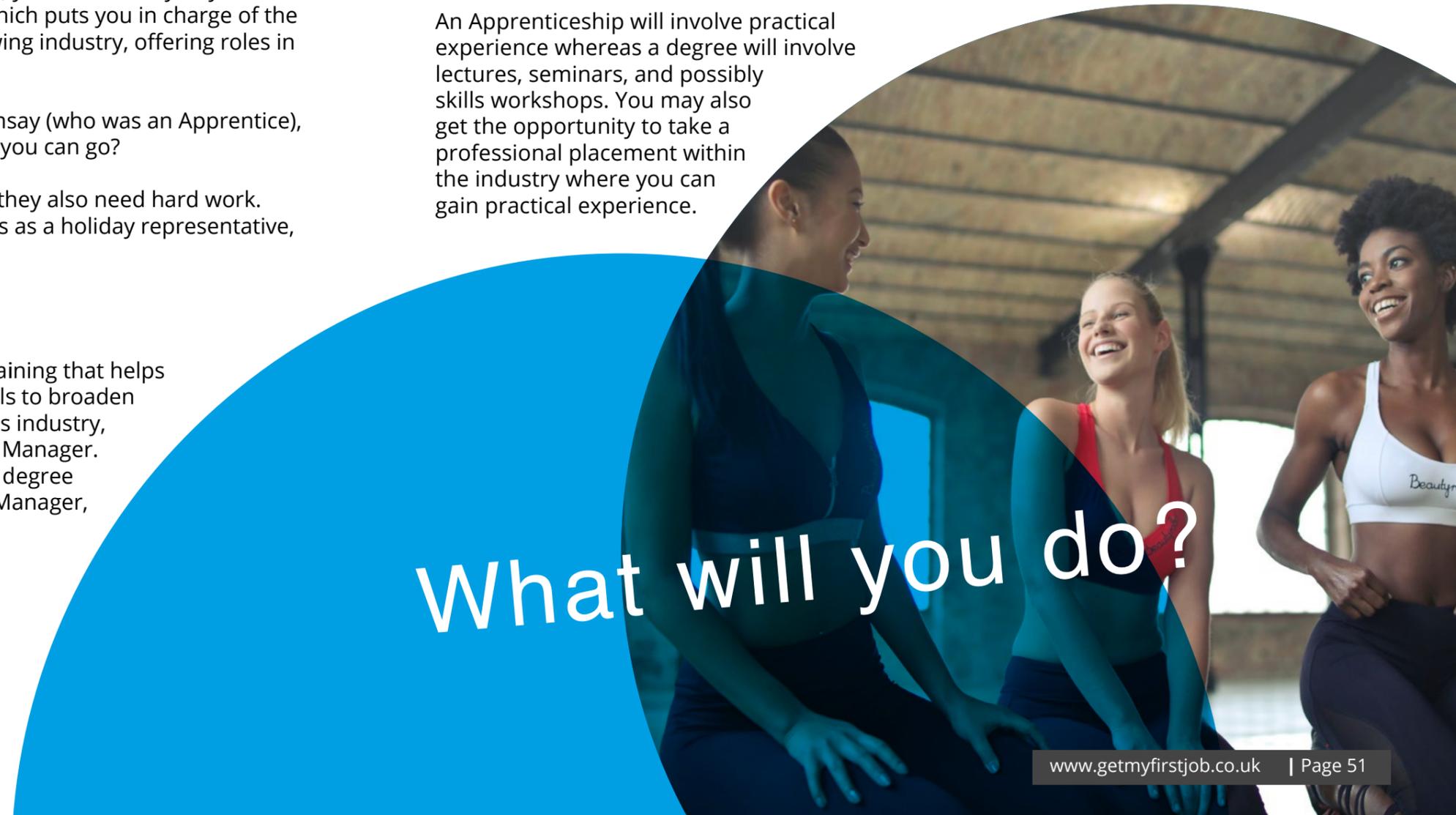
Planning and Coordination

In plenty of jobs within this industry it is crucial to have good organisational skills. For example, if you choose to become a Travel Agent or even an Events Manager you will have to plan things to meet a deadline, which means planning under pressure.

Your Training

An Apprenticeship will involve practical experience whereas a degree will involve lectures, seminars, and possibly skills workshops. You may also get the opportunity to take a professional placement within the industry where you can gain practical experience.

What will you do?



Industry
Insight

Careers in
Leisure, Travel
& Tourism



What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

Type of Apprenticeships (Level)

| | |
|------------------------------------|----------------------------|
| Butcher (2) | Commis Chef (2) |
| Hospitality Team Member (2) | Hospitality Supervisor (3) |
| Senior Chef Production Cooking (3) | Advanced Butcher (3) |
| Chef de Partie (3) | Baker (2) |
| Hospitality Manager (4) | Travel Consultant (3) |
| Event Assistant (3) | |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

Jobs in Leisure, Travel & Tourism

| | |
|--|----------------------------|
| Tourist Information Centre Manager | Sports Therapist |
| Tourism Officer | Professional Chef |
| Sports Coach | Theme Park Manager |
| Sport and Exercise Psychologist | Personal Trainer |
| Outdoor Activities / Education Manager | Sports Administrator |
| Travel Agency Manager | Sports Development Officer |

Search and apply for work experience placements, Apprenticeships, Traineeships, entry level roles and more at www.GetMyFirstJob.co.uk.

Jess' Story :

Level 3 Personal Training Apprentice

Jess is currently working on her Level 3 Personal Training qualification at Arc Leisure.

"I've always been sporty and taken part in competitive sport since I was quite young. I took PE at GCSE and swam for the City Of Derby Swimming Club when I was younger.

I was working on a casual basis when I noticed that the centre was looking for a Leisure Apprentice. I've always wanted to be a Fitness Instructor and I knew it would be good experience. It always seemed right because I spend most of my time in the gym or doing exercise!

During my Apprenticeship I gained a Level 2 in Personal Training through Derby College and I'm now working towards my Level 3. By progressing through different levels of qualifications I'm always improving and gaining more experience!

I love the variety that my Job brings. I work with people of all ages and abilities. As part of my Apprenticeship, I did a bit of everything including swimming teaching, Life Guarding and helping on Reception, as well as fitness instruction - I'm not doing the same thing every day! Most mornings I lead a fitness class and I then help out with other activities in the afternoon.

I would say I have a high level of responsibility. If I start teaching something wrong, then someone could get injured, which I don't want to be responsible for! I've even introduced Pound classes at work, which is a full body cardiovascular workout which involves exercising to the rhythm of drumsticks. People really enjoy our classes.

My college tutor is really good. I'm assessed on site and he's always very helpful and happy to give me advice whenever I need it. I go to Derby College once a week to meet with my tutor, but the rest is independent learning for exams or additional work."





Industry Profile

Retail & Commercial Enterprise

Apprenticeship Salary Range

£120 - £350

per week

Qualified Starting Salary Range

£11,000 - £30,000

per year

When it comes to sales focused, customer service-based work, an Apprenticeship or degree in Retail, Hair and Beauty, Fashion or Hospitality is a great way to explore your creative side.

There are Intermediate, Advanced and Higher opportunities available to feed your interests, though this may be an option to explore at University too. Your work will be people focused and you have the chance to interact with a real range of people! The Retail sector employs nearly 3 million people – around 10% of the working population.

The work is varied, and every day is different – you could be serving customers or putting together impressive product displays. You could also follow a more style-focused route into hairdressing, barbering or beauty, all diverse professions with many opportunities to explore your creative side. If Hospitality's more your thing, an apprenticeship or degree in this subject gives you a variety of options - whether it's working in a large hotel or as part of individual event planning - and there's also the chance to travel the world through your work, which can literally take you anywhere.

Career Progression

Apprenticeships in retail mean that you will gain both professional qualifications and the work experience that comes with a real job, which makes you highly employable. Once you have completed an Apprenticeship, you are well-equipped to move upwards within a company, opening many different pathways. By completing a degree in Retail Management or Business, you will also have the qualifications to take on various roles, such as becoming a retail buyer, and with experience, you will also be able to move upwards from there.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need

Customer Service

As retail focuses almost completely on the needs of the customer, it's important that you're willing to spend time amongst a lot of different people and be ready to help them. If you work in Hair or Beauty, you'll be in close contact with a variety of people.

Business Awareness

Your level of expertise and product knowledge is important in helping to increase sales, therefore benefitting the business. Your work will likely be focused towards selling a product or service, so again, it's all about customers.

Working under Pressure

This is important when customers are involved, as you want to be able to provide all of them with the best service possible. Beauty Therapy and Hairdressing also involve the need for accuracy as you'll be working closely with people's skin and hair.

Your Training

No matter your choice, your training will involve lectures, smaller seminars, and workshops, combined with individual study. As an Apprentice, you'll also have workplace experience dealing with customers every day.

What will you do?



Industry Insight

Careers in Retail & Commercial Enterprise

What could I be doing?

Look at the Apprenticeships section of this guide to see what each level means.

| Type of Apprenticeships (Level) | |
|---------------------------------------|---|
| Retailer (2) | Customer Service Practitioner (2) |
| Retail Team Leader (3) | Retail Manager (4) |
| Fishmonger (2) | Business to Business Sales Professional (6) |
| Customer Service Specialist (3) | Junior Estate Agent (2) |
| Public Relations Assistant (4) | Trade Supplier (2) |
| Commercial Procurement and Supply (4) | Hair Professional (2) |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

| Jobs in Retail & Commercial Enterprise | |
|--|--------------------------------|
| Bookseller | Visual Merchandiser |
| Dispensing Optician | Retail Manager |
| Warehouse Manager | Retail Merchandiser |
| Sales Executive | Customer Service Manager |
| Retail Buyer | Commercial Art Gallery Manager |
| Purchasing Manager | Call Centre Manager |

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- **Business Administration**
- **Sports Coaching**
- **Customer Service Practitioner**
- **Chef**
- **Facilities Supervisor & Manager**
- **IT**
- **Journalism/Media**
- **Laboratory Technician**
- **Team Leader/Supervisor**
- **EYE Early Years Educator**

Please get in touch by sending your CV to:

info@lmpeducation.org or call 020 3475 7511



Industry Profile

Science & Mathematics

Apprenticeship Salary Range

£120 - £350

per week

Qualified Starting Salary Range

£12,000 - £100,000

per year

An Apprenticeship or degree in Science or Mathematics opens doors to a variety of different careers, making your future limitless.

You'll gain the essential skills you need to increase your knowledge and practical skills, learning amongst experienced people in labs and work places. There are Intermediate, Advanced and Higher-level Apprenticeships available, so you can gain qualifications in nearly any area you fancy - this means you'll be learning about topics you are genuinely interested in. Additionally, there are plenty of degrees offered at University that fit into this sector, so you'll never have to worry about not having an opportunity that's right for you.

Career Progression

A Higher Apprenticeship or degree in Science or Mathematics means that you'll be learning fundamental skills that you can then transfer to a variety of roles within the sector - from accounting and data analysis through mathematics to environmental conservation or veterinary medicine with science. Once you're qualified and with experience behind you, there'll be many different opportunities available.

Your Training

Training at University in these fields can range from lectures to smaller group-based seminars, as well as laboratory classes and workshops, with students also given time to work independently on problems. At GetMyFirstJob we work with a variety of training providers and colleges across the UK. However, opportunities to complete one of these qualifications can be rare, so you may need to hunt down one that's right for you, and make sure your application is the best it can be. Check out our website to find an Apprenticeship opportunity in this industry.

Find out more at www.GetMyFirstJob.co.uk.

The Skills you need

Problem Solving

This may be important when completing project work, as if issues arise it is useful to be able to define and solve issues as quickly as possible - especially if you're in a lab.

Communication

It's important that you're able to communicate effectively with your colleagues, especially when doing lab work which may involve dangerous chemicals or substances. You may need to work closely with others on projects that combine your knowledge.

Technical Knowledge

You'll be learning a lot throughout your Apprenticeship or degree. So, it's a good idea to come to it prepared, with an understanding and a genuine interest in your subject area, as this will benefit your ability to progress further.

£100,000

Some roles in the Science and Mathematics sector fetch a salary of up to £100,000! Could you see yourself doing the same?

What will you do?





Industry Insight

Careers in Science & Mathematics

What could I be doing?

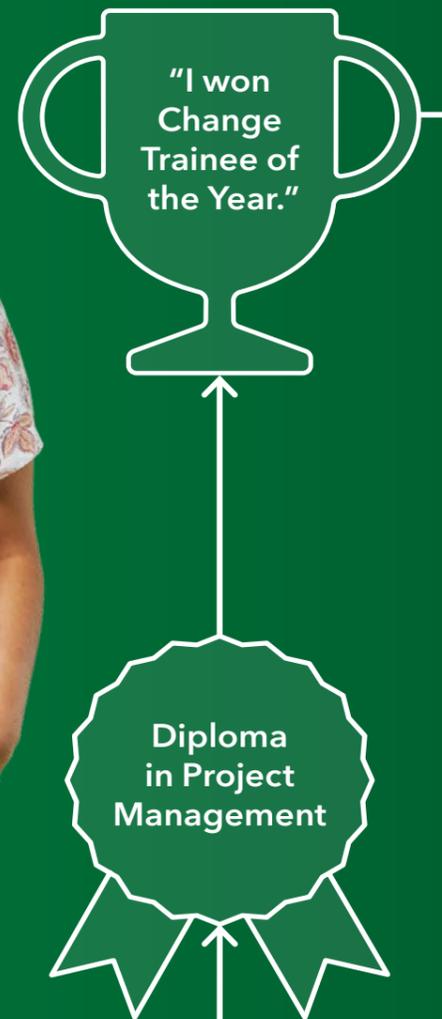
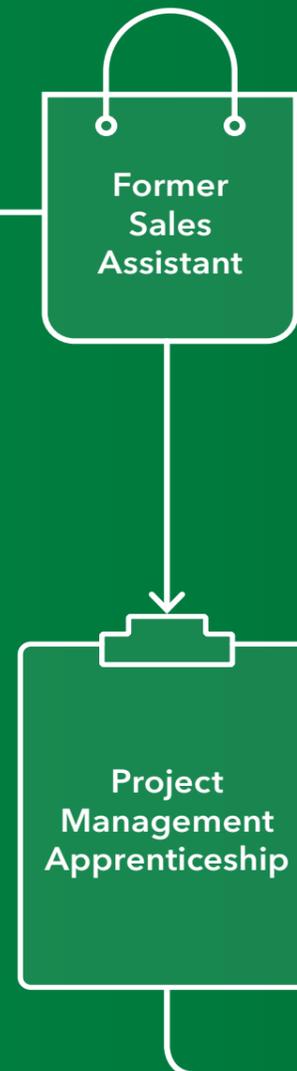
Look at the Apprenticeships section of this guide to see what each level means.

| Type of Apprenticeships (Level) | |
|-----------------------------------|----------------------------|
| Laboratory Technician (3) | Laboratory Scientist (5) |
| Laboratory Scientist (degree) (6) | Meteorology Technician (3) |
| Animal Technologist (3) | |

Here are a few jobs that your Apprenticeship or University degree could lead to. It's important to be open with your career choice in the future and consider similar jobs within the industry as your ideal job may lack vacancies.

| Jobs in Science & Mathematics | |
|-----------------------------------|----------------------------------|
| Toxicologist | Scientific Laboratory Technician |
| Plant Geneticist | Pharmacologist |
| Metallurgist | Nanotechnologist |
| Meteorologist | Food Technologist |
| Forensic Scientist | Healthcare Scientist |
| Colour Technician | Biomedical Engineer |
| Environmental Health Practitioner | Analytical Chemist |
| Science Writer | Research Scientist |
| Microbiologist | Hospital Pharmacist |

Search and apply for work experience placements, Apprenticeships, Traineeships, entry level roles and more at www.GetMyFirstJob.co.uk.



Afeefa's apprenticeship journey so far...

DISCOVER CAREERS WITH REAL IMPACT

Find your opportunity at lloydsbankinggrouptalent.com

Introducing Apprenticeships

Apprenticeships are a useful way of exploring the workplace, gaining specific training for the job roles you want, and learning without a debt attached. Not forgetting the fact that you'll even be getting paid whilst you study for a qualification that can take you further!

When you're looking for an Apprenticeship opportunity, it's all about exploring the many different options available (in over 170 industries) to find one that's right for you and your future - and it's ok if you don't currently know what that is.

Apprenticeships are valued by employers and will help you to develop your career prospects. You'll be learning essential skills and gaining knowledge of the workplace, and you'll have a head start in your industry. In fact, employers believe that Apprentices are 15% more employable than people with other qualifications.

You'll be supported by your employer and have the benefits of a 'real job', including holiday and sick pay. It's also a great opportunity to develop the skills that will help you in the future – including communication, organisation and responsibility, to name just a few – and you're likely to be working within a team of experienced people.

Overall, an Apprenticeship offers you the chance to complete a qualification whilst learning about the workplace and gaining valuable, practical experience.

Our guide hopes to offer more in-depth information about Apprenticeships as an educational career that is often forgotten. Around two-thirds of young people claim to be interested in them over more traditional routes to work such as University, but 40% claim their teachers have never discussed the idea – so here's your chance to get to know Apprenticeships and all that they can offer.

To search and apply for Apprenticeships, visit [GetMyFirstJob.co.uk](https://www.getmyfirstjob.co.uk).

170

industries where
Apprenticeships are available

89%

of Apprentices were satisfied with their
Apprenticeship

20%

of your working week will be
spent being paid to learn at
college or University

Apprenticeship Timeline

JOIN US ON SOCIAL



Here is a guide to what your Apprenticeship process may be like - keep in mind that this may vary depending on the role you choose to apply to.

FINAL YEAR OF SCHOOL/COLLEGE

This is when you will have to become serious about which path is best for you. Do you want to study at University? Or become qualified through a different path, such as an Apprenticeship? If it is an Apprenticeship you decide on, you will need to think about which will be best for your prospects, and make sure you have the necessary qualifications for the role.

APPLY FOR APPRENTICESHIP

At this stage you need to start making some important decisions. You should have a good idea about what industries you wish to enter, or maybe even a specific job role! If you have a specific employer you want to work for, keep your eye out on the opportunities they have on offer. Once you have decided this, you can sign up at www.GetMyFirstJob.co.uk where you'll be able to upload your CV and see the Apprenticeships we have on offer.

ASSESSMENT DAY/OTHER TESTS

Sometimes you will be expected to complete an assessment day, or even be given other tests to find your compatibility for the role. This means it is important to be prepared! Complete some research before the day to enable you to perform at your best. However, some companies may not have an assessment day, so it really depends on which role you have applied for.

GAP YEAR

A gap year is an excellent chance to broaden your horizons and gain independence before starting your career. Some people choose to get work experience and save up for a year, or you could volunteer. Other people may choose to travel, or even take part in a combination of these.

INTERVIEW

This may be face-to-face, over the phone or through a video call. You may even have to complete a group interview! Make sure you're confident, well presented, and have prepared some answers to 'popular' questions so you are ready. For more tips on how to prepare, see our 'Ready for Work' section.

START APPRENTICESHIP

You've got the job! Now it's time to make the most of your opportunity. Your Apprenticeship can last anywhere from a year to six years depending on the Level and role you have. There are many different Apprenticeships available ranging from Intermediate to Degree, so it's crucial you have chosen the one that's right for you. For tips on how to handle your first day, please see our 'Ready for Work' section later in the guide.

FINISH!

Now that you have your Apprenticeship certificate, you can choose to go onto a job, a Higher Apprenticeship or even University - the choices are endless!

FAQs

Will I be paid?

Those aged 16 to 19 in the first year of their Apprenticeship will receive at least the National Apprenticeship minimum wage of £3.70 per hour. Some employers may pay more than this rate, and it depends on the industry you are entering in. For example, a Software Engineer Apprentice may earn over £14,500 per year! However, there might also be other financial benefits alongside the salary, such as relocation fees.

Will I be treated like an employee?

As an Apprentice, you will be treated the same as any other employee at the company you work for. This includes benefits such as holiday or sick pay, and rest breaks during the working day - you're entitled to at least one 20-minute break for every six hours that you work. Some employers may even let you bring your dog to work!

How do I apply?

At all times there are up to 20,000 potential Apprenticeship vacancies online in a variety of careers and industries. To discover the best ones, you can visit either the Government website, or www.getmyfirstjob.co.uk, and search for those best suited to you. When you find your perfect role, it's easy to register and you can apply with one click!

What are the entry requirements?

Apprenticeships are available to anyone over the age of 16, but there are different requirements depending on the level of the Apprenticeship, as well as the job itself. For some lower levels, it may only be necessary to have 5 passing GCSE grades (A*-C or 9-4 on the new scale), but for the higher Levels such as 6 or 7 it may be necessary to have a certain number of UCAS points or A-Level qualifications (or equivalent).

How long does it last?

How long your course lasts will vary depending on the sector you're applying for. For example, an Intermediate Apprenticeship in the Business sector may only last a year, but a Degree Apprenticeship in law could take up to 6 years to complete!

Am I too old?

Apprenticeships are not just for 16 to 19 year olds. Anyone over the age of 16 is able to apply for any Apprenticeship (as long as you fit the entry requirements). Many people choose to complete an Apprenticeship to find a new career path, or even to further themselves within their current career. In fact, at GetMyFirstJob over 5% of our candidates are over the age of 25, with more over the age of 35, and many have gone on to successfully complete an Apprenticeship.

What is the employer like?

This is a common question that can usually be answered with some basic googling! There are many resources online that will help you find out what the employer you are planning to work for is like, and what you should expect. Glassdoor is a good example of this.

What if I decide it's not right for me?

Because an Apprenticeship involves you, your employer and your training provider, it can be complicated to change. However, if you're not happy, it can be done. Think about what's not working for you - is it the job role, the employer, or your training? Both your employer and training provider should be willing to help with keeping you happy, so it's worth talking to them about how you feel and see what can be improved within your Apprenticeship. Your job role could be altered while you continue on the same Apprenticeship course without having to start again, though your training provider will have to agree with this. It's important to consider all your options, as you could find that changing one part of your Apprenticeship will improve your experience.

What levels are there?

There are various levels of Apprenticeship to apply for depending on your skills and qualifications. Each Apprenticeship has an equivalent educational level - for more information on the levels, please see our relevant pages in the guide.

| Levels of Apprenticeship | Equivalent Qualification |
|--------------------------|--|
| Intermediate (Level 2) | 5 GCSE passes (Grades A* - C or 9 - 4) |
| Advanced (Level 3) | 2 A-Level passes |
| Higher (Level 4 to 7) | Foundation degree to Master's degree |
| Degree (Level 6) | Bachelor's degree |



CONSIDERING AN APPRENTICESHIP?

Here are the top 5 benefits:

PAID TRAINING

Your organisation (or the Government) will pay for all of your training. This means you could even get your degree fully paid for!

RANGE OF CAREER OPPORTUNITIES

There are over 170 industries that you could get an apprenticeship in. Whether its hairdressing, law or engineering to construction and marketing.

EARN & LEARN

Most apprentices earn around £16,000 a year! As an employee you'll also get other benefits like gym memberships, paid holiday and sick pay.

GREAT CAREER PROSPECTS

Employers think Apprentices are 15% more employable than those with other qualifications. And with qualifications and experience, who wouldn't hire you?

LEARN ON THE JOB

You can only learn so much theoretical knowledge at college or university. The best part of an apprenticeship is learning on the job – whether that's chopping vegetables or designing amazing graphics. And that's not even mentioning all of the soft skills you'll pick up!

JOIN OUR
COMMUNITY OF
MORE THAN

430,000

PEOPLE

Sound like your cup of tea?

Sign up at www.getmyfirstjob.co.uk



Apprenticeship Focus

Intermediate Apprenticeships

(Level 2)

An Intermediate (Level 2) Apprenticeship is a great starting point – if you don't have many GCSEs or much experience, this is the option for you.

You'll gain helpful qualifications as well as practical experience in the workplace, and there are opportunities in a very wide range of industries. An Intermediate Apprenticeship can help you kickstart your career in mostly anything that interests you, though the work you complete will be relevant to the sector and job role and decided by your employer.

How does it work?

Apprentices typically work for 30 hours a week, and also have additional training to help them towards their qualifications which may be completed in a college or outside training provider. There are two types of typical programme structure, and these include:

- > Employers, training providers and professional bodies working together to create a course specifically for Apprentices
- > Sectors using existing programmes as well as additional training

The employer is responsible for the welfare of the Apprentice as well as their training, and both they and the training provider need to be satisfied that the Apprentice meets their requirements.

Duration

Typically, an Intermediate Apprenticeship can last between 12 months and 2 years, depending on the programme you choose to do.

What are the benefits?

There are many different benefits to an Intermediate Apprenticeship, including the fact that Apprentices are paid for their work whilst they get experience without a growing debt. Apprentices can also use this qualification to gain entry to a more advanced level Apprenticeship, so that they are able to develop their skills and progress in their career area.

When could I do it?

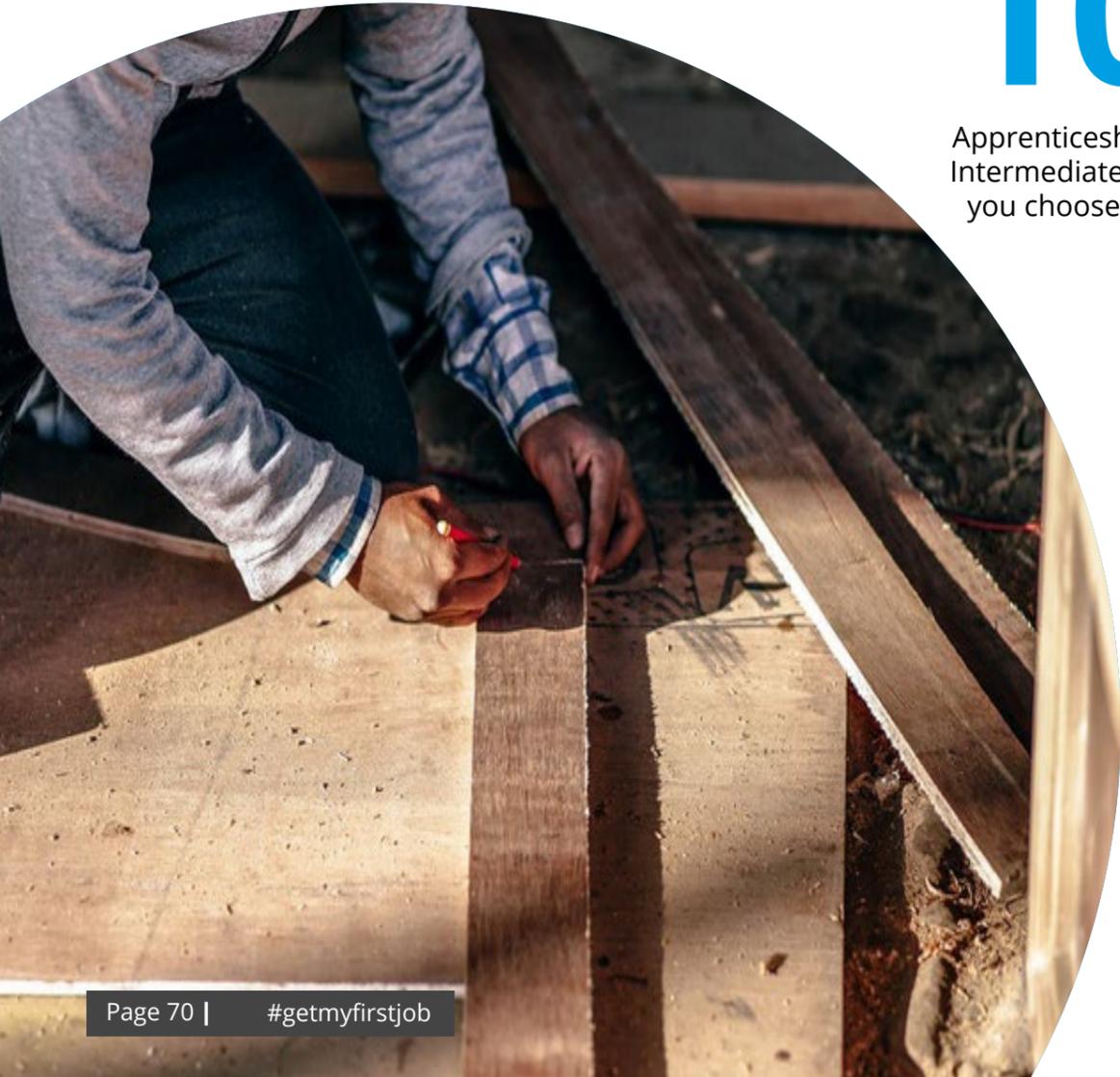
The entry requirements vary, as some employers ask for at least two GCSEs (A*-C or 9-4 in the new system), but some may not need any. It all depends on your individual job role and employer's preferences.

What qualifications could I gain?

Intermediate Apprenticeships are generally considered to be equivalent to five GCSE passes (A*-C or 9-4 in the new system), and other qualifications such as NVQ Level 2, BTEC first diplomas and certificates, OCR Nationals, and Key Skills Level 2. Assessment is usually at the end of the programme and involves both on the job training and academic learning.

103

Apprenticeship standards at Intermediate Level, what will you choose? (March 2019)



Sophie's Story :

Level 2 Agriculture, Horticulture and Animal Care Apprentice

Sophie has already completed her Level 2 Apprenticeship and is now completing her Level 3 Horse Care and Management Apprenticeship at West Kington Stud whilst training with Haddon Training. She states that she has already "progressed so much in my time here".

Sophie says that she has had many unique opportunities open to her since beginning her Apprenticeship and that her favourite memory was when she was able to groom at the Horse of the Year Show (HOYS).

In October I spent a week at HOYS helping to look after and groom for one of the Caspian horses, as well as being a general extra pair of hands for one of the displays; The Story of The Caspian Horse, an ancient breed of small horse previously believed to be extinct.

I was groom for the Caspian stallion Hendon Troy who was the first and last horse in and out of the arena. I enjoyed looking after Troy and getting him groomed and ready for all the performances.

It was amazing to see how quickly the Caspians and their riders and handlers got used to the huge atmosphere of HOYS, with the loud music, flashing lights and large crowds. It was almost overwhelming.

It was a thoroughly enjoyable experience, and I loved getting to know what happens backstage behind the curtains of a large show. I learnt a lot, not just from the Caspians but also from seeing the top show horses being groomed and prepped for the ring. Also, watching the top show jumpers and the other incredible displays with the action horses in the arena was amazing and so exciting!"





Apprenticeship Focus

Advanced Apprenticeships

(Level 3)

An Advanced Apprenticeship helps you to gain further knowledge as well as work-based skills and experience in a specific sector. They are available in a wide range of industries, with many different job roles available to help you kickstart your career.

How does it work?

Apprentices study for a National Vocational Qualification (NVQ) whilst working full time for an employer. You'll receive on the job training for a specific role, learning from experienced people, and develop practical work skills – as well as the academic learning that may be given by an outside training provider.

- > Employers, training providers and professional bodies working together to create a course specifically for Apprentices
- > Sectors using existing programmes as well as additional training

The employer is responsible for the welfare of the Apprentice as well as their training, and both they and the training provider need to be satisfied that the Apprentice meets their requirements.

Duration

Apprentices are expected to work for at least 30 hours a week, and courses can last anywhere between 1 to 3 years depending on the area of the Apprenticeship in question.

What are the benefits?

By completing an Advanced Apprenticeship, you'll gain the knowledge, skills and experience that are valuable for future job opportunities and career progression– which may be within the company that you complete your Apprenticeship in. You could also go on to a degree-level Apprenticeship which takes your training even further! Apprentices are paid for their work, which means that you can earn whilst you learn both the practical and academic skills you need, without a debt attached.

When could I do it?

Entry requirements vary depending on the employer or job role (check the specific vacancies), but you will usually need at least 5 A*-C (9-4 in the new system) grades at GCSE level.

What qualifications could I gain?

An advanced Apprenticeship is considered equivalent to: 2 passes at A Level, Advanced Extension Awards, International Baccalaureate, Key Skills Level 3, NVQs at Level 3, BTEC diplomas, and OCR Nationals. You also have the chance to gain relevant technical

15%

Employers think that apprentices are 15% more employable than those with other qualifications.

Earn whilst you learn!

Lauren's Story :

Level 3 Business Administration Apprenticeship

Lauren started with a Intermediate (Level 2) Apprenticeship in Business Administration and has now progressed to an Advanced (Level 3) Apprenticeship with Phoenix Services, which is the trading arm of Cornwall Fire, Rescue and Community Safety Services.

Lauren says that she always knew that rather than going to University she wanted to be employed and show what she could do within a professional environment – to her “an Apprenticeship seemed like the perfect opportunity” and provided the challenges she wanted.

“My Apprenticeship gives me the chance to continue developing my skills every day, which I can then transfer to other opportunities in the future. I have really enjoyed being able to keep learning, both professionally and academically, as it has allowed me to progress on from my Level 2 to a Level 3 Apprenticeship.

Above all, my Apprenticeship has really made me feel more confident in myself. I can now handle calls and the accounts for the business, which I was always so nervous about before. My new skills have meant that I have now been offered a full-time position within the service. Being able to see my career progress so much already has been very gratifying.

My current job role is 50% administration work, with the other half of my time being spent on marketing. I can do anything from managing the social media account of the company, and I've even had the chance to work on a huge animation campaign.

I've had so many opportunities in various aspects of the business, and I really love the independence working gives me to test my new skills in the workplace – every day is different. I have found that my training at college has really interacted well with the work that I'm doing, so it's really effective. I recommend Apprenticeships to everyone, especially those who are unsure about going to University and doing a degree.”



Doncaster, Rotherham & District Motor Trades GTA



Apprenticeships

- Light Vehicle Maintenance
- Heavy Vehicle Maintenance
- Motorcycle Maintenance
- Auto Electrical
- Body Repair & Building
- Body Paint Refinishing
- Vehicle Parts & Warehousing
- Business Administration
- Customer Service



www.doncastergta.co.uk



We Also Offer

- Fork Lift Truck Operator & Instructor (FLT)
- LGV Driver Training, C & C+E, Driver CPC Periodic Training
- CPC Operators: National & International Combined
- Dangerous Goods Safety Advisor (DGSA)
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- Logistics: Shunting/Banksman, Lifting & Slingsing
- Lorry Loader HIAB
- ATA Assessments, Air Conditioning, Air Bag
- Hybrid

Plus many Health & Safety courses, enquire for more details.

We regularly hold open days. Our next one is at our Doncaster Centre on:

Thursday 16th May 2019. 1.00pm Onwards. All Welcome.

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Armthorpe,
Doncaster,
DN3 3DY

01302 832831
admin@doncastergta.co.uk

Unit 3A
Parkway Close,
Parkway Industrial Estate,
Sheffield,
S9 4WL

0114 2751751
sheffieldadmin@doncastergta.co.uk





Apprenticeship Focus

Higher Apprenticeships

(Levels 4 - 7)

A Higher Apprenticeship is a great vocational alternative to University, offering a qualification equivalent to degree level, with no tuition fees and the ability to earn a wage whilst you learn.

It's a real job, and you'll get the same benefits as other Apprentices. They're available in more than 170 industries - providing greater opportunities than ever before. However, competition is strong, with a limited number of vacancies available for school/college leavers – check out our tips on what employers are looking for in an Apprentice to help you get the job.

| Level of Apprenticeship | Qualification Recieved |
|-------------------------|---|
| Level 4/5 | Higher Education Certificate, Higher Education Diploma, or a Foundation Degree (the first year of a degree) |
| Level 6 | Bachelor's degree |
| Level 7 | Master's degree |

How does it work?

Higher Apprenticeships require working at least 30 hours a week, with most training gained from the workplace alongside part-time study provided by a training provider. Apprentices complete an assessment at the end of their programme, testing their academic learning and their occupational competence developed through on-the-job training. You will attend college once a week, or in blocks of a week or more. Employers do not guarantee they'll keep you on after, but this happens frequently.

Duration

A Higher Apprenticeship will typically be completed in three or four years, though some could take as long as five years.

What are the benefits?

- > A chance to develop and expand on existing skills and knowledge to a higher level
- > Ability to view career progression within the business.
- > Flexible delivery models helping to maintain a work/life balance.
- > Plenty of support from the employer and education provider.
- > No cost to the Apprentice (and no debt from University costs!)
- > Earn a salary whilst advancing – Higher Apprentices can earn up to £150,000 more in their lifetime than University graduates.

When could I do it?

Higher Apprenticeships are open to those with A-Levels or the equivalent qualification such as a Level 3 or 4 Apprenticeship or Scottish Highers. Academic requirements vary according to the programme, but a majority require on average at least 240 UCAS points to apply. Additionally, some employers require relevant experience to the Apprenticeship topic, such as STEM fields.

40+

Higher Apprenticeships are available in more than 40 job areas

Take yourself further



CHOOSE YOUR OWN CAREER ADVENTURE



START YOUR JOURNEY WITH A QA APPRENTICESHIP

Tech is the fastest-growing industry in the world with infinite career possibilities. With average tech salaries at £40k and vacancies booming, there's never been a better time to ride the wave!



CHOOSE YOUR PATH IN **TECH**

- Infrastructure technician - L3
- Network engineer - L4
- Software development technician - L3
- Software developer - L4
- Cyber security technologist - L4

CHOOSE YOUR PATH IN **MARKETING & BUSINESS**

- Digital marketer - L3
- Business administrator - L3
- Associate project manager - L4
- Data analyst - L4



CHOOSE FROM **HUNDREDS OF EMPLOYERS**

From edgy startups to medium-sized enterprises right up to big household names, here are just a few of our employers:



"Through a digital apprenticeship, I'm going to have a degree by 19 with no debt as well as three years' experience. Being an apprentice is all about finding a spark, something that won't feel like a job. I love that I'm always learning and building a network of people around me."

ROSIE — IT apprentice, CISCO

APPLY NOW!



Check out our current roles at apprenticeships.qa.com/vacancy-search and apply for a role that suits you!

Mark's Story :

Level 4 Accounting Apprentice

Mark is in his second year of his Accounting Apprenticeship with KPMG, as part of their 360 Programme. As a teenager he says he had little knowledge about Apprenticeships, but now he's unsure why more people do not know more about them – especially parents.

"During my first year working for KPMG I have enjoyed the full-on experience in being able to rotate around the company, and I have just completed my rotation in Corporate Tax. This shows the amount of experience on the table for individuals willing to learn on a day to day basis.

I am currently working towards my Level 4 Qualification in AAT whilst studying at the BPP University. In the past year, I obtained my Level 3 Qualification, and a lot of on-the-job knowledge. Now I can prepare financial statements for partnerships and sole traders, prepare a VAT return, and budget a business amongst other skills. My goal is to complete my Level 7 chartered qualification with the ACA by the end of my six-year stint with the firm.

KPMG are hands-on with their Apprentices. The amount of on-the-job training I've received from the teams has been helpful in boosting my development as I develop in the firm. The 360 Programme replaces the school leaver degree, and has been received well in the company.

KPMG has consciously attempted to flip the one qualification approach several companies take and instead offer a variety of school leaver schemes. These allow different personalities joining the firm, meaning we have one of the most diverse workforces of any UK firm. Testimony to that being our firm rated the Top female employer year on year by Times magazine.

As an apprentice at KPMG you are offered the same rewards as any other employee. This means you can be given reward packages which helps address any needs of employees in a firm of this magnitude. I feel as though taking on an Apprenticeship in a firm as big as this is one of the biggest achievements I'm able to put to my name."





Apprenticeship Focus

Degree Apprenticeships

(Levels 6 & 7)

A Degree Apprenticeship is a relatively new option for college leavers, which combines university study and paid work.

Apprentices gain a Bachelor's or Master's degree and the cost of their University fees are covered by the government and employers. Though they are only available in England and Wales, applications can be made from all parts of the UK. As they're still new, there are limited vacancies, but the government predicts these will grow massively by 2020. Degree Apprenticeships are already available in many fields such as Nuclear Science, Aerospace Engineering, Construction.

| Level of Apprenticeship | Qualification Received |
|-------------------------|------------------------|
| Level 6 | Bachelor's degree |
| Level 7 | Master's degree |

How does it work?

The Apprenticeship combines academic study at a University in partnership with the employer. A Degree Apprenticeship includes an assessment at the end of the programme in the workplace, testing both the academic learning and occupational competence of the Apprentice which is developed during on-the-job training. The Apprenticeship involves part-time academic study at a University, with most of your time spent with your employer.

Duration

Typically, a Degree Apprenticeship takes around three years to complete, though some course may last up to six years.

What are the benefits?

- > Debt free with a degree! (This means you'll gain a full Bachelor's or Master's degree whilst in work, with the cost covered by your employer).
- > Fast track onto many career paths, not just the traditional engineering or manual routes.
- > A chance to see career progression within the business.
- > Flexible delivery models which aid work/life balance.
- > A salary and guaranteed employment whilst you study.
- > Employers may offer you the chance to stay and progress in your job after the apprenticeship ends.

When could I do it?

Degree Apprenticeships are open to those with A-Levels or the equivalent qualification such as a Level 3 or 4 Apprenticeship or Scottish Highers. Academic requirements vary according to the programme, but a majority require on average at least 240 UCAS points to apply. Additionally, some employers require relevant experience to the Apprenticeship topic, such as STEM subjects.

60+

Degree Apprenticeships are offered at over 60 Universities and higher education institutions

Degrees without debt!

Ella's Story:

Degree Level Finance and Law Degree Apprentice

Ella has completed five months of her Apprenticeship with the BBC and has a two-year contract with them. Her Apprenticeship is delivered by CILEx Law School. She says that she was attracted to the Law Apprenticeship route because the idea of learning, gaining a practical qualification and earning at the same time appealed to her as she was worried about the result of debt from University.

"The Apprenticeship is even better than I expected. It has driven me to be independent, mature and hard working. The Apprenticeship is very well organised and I feel like I can really manage the balance of studies, working and home life.

My daily tasks include all sorts of things like helping my colleagues to contract new or existing TV programmes, updating various documents with incoming information and facts and figures, it's all practical tasks that vary every day. I also send many emails and some letters to clients or the BBC's partner businesses regarding deals and contracts.

I love the work I do – every day is different, and I am always learning new things. One of the benefits for me has been to experience working in a full-time job in a world-renowned broadcasting business, which will look great on my CV in the future. I have enjoyed many other benefits including watching Blue Peter and The One Show live, meeting some celebrities and making some lifelong friends.

My Apprenticeship contains five CILEx Level 3 units, but during the period of my two-year Apprenticeship contract, I am hoping to do an additional five Level 3 units to achieve the CILEx Level 3 Professional Diploma. After that, I'll move on to the CILEx Level 6 Professional Higher Diploma and hope to be a fully qualified Chartered Legal Executive within five years of starting my Apprenticeship."

I would recommend an Apprenticeship to anybody, especially if the person is unsure about university and has had enough of full-time education. I have not yet completed my Apprenticeship, but I have loved every day so far."



MANAGEMENT DEGREE

APPRENTICESHIP PROGRAMME

WANT TO
EARN
WHILE YOU
LEARN?

If you are 18 and over,

**BUILD A
MANAGEMENT
CAREER**

whilst gaining a degree.



**5 YEAR
PROGRAMME**

A 1-year Level 3 apprenticeship with a 4-year BA Hons Degree in Business Management.



The course fees are fully paid for by McDonald's*, all whilst you work and earn a salary with us.

**FAST
TRACK**

Opportunity to accelerate your career by becoming a Business Manager, managing your very own restaurant.

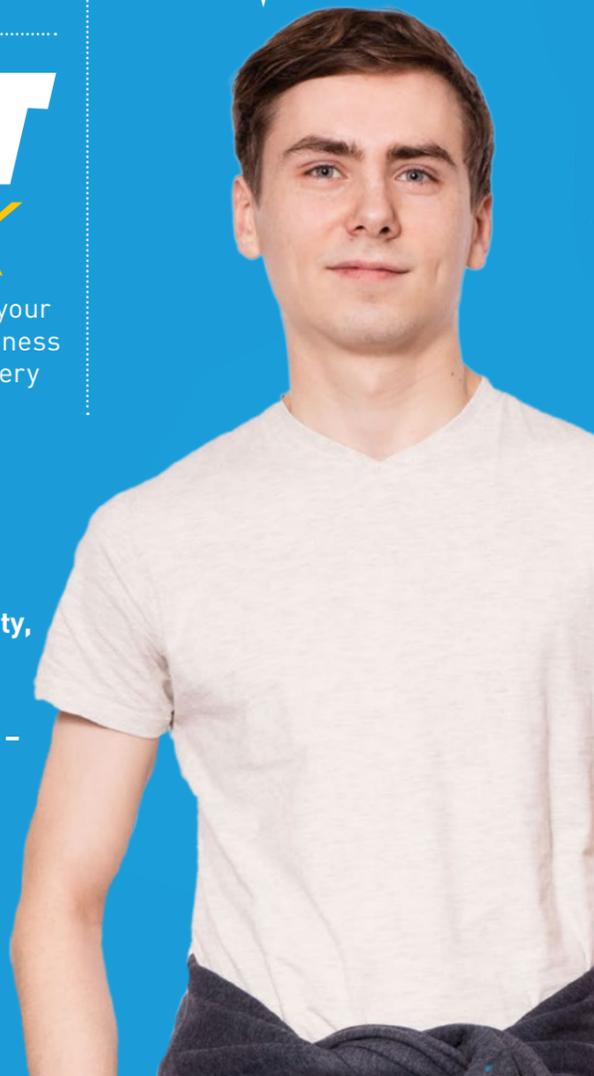
Developed in partnership with Manchester Metropolitan University, the programme spends three-to-four day residential blocks on campus in your second year. It's a great opportunity to gain loads of practical experience and get stuck into the student experience – all without any of the debt.

mcdonalds.co.uk/people

With McDonald's, I can.

* Utilising Apprenticeship Levy contributions or through the Government co-investment scheme.

** Programme currently only available in England



Q&A Advice for Applicants

An Apprenticeship is not the easy alternative to the more 'typical' University route.

You'll be starting a challenging role which requires dedication and hard work, whilst getting to grips with the workplace – and potentially doing a degree at the same time!

So, if you're thinking about becoming an Apprentice, here's some questions to help you decide whether this is the right choice for you.

What are employers looking for?

It can be hard for school leavers to apply for Apprenticeships as you may not have much work experience. However, recruiters will keep this in mind and look for other skills and qualities you can feature in an application to impress employers.

One of the main things employers will look for in young people is their passion for their chosen industry and their company. Employers look for similar characteristics across all Apprentices, such as punctuality, reliability, and a willingness to learn. One key area many employers may look for is any voluntary experience – especially if this relates to your specific job sector as this shows your motivation and commitment.

Don't underestimate your digital skills! Many young people, having grown up in the modern world, find handling technology to be almost second nature. It's good to capitalise on these skills and make them obvious in your CV.

Which level is right for me?

There are many levels of Apprenticeships that you could apply for depending on your qualifications and skills. Some courses may last upwards of 4 years. Even if you have A-Levels it may be expected that you begin at an Intermediate or Advanced level in industries such as engineering, where practical, occupational experience is useful.

Who could I work for?

Many different companies and organisations offer Apprenticeships at all levels – from Google and Microsoft to Pret-A-Manger and Jaguar Land Rover. New Apprenticeships are being made available all the time, with more highly-skilled Apprenticeships becoming increasingly widespread each year. For example, in 2017 Coca-Cola announced that they would be hiring more than 50% more Apprentices, growing from their number of 63 working across the company.

How can getting voluntary experience help?

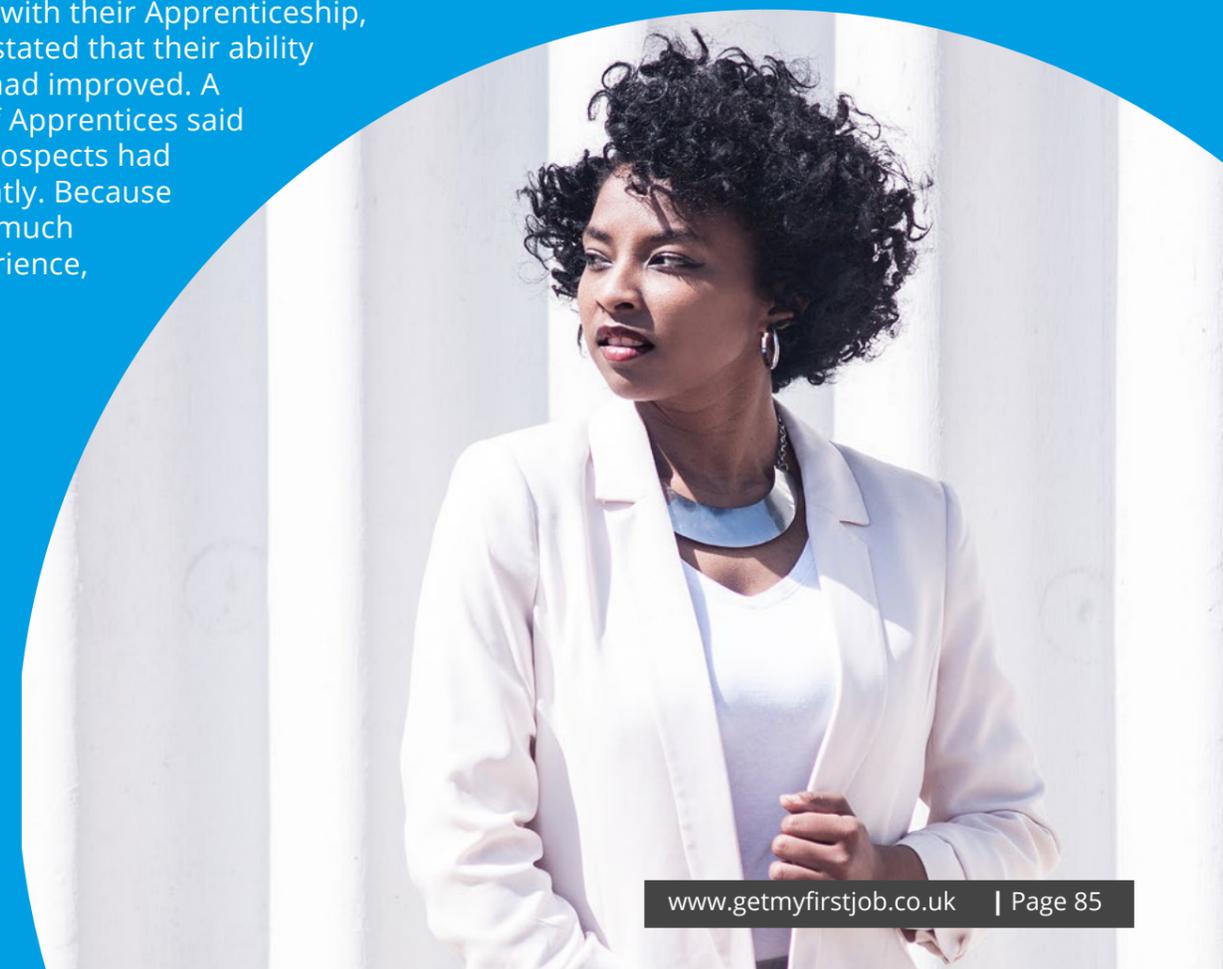
By doing voluntary work, you can help others as well as yourself - and it's also very attractive on a CV. It highlights your dedication and your motivation to find your own opportunities, and it can help you to refine your skills and explore a new industry. From working in a charity shop to fundraising for events, volunteering can go a long way to make you seem more desirable to an employer.

Some great opportunities include taking part in schemes such as the National Citizen Service (NCS) or the Duke of Edinburgh Award (DofE). These can help broaden your horizons, and you'll discover new interests or talents.

Being able to demonstrate commitment and hard work can help you when applying for jobs, and NCS or DofE experience will help you to develop some of the skills relevant to your future career. Not only that but it will give you something to talk about in an interview – and you'll have fun at the same time!

Will an Apprenticeship improve my prospects?

A Gov.UK survey found that 89% of Apprentices were satisfied with their Apprenticeship, and that 97% stated that their ability to do the job had improved. A further 92% of Apprentices said their career prospects had improved greatly. Because you'll have so much practical experience, as well as an academic qualification, you're likely to be considered very highly by future employers (even over graduates)!





What should I look for in an employer?

Key questions to ask yourself whilst searching for Apprenticeship opportunities.

We have already described previously what employers are looking for in your application; but what is it that you should be looking for in an employer? One of the most difficult things is knowing whether an employer will be the right one for you but we can make that easier for you. We have compiled a list of questions you should ask yourself when it comes to researching different Apprenticeship roles.

How long do you want your programme to last?

One of the first things you need to think about is how long you want your Apprenticeship programme to last. Some companies only offer shorter, lower level Apprenticeships, whereas others will be happy to offer you ones that progress all the way to the highest degree level. It all depends on how qualified you want to be at the end and your ultimate career goal. Another thing to keep in mind is the field you are planning to study in. For example, a Business Apprenticeship tends to be much shorter than an Engineering Apprenticeship, purely because of the subject in focus.

What would you want from your role on a day to day basis?

Do you want to work alongside a team or individually? Do you want to be working outdoors or office based? Would you enjoy physical work?

It's questions like this that will really inform you whether the position being offered is a good fit for your personality. If you enjoy more physical work or being outside a role such as Construction may be appropriate for you rather than a desk job.

What salary is the employer offering?

When you're looking at the salary bear in mind that National minimum wage is £3.70 an hour, but some employers are willing to pay much more than this! You should be aware that your salary should be at least enough to support any costs you have such as travelling to and from work and the living costs you'll have if you choose to move away for your apprenticeship. Bigger companies do tend to offer a higher salary and are happier to pay closer attention to your training, however if the salary is minimum wage this doesn't mean the employer doesn't value you!

What are current Apprentices saying about the role?

There are many resources online that let you find out what current and past Apprentices are saying about a company. It is important to seriously take their views into consideration when deciding for yourself. If they claim to dislike working there because they're not given the responsibility that they really want or they feel they get the tasks other employees don't want to do, you might not want to do the same thing...

Are there any past Apprentices still working at the company?

If the employer has kept on past Apprentices once they become qualified, this is a good sign. This proves that the company is serious about your career progression and training for your future. If they do not take on Apprentices after they gain their qualifications this may be a sign that future career progression within that company may be limited.

If there are no past Apprentices still working at the company, it may be a good idea to search for what past Apprentices have said about their time there. For example, were they offered a position there after their Apprenticeship ended but turned it down for another offer? Or did they decide to turn down the offer because they wanted a more challenging job?

What support has the employer/training provider promised?

Your employer and training provider both have a duty to provide you with the best tools and environment to learn in. A hands-on approach by both suggests that they will take your training seriously. You should have 20% of your time doing the training for your Apprenticeship; this doesn't necessarily have to be with a tutor but if you want to have more contact time you should think about this when looking for your Apprenticeship.

Do they give you any opportunities outside of work?

Do they host events outside of work time? Are they training based or are they community based? Holding events outside of work may be a sign that the employer is trying to build a good working life through promoting fun activities. This could be anything from having a few drinks after work or even encouraging employees to attend events related to their role to further their knowledge. If you want great working relationships with colleagues look out for this!

Introducing Traineeships

If you are between the ages of 16 and 24 and lack the qualifications you may need for your desired career path, Traineeships could be the ideal solution for you.

Traineeships are especially designed for young people who want a job or Apprenticeship, but who do not have the appropriate skills, experience or qualifications.

Traineeships are supported by the Government as an education and training programme that provides work experience to unlock the potential of young people to prepare them for their future career. This can be anything from learning basic English, Maths or other skills more specific to a career, such as engineering or construction. The flexibility of Traineeships offers employers the opportunity to create efficient future recruits for a sector. Particularly since many employers use their Traineeships as 'Pre-Apprenticeship' programmes as preparation.

The main aim of Traineeships is to provide employers with skilled workers, as in the past few years many have been unsatisfied with the skills of school leavers. Businesses want young people to have attitudes that are better suited to the workplace and getting first hand experience is the most efficient way to do so.

The job market is especially tough for young people who are being compared to those with more experience. It's now crucial to have relevant work experience to stand out from the crowd.

To search and apply for Traineeships or work experience placements visit www.GetMyFirstJob.co.uk.

28,000

opportunities are available online at any one time.

6,800

traineeship starts from September to December in 2017 - could you be next?

3 million

This is the number of apprenticeships across all levels the Government has pledged to create before 2020.



Traineeships Focus

What are Traineeships?

If you want to work, but aren't quite sure of your skills, then a Traineeship could be right for you. They help you develop your confidence and build on your CV through programmes that provide both basic training in English and Maths (if you need it) as well as a valuable work experience placement – two factors that help you get ready for a job.

They're tailored to your specific needs, and because they're built by employers themselves, you know you'll be getting the training that they want to see.

Applying

You can apply if you're:

- > Aged between 16-24 and qualified below Level 3
- > Unemployed or working less than 16 hours a week
- > Eligible to work in the UK
- > Keen to work and progress in your career!

You can apply through the Government website (Gov.UK) or check out the GetMyFirstJob website for more opportunities. It's also worth looking at individual companies in areas you're interested in as you may be able to apply for a Traineeship directly.

Duration

Your Traineeship will last between six weeks and six months, during which you'll be getting useful and flexible training in an area you want to work in, as well as the opportunity to study further. This gives you plenty of time to develop your skills and gain experience that will help you when you're looking to move on to a job or Apprenticeship.

What should I be careful of?

Traineeships are unpaid. You'll be completing work for free, meaning that for one to be of value to you, you must be willing to commit to working for an employer. Additionally, some traineeships may not guarantee an Apprenticeship or job at the end of the scheme, so if you are looking for long term work, you will need to be careful on which traineeship you choose. However, a vast majority to have contacts to other employers to help you get your first job, furthermore your training provider may be able to refer you to an employer.

Will I get a job after?

If your employer has a vacancy available at the end of your traineeship, you could be given the chance to interview for the role. If there's no opportunities there, you still get the chance to discuss what you've learned during your Traineeship in an exit interview, and you'll also gain a great reference for your CV. Your training provider will also be able to help you find a job if your employer can't support you after your Traineeship.

Will I have to pay any fees?

Though you will not be paid, one bonus is that there are no fees. You may be able to apply for funding with the 16-19 Bursary Fund, depending on your circumstances. Your employer might also use expenses to cover the cost of things like your travel and meals.

Get your foot in the
door without GCSEs!

Q&A

What is a Traineeship all about?

What's the difference between a Traineeship and an Apprenticeship?

A traineeship is a short-term programme, meant to get you 'work ready'. They're designed to give you basic training in English and Maths, as well as practical work experience, to help build your CV. They can be helpful when trying to find an Apprenticeship or job later.

Will I get a job at the end?

A job is not always guaranteed at the end of a Traineeship. However, some employers may use it as a pre-Apprenticeship programme to find suitable candidates to train long-term. If this doesn't happen, you'll still have gained valued skills which will prepare you for a career, whether that means applying for an Apprenticeship or other employment.

Are traineeships recognised by employers?

Employers do recognise traineeships as a valuable scheme. Several large businesses are now using traineeships as part of their recruitment process to find those best suited to the roles on offer.

How long does it last?

Each traineeship length varies, though they can last anywhere from six weeks to six months and are often flexible depending on your circumstances (such as if you have a part-time job).

Are there any costs?

Though you won't be paid during your traineeship, an employer may choose to cover some costs, such as your food or travel. Additionally, you may be able to apply for funding with the 16-19 Bursary Fund, but this depends on your circumstances.

Can I choose a specific area to work in?

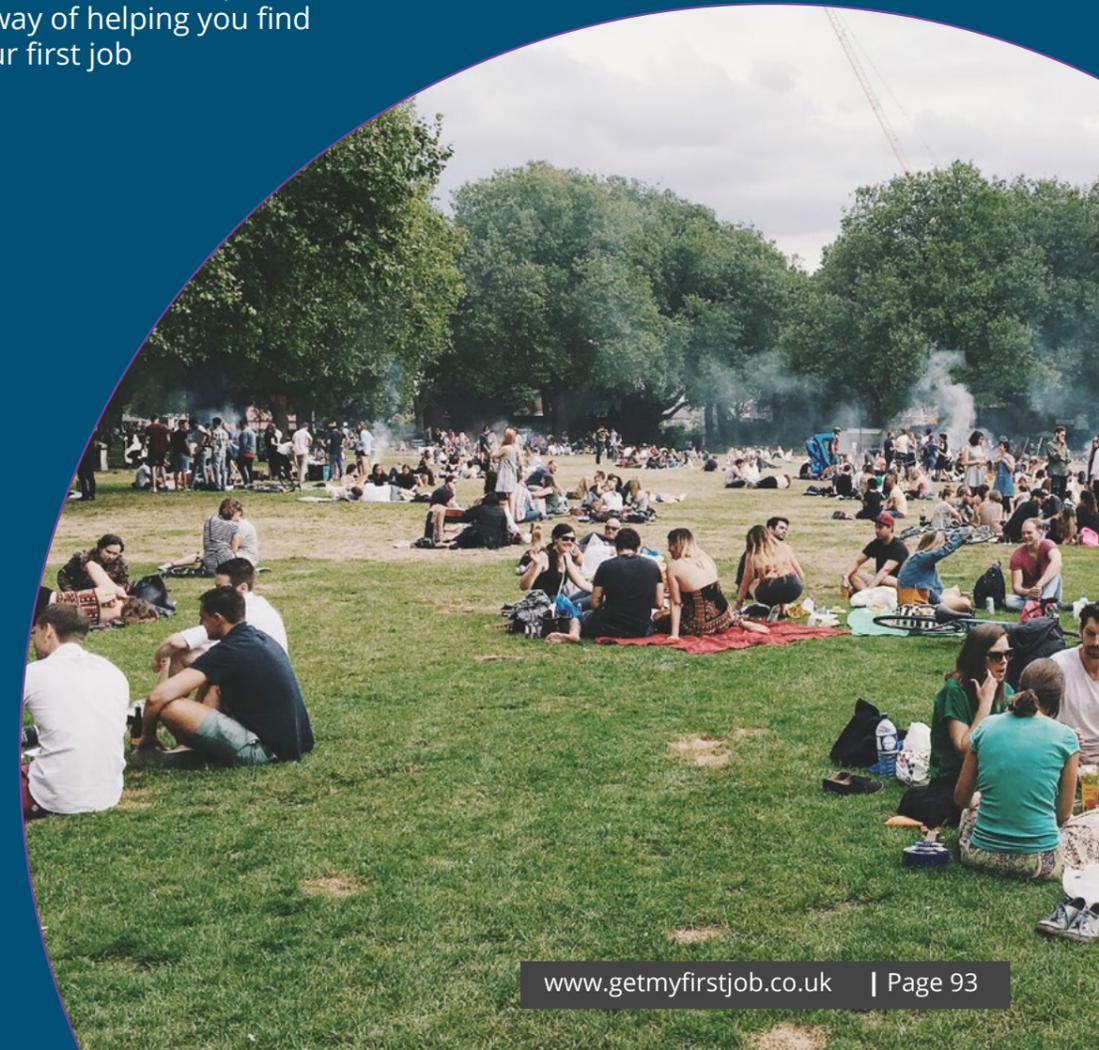
There are many areas you can gain experience in, ranging from Business Administration and Events, to Hospitality and Education Support. It's better to be flexible about your interests, and you don't have to pick a placement depending on one specific area.

When can you apply for a Traineeship?

Applications for Traineeships are open throughout the year. Some employers only hire at certain times, but as the programmes are quite short a majority of employers hire cohorts across the year.

94%

Employers consider Traineeships to be an effective way of helping you find your first job



Introducing University

If you're considering student life, you're not alone. A 2017 Trendence survey found that 79% of the students asked planned to go to University – making it the most popular path for people who are looking for higher education. They're still considered a 'traditional' route, but now Universities are branching out and creating more opportunities than ever for their students.

University is a chance to study for a degree in a subject you enjoy and will help point you in the direction of your ideal career. You'll have the freedom to choose exactly what your degree involves by selecting the modules that fit your interests – this way, you'll enjoy your classes and be more motivated to succeed.

Much of the appeal of University life focuses on the independence you gain during your time as a student. You have a lot of time for your own studies, so it's important that you're willing and enthusiastic about your subject.

Independence comes from the fact that you are likely to be living away from home during term time – maybe for the first time. You'll not only be choosing your degree subject, but also which University you go to and whereabouts you want to live. There's a lot of learning that comes with this too! You'll be amongst new people, in a new place, and able to make your own decisions regarding your everyday life. This is exciting, but it can take time to adjust.

As well as studying, chances are you'll also be doing a lot of socialising (and this goes beyond Freshers Week). Get involved with everything you want (whether that's clubs, societies, study groups). These are the best way to meet lots of new people, and they look great on a CV.

Keep in mind that University, though it has its benefits, is not for everyone, and you need to consider whether it's the right choice for you. University life is what you make it – so make it count!

2.3m

In 2016/17, there were over 2.3 million students studying at UK higher education institutions

84%

of students in Higher Education said they were satisfied with their institution and education.

50,000

There are over 50,000 undergraduate courses at more than 395 providers in the UK!

University Timeline

JOIN US ON SOCIAL



Here's a guide to what your time at university could look like, and how you could make the most of your experience!

FINAL YEAR OF SCHOOL/COLLEGE

This is when you will have to become serious about which path is the best for you. Do you want to study at University? Or become qualified through a different path, such as an Apprenticeship. If it is University that you choose, you'll need to apply through UCAS and also gain the necessary A-Levels (or equivalent qualifications) stated by the Universities you have applied to.

FIRST YEAR OF UNIVERSITY

Your first year at University is a chance to settle into your course. Meet new people and explore the city or area. Live in University accommodation and get to know the people living in your halls, or commute from home to save money. If you want more from your social life, join some clubs and societies - this is your chance to mix with those that share your interests and passion.

PLACEMENT YEAR OR YEAR ABROAD

A placement with an employer is an excellent way to gain work experience in your chosen degree field, and may even lead to a job at the company when you graduate. Some Universities also give you the opportunity to take a year or semester to study at a university abroad.

GAP YEAR

A gap year is an excellent chance to broaden your horizons and learn independence before starting your University career. Some people choose to gain world experience or work to save up for, or volunteer. Other people may decide to travel, or even choose a combination of these.

SECOND YEAR OF UNIVERSITY

This year it is important to start knuckling down as work gets more challenging. In many Universities, second year contributes to your final degree qualification, whether that's only 10% or even up to 50%. Second year is also a chance to live with the friends you made in first year in rented accommodation. You may also choose to join an internship for the summer or find a placement for next year.

FINAL YEAR OF UNIVERSITY

Study for your final exams and complete coursework. An important part of this year is your dissertation, where you can write about whatever you want within your degree subject. This is also a chance to apply for graduate jobs, or postgraduate study. Make sure you get the most out of your last few months of being a student!





University Focus

Am I suited to University?

Before you apply to University you'll need to consider which are the right choices for you. Some factors to decide on include the degree subject, the location, your accommodation and how you'll fund it.

Don't be swayed by what your friends are looking at – you need to pick the options that are best for you to ensure you get the most out of your university experience.

Decide on your Degree

This is easier if you have a career in mind as some jobs require a certain degree. If you have your heart set on one job, make sure you know what you need to get there, as applying for a degree can also affect your A-Level or BTEC choices as well.

If you don't know what career you want you can still make a degree choice that benefits you. Think about your strengths - a subject you enjoy can lead to a career you'll succeed at. It's also worth picking a course that could lead to a wide variety of options – for example, choosing chemistry rather than the narrower forensic science if you aren't set on that specific field.

It's important to consider how you'll be taught and assessed – some courses use different combinations of exams and coursework, and you may also be able to check out some of the modules that will be available to see what appeals. It's also a good idea to find out how many contact hours you'll have, as well as the level of independent study you're expected to do per week, and whether this suits your learning style.

Picking a University is not a simple choice and can take time and consideration. But it's important that you focus on aspects of what will make you happy and willing to succeed in your chosen degree. Keep your options open and choose depending on your preferences, not anyone else's.

Rankings

Some of the most important factors that contribute to your university choice can be determined through league tables, which focus on a number of criteria – look for the areas you're interested in when making a judgement. For example, some are based on student experience, whereas others look at academic research in different departments or rates of graduate employability.

Distance

Consider how far you would be happy to move or if you want to stay at home and commute. This helps in determining which University you choose by narrowing down your options. Think about how much time you'll spend at University and whether it's important for you to be able to travel home easily. You should also consider the University's surroundings, and the impact these might have on your social life.

Campus or the big city?

Another important choice is the layout of your University – would you prefer campus or city-based? Where will you be taught, and how close is the accommodation? Your travelling preferences can have a huge impact on your Uni options, so consider carefully what you'll be happy to do and how far you may have to go.



Circus skills
or DJ sets?



University Focus

Applying to University

To apply to any UK University, you must sign up through the UCAS website. You'll then be asked to complete an application form. Make sure you get your application in on time before the deadline as you can only apply once in a cycle! The deadline for a UCAS application changes year-to-year but is commonly in mid-January, unless you are submitting a deferred application.

5 Steps to Applying

1. Registration

First you must register your details with UCAS. This may sound simple, but it's important to make sure everything is filled in correctly.

2. Finding a course

One of the most important stages is identifying the course you wish to study. Make sure that you have correctly recorded your course's unique UCAS code. Some Universities may list their courses in a similar way, for example, 'History' and 'Ancient History' may be listed alongside each other but are very different degrees.

3. Finding a university

Now is your chance to make sure you have chosen the right University for you. Make sure you have taken all factors into consideration, such as accommodation and facilities, not just its ranking on league tables.

4. Filling out the form

Your application will be sent to your 5 choices. You can apply to 5 different Universities for the same course or 5 different courses at the same University. However, you can only have one personal statement and normally these are rather specific to the course.

5. Sending your application

Once you have submitted your application Universities will have time to consider it. It may only be a few days but it could take a few weeks before you hear back from a University about your application.

Personal Statement

A personal statement is a chance to show universities why you want to study your chosen course and how you make a great student. You can write up to 4,000 characters about your ambitions, experience and skills. Check out the course descriptions given by Universities to see what qualities are desired for each subject, and do not mention any Universities by name.

Getting References

A reference is a written recommendation from a teacher, adviser or professional who knows you academically – someone who can talk about your work ethic and your suitability for higher education. In a current school or college, ask a tutor, teacher or head teacher. Alternatively, if you have left education, ask an employer if you have one. A reference may include career goals or work experience, or even predicted grades for pending qualifications.

Clearing

Clearing is part of the UCAS University application process, as a way for universities to fill spaces left for the academic year. If you want to go to University but do not have an offer (or you have missed out on the grades for the offers you did get) clearing is an excellent opportunity for you.

With recent University applications falling again for another year, this makes the likelihood of gaining a space through clearing all the more likely. Clearing positions are advertised on the UCAS website beginning in July, so to find the best option for you, make sure to check out their website.



Preperation is key!

FAQ's

How long does it take to hear back from a university?

It all depends on the university you have applied to or when you have applied (exact dates change on the year). If you send your application at the earliest deadline, you can expect to hear back from a university in or before early May.

If you apply before the second deadline this will likely be in the first week or so of July. At the very latest, universities must get back to you in October if you apply through clearing.

What if I'm applying for medicine, dentistry or veterinary science?

For medicine and dentistry courses you can only make four choices, rather than the typical five. However, you can use this fifth choice in another subject if you wish. For example, if you have applied for four courses in Medicine, you could make your fifth-choice Dentistry instead.

How can I apply for the University of Oxford and University of Cambridge?

It is not possible to apply to both Oxford and Cambridge in the same admissions round, so you will have to choose between one or the other. Additionally, Oxford and Cambridge have a much earlier application date than other universities, meaning an application is most typically entered in mid-October. Furthermore, Cambridge also requires applicants to complete an online additional application form (either the SAQ or COPA) after a UCAS application.

How do I apply for deferred entry?

If you are thinking of taking a year out before you start university, you may wish to apply for deferred entry. Some Universities do not allow you to defer entry into some courses such as medicine but will consider other deferments. You will still need to meet the conditions of any offers you received in the year you apply. Deferring means that you will have your results confirmed and University place set up and waiting to start the following year.

What if I'm applying internationally?

There are different rules for EU and international students, which can be seen in full on the UCAS website. You can use equivalent international qualifications compared to A-Level. When you are searching for courses some may not list your equivalent qualification, but don't worry, most Universities will accept yours - just get in contact with them to ask.

What if it's not for me?

It's perfectly fine if, once you start at University, you realise that student life isn't for you. This could be because you're not sure about your course, the location or University itself.

If you're struggling to find your feet during Freshers Week, it's worth persevering past this time as life will soon settle down - try as much as you can to make the most of the experience and avoid making a snap decision.

However, if you know it's not what you want, you can always change your course, or take a year out to apply to another University. You may decide to leave to try something else entirely, like an Apprenticeship or a full time job.

You'll need to get in contact with your personal tutor, as well as Student Finance who'll tell you how much you'll owe for your participation in the course so far. Talking to a Student Support officer may help as they will be able to offer advice on what to do next. Just don't panic - there's always another choice available.



Q&A

Becoming more employable at University

What is a work placement?

Work Placements give you an advantage in the job market because you'll have practical experience and can apply the skills you've gained at University to real life situations. You can use work placements to explore different careers if you haven't decided what you'd like to do.

Could I Volunteer, Work or Study Abroad?

Any of these options will give you skills and experiences to help your CV stand out amongst others. It shows your commitment to something other than your degree, and a chance to try something new. Any of these will give you something extra to talk about during an interview!

How do I know what career I should do?

It's helpful to utilise your University's careers service – they're professionals who know what employers are looking for and can aid you in deciding which direction to take. They're also available to help with CVs or give interview tips.

Does getting involved at University help with employability?

Taking part in societies, sports and activities (including newspapers and radio stations, or acting as Course Representative) at University can give you a wider skill set, and develop your communication, organisation, and confidence. Taking a leadership role is especially useful as it shows you're committed and responsible – two factors that employers like to see.

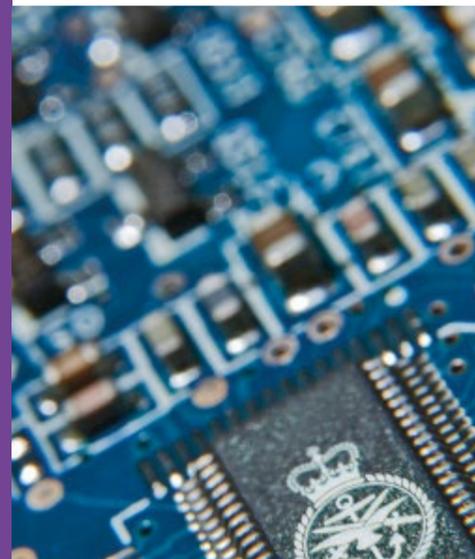
Do I need to meet new people?

A lot of the time, who you know can be important, so networking is key. Use the opportunity to attend Careers Fairs where you can speak to a variety of employers and organisations. Setting up a LinkedIn profile will also benefit you as it gives you a chance to communicate with professionals before you leave University and gives potential employers another way of seeing what you're up to.



Ministry
of Defence

Digital Technology Apprenticeships



Digital Technology has evolved over the last two decades and it is now integrated into virtually every aspect of our lives. Could you imagine your lives without the internet? or smart phones? It is probably safe to say our daily lives are much richer for its development and we would now struggle without its existence.

The Ministry of Defence is no different, and Digital Technology within is ever developing and encompasses a wide range of Information Technology (IT) systems, services and software solutions. IT is what keeps our troops connected wherever their location and it plays a large part in enabling the Ministry of Defence to carry out its role to protect the security, independence and interests of our country at home and abroad.



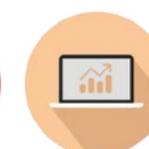
The MOD Digital Technology Apprenticeship is a two-year scheme that offers individuals the chance to get involved with some exciting and unique projects, including developing the latest tactical communications equipment used on the front line and helping protect our IT networks from potential threats. We need analytical, problem solving individuals who have a genuine interest in IT and its use to improve both everyday activities and those unique to Defence.

Find out more and apply here

<https://www.gov.uk/government/collections/mod-information-apprenticeships>

Or for more info please contact

issdes-modinfoprofs-apprentices@mod.gov.uk



Myths

5 Myths about University

Don't believe everything you hear about universities from TV and movies. There are many misconceptions out there about what university life is like, so we have compiled a list of the top 5 myths, to disprove them..

Loan repayments will leave you struggling financially in the future?

The goal of a university is to set you up for your prosperous future career. While it is true that the government does expect you to pay back some of your loans, it is not as scary as it may sound. Whilst it does cost a lot to go to university, you only need to start paying back these costs once you start earning over £25,000 a year.

You must pay back a fixed amount of 9% of your earnings, and nothing more, no matter how much you owe. Your repayments only increase once you start earning more money, and if you are earning more money this should be no problem. For example, if you are earning £30,000 you would pay £2,700 towards your loan a year.

The first year doesn't count

Whilst you do not need to get extraordinary results in your first year at university, it's a huge step up from A-Levels. This is taken into account as many universities do not count your first year towards your final degree mark (or if they do only a small amount of it). However, this does not mean you can sit back and relax.

You need to work in your first year as you may miss the opportunities offered by universities in later years. Some universities may offer free language courses, a placement year or a year abroad, but this may only be possible if you gain the minimum specified grade.

Not only this, but the way you will learn and adapt your study depends greatly on how you work in your first year. How will you know which study techniques are the most suited to you if you don't do any work before it gets serious?

A part-time job is bad for your studies

It is true that some courses are incredibly time consuming and some universities even prevent their students from taking on jobs. However, it may be useful to acknowledge that having a part-time job may be good for your studies.

Balancing university life and a job requires organisation and planning, meaning you will have to balance your time wisely between the two. When you start thinking ahead around a work schedule, you may become more aware of deadlines, especially on important projects such as your dissertation in the final year.

You will never find a job after graduation

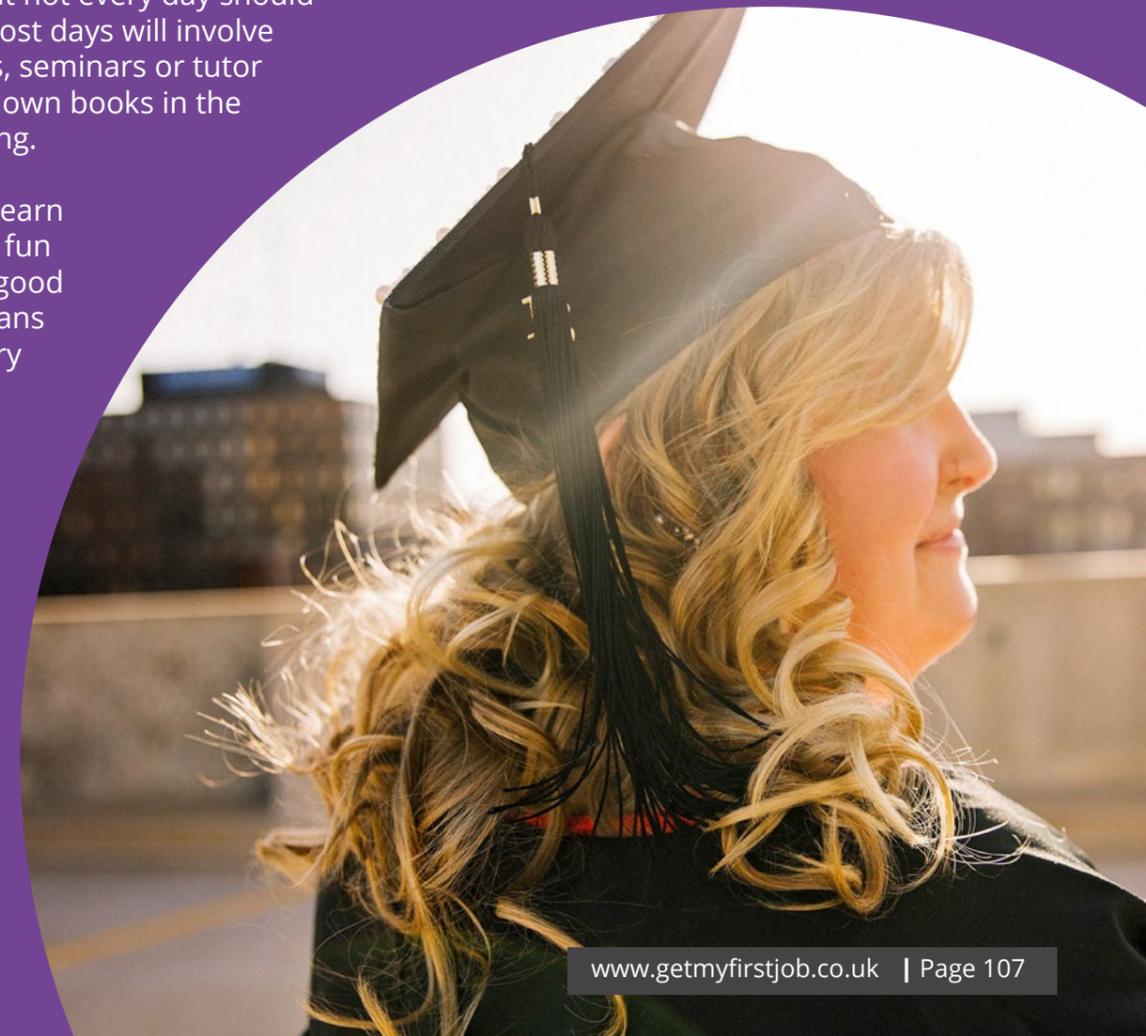
Graduate Labour Market Statistics found that in 2017, graduates and postgraduates had higher employment rates than non-graduates, with working-age graduates earning £10,000 more than the average non-graduate.

There are other ways that you can appear more employable, apart from achieving a good grade. Getting involved in societies suited to your interests and intended industry, as well as learning a language may make employers view you more favourably than other candidates.

Every day is a party

University is an excellent opportunity to make fun memories and experience the freedom of living independently, but not every day should be a wild party. Most days will involve attending lectures, seminars or tutor groups, tracking down books in the library and studying.

It is important to learn to balance having fun with maintaining good grades, which means not going out every night, and taking time to reflect on why you're at university in the first place – to get a good qualification to further you in your career!



Introducing Gap Years

If you're unsure about your next steps, or just fancy taking the time to try new experiences, then a gap year could be for you.

A gap year is a great chance to take a break from education and develop your skills and experiences, either at home or abroad – it could take you anywhere.

One of the main reasons why gap years are so popular is because they give you the chance to be flexible and fill your time with almost anything you want to do, so you can have fun, try new things, and kickstart your future.

Travelling is just one of the many opportunities available and will help you make the most of your year (or longer). If there's somewhere you've always wanted to go, use this chance to get there! You'll be experiencing new cultures, trying different activities, and meeting lots of people along the way. Take a look at Charlotte's Story for more information about the benefits of travelling during your gap year.

You can also use this time to think further about your ambitions and plan what you may need to do for your future. Consider if higher education is for you, and if so, which route you'll take – this is the key time to apply so you'll be ready to start by the next academic year.

A gap year is also a great chance to gain more experience within the workplace through internships or volunteering, which Universities and employers will love to see! If you use the time wisely, a gap year can become a valued part of your CV that will help massively when you're applying for jobs.

Consider your choices carefully, as you'll have to be willing to make the most of your time out. Employers and Universities will notice the gap in your education, so it's important that you're using this time to do something worthwhile that will benefit you in the future.



230,000

Over 230,000 people every year choose to take a gap year.



28%

of those who took a gap year did not express an interest in one during year 13

80%

of gap year takers work in the UK at some point during their year off.



Gap Year Focus

What is a Gap Year?

If you decide on a gap year, you may be wondering what you can spend your time doing. And the answer is – almost anything! Some of the opportunities you can take include:

Travelling

You could decide to go travelling independently or as part of a group, which will give you experiences that others might not have. You'll raise your cultural awareness and develop a knowledge of the wider world - and have a lot of fun along the way!

Work

Working during a gap year can increase your employability, as it shows future employers that you're committed, willing, and motivated. You'll also be earning money which you could put towards funding your life at University if that's your next step.

Volunteering

There are lots of benefits to volunteering during a gap year. You'll be gaining experience and, similar to if you chose to work, prove you're committed. There's also a wide variety of organisations where you can volunteer – working for a charity, for example, means you'll also be giving back to your community, so research the different opportunities available.

FAQs

Is a Gap Year right for me?

When should I take a gap year?

If you're unsure of exactly what you want to do, you could use a gap year to think further about your future. Here are some ways you might do this:

- > Consider if University is for you. If you have a place but aren't sure, you could defer for a year to make a firm decision on if you want to go.
- > If you missed the application deadline to apply to University but have decided you want to go, you could take a gap year and re-apply in the next admissions round.
- > If you're unsure about the career you'd like after university, get work experience, an internship, or volunteer to help you decide. How long does it last?

What are the benefits of a gap year?

There are benefits to a gap year no matter what you choose to do during this time. Taking a gap year could:

- > Develop your skills – a gap year can help you to build on the transferable skills you've gained at school, making sure you've got what employers want. You could also use this time to learn some new hobbies and skills – broaden your horizons as much as you can!
- > Increase your cultural awareness – If you decide to go travelling, your experience will help you to learn more about the world and the different cultures you'll encounter.
- > Boost your confidence – whether this is through travelling or working, everything that you learn and succeed in will increase your self-esteem.
- > Develop your independence – learning to rely on yourself means you'll be more prepared for later life – for Uni, work, or anything else it holds.
- > Increase your work experience – as mentioned before, a gap year gives you a great opportunity to try new things and build on your experience in the workplace, which is what employers want to see.

Charlotte's Story :

Gap Year Focus

Case Study

Charlotte took the opportunity to travel during her gap year. Here she tells us all about her time in Australia, and what she's gained from the experience.

"Travelling is something I've always loved and wanted to do more independently, aside from family holidays and short breaks. I knew I had a year off to earn money and spend time doing what I wanted whilst I still had the chance.

Australia has been a dream for me for years, and the appeal of the sun, sea and surfing, as well as the chilled lifestyle, 'called' me as something I had to experience. It didn't disappoint me at all and I want to go back more than ever. The fact that I also literally couldn't go any further away made it even more exciting!

After doing some online research and talking to friends who had already travelled, I quickly came across STA Travel and booked in with them. They have a great website displaying the different opportunities they offer for all types of young people. STA organised nearly my entire trip - including booking my flights and giving me a travel money card. They were also completely understanding of my budget and time restraints, creating my perfect tour and making it so much more organised and realistic.

STA set me up with G Adventures which specialises in small groups of English speaking people under 30. It allowed me to meet a great range of people, who I am still friends with now! I stayed in amazing and unique accommodations which I couldn't have found on my own - for example, staying in farms in the Outback and camping under the stars at Uluru.

It was the easiest and most affordable way for me to see so much of this huge continent and have the best first time travelling experience. This included surfing in Byron Bay and being amongst the hustle and bustle of Melbourne and Sydney - and an unforgettable time skydiving.

Though I thought I would prefer the East Coast, I was surprised by how much I liked the Outback. It was such an unbelievable landscape and almost an escape from the real world. Walking past kangaroos on my way to brush my teeth was pretty surreal!

Learning Experience

I believe that everybody should travel if they have the chance, and a gap year is the perfect opportunity to do this. Going to university isn't the right decision for all and it can be hard acclimatising to being at home whilst your friends aren't there. Travelling allows you to meet new people and explore amazing places that teach you more about different countries and cultures. You could volunteer and make a difference, or just explore the world in a way you want and create amazing memories.

For me, it was about deciding what I wanted at the time. It was an independent experience because I chose everything by myself, and the majority of the people on the tour were also alone, which meant the group as a whole grew closer. It has also been a great addition to my CV and increased my confidence. I couldn't recommend a gap year to anyone more - and would happily do a tour again! "

80%

of people who took a gap year thought their experience added to their employability according to a gov.uk survey



See where you'll go!

Introducing Work

If you can't wait to enter the world of work, then full-time employment may be something for you to consider.

The Government requires you to stay in education, training or employment until the age of 18, so that you have every opportunity available to you to advance your qualifications.

Qualifications are crucial in securing a future career as they prove to employers that you may have the skills they're looking for – whether these are practical or vocational.

However, if further education's not for you, and you prefer to put your practical skills to the test, it is possible to start a full-time job instead under the right circumstances. You'll be learning skills directly from your employer and those around you, whilst gaining the experience needed to benefit any future applications – and you'll be earning at the same time!

But, keep in mind that you will be expected to work up to 40 hours per week, and a maximum of eight hours per day, whilst receiving the National Minimum Wage for under 18 year olds at £4.20. Legally you cannot work more than this (even if you want to).

Many employers will look for people with academic qualifications, so it's worth getting in touch with individual companies to find out if you'll need further training before you can start. If you already have a part-time job, you might have the chance to start a full-time contract – which could lead to you later progressing within the company.

Entering work can be a daunting prospect for someone who has never experienced it before, so make sure you check out a few of our tips to prepare if you believe it's the only option for you.

40

If you are between the ages of 16 to 18, you are legally prohibited from working over 40 hours per week.

£4.35

If you are 16-18, you're entitled to the National Minimum Wage for your age group of £4.20 per hour (April 2019)

794,000

There were around 794,000 young people not in education, employment or training in 2017.



Work Focus

What can I do now that I've left school?

Your school leaving age depends on where you live in the UK. However, the government has made it so that young people must now stay in some form of education or training until they turn 18.

The Four Options for School Leavers

Full-time Education

Full-time education at a school or college - both A-Levels and vocational qualifications (e.g. a BTEC) are available after Year 11. With further qualifications, you will have more choice about the job you want to do after you leave full-time education.

Apprenticeships

If there's a specific job sector or career you want, then an Apprenticeship may be for you; you can try working life and develop the skills you need, whilst getting paid at the same time!

Traineeships

Traineeships are short-term programmes where you can develop your skills and get basic training in Maths and English, so that you can progress to an Apprenticeship or full-time work.

Part-time Education

Part-time Education or training - this must be in addition to employment or volunteering for a minimum of 20 hours per week.

Weighing up your Options

It's worth spending time after results day weighing up your options. Whether you've received the marks you expected, or maybe not performed as well as you hope remember that you still have many options to choose from which will help you progress towards your future career.

Could I start my own business?

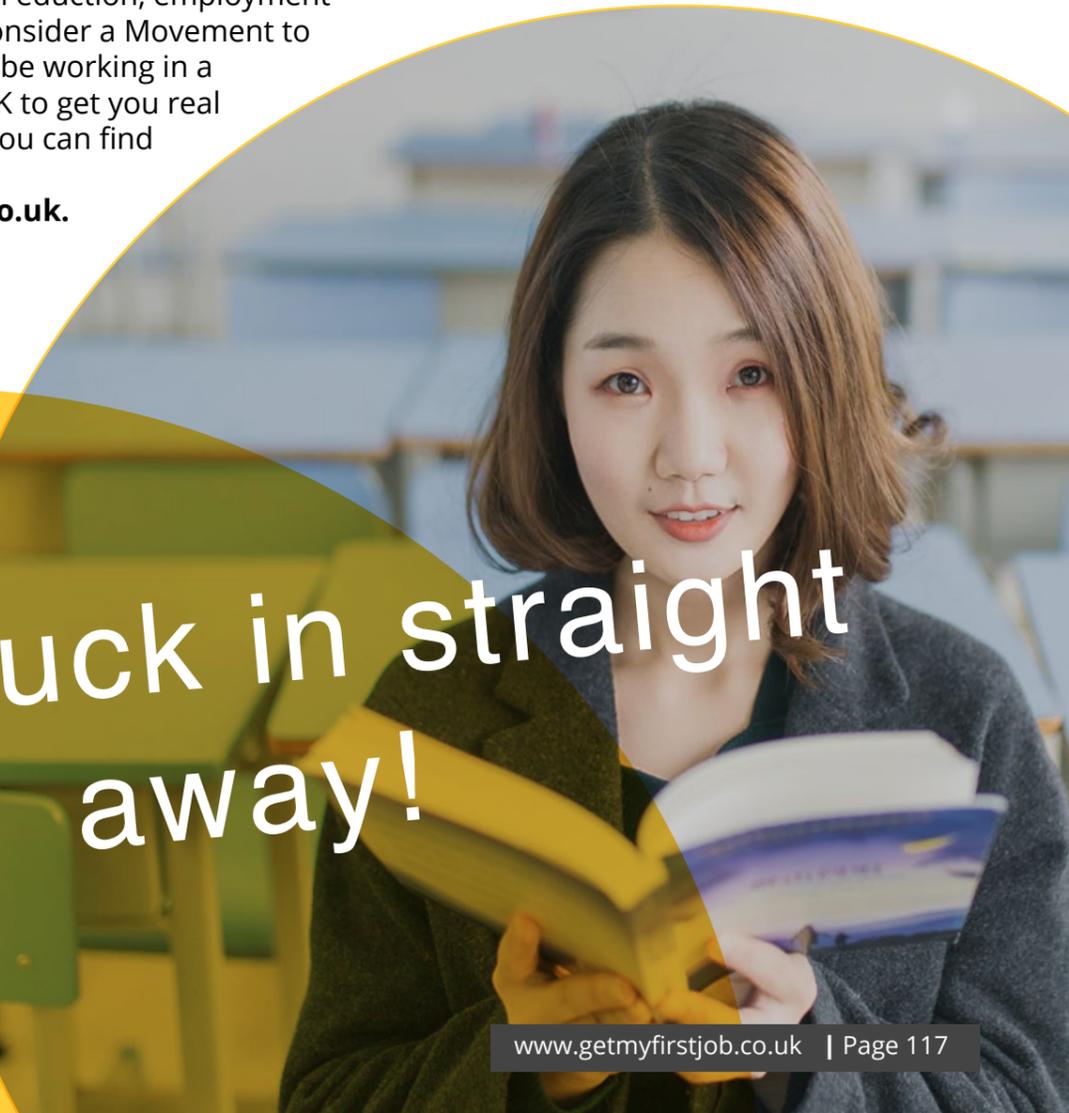
Once you turn 18, the world (of work) is your oyster. There are limitless opportunities for you out there. However, if working for someone else isn't for you, there are ways that you can become self-employed or even start your own business. Here are two of the schemes available to young people start their own businesses:

Prince's Trust Programme

The Enterprise Programme supports people between 18 and 30 if their business ideas are viable and self-employment is right for them. This can be in any way, from mentoring and support to even funding and providing resources. The Trust will help test out your ideas and give you the opportunity to work alongside a business mentor to help develop your entrepreneurial skills.

Movement to Work

If you're currently not in education, employment or training you could consider a Movement to Work placement. You'll be working in a great business in the UK to get you real experience you need. You can find these opportunities at www.GetMyFirstJob.co.uk.



Get stuck in straight
away!

Introducing Employability

You may be wondering what you can do now that will help you make the most of your future career. By increasing your employability, you'll ensure that future employers are impressed by your application - and get the job you want! It's all about making your choices, and once you know what you want, considering how best to get there.

Employability involves you as well as your skills, so try to start increasing yours as early as possible. There's a lot of options available, and most involve little changes that will mean you're better prepared to enter the world of work.

If you're unsure about which career you're best suited for, our 'Career Path Finder' can help you find one (or a few) that are right for you, based on your personality and the type of roles that fit with this. Remember that there's a lot more to consider than this – but it may point you in the right direction if you're currently struggling for ideas.

For those who are ready to start applying for jobs, it's not always easy to know what you should include on your CV to make sure that employers notice you. See our 'Ready for Work' page for help on this, as well as how to refine your interview skills - and when you've got the job, how you can prepare for your first day.

It's also important to consider the financial aspects that can affect your choices. Our page on 'Funding your Future' gives you all the information you need on the opportunities that are available for young people, so you can compare routes and find the one that's right for you.

If you want to become more employable, you can look at doing work experience. Search and apply for work experience opportunities on www.GetMyFirstJob.co.uk.

3/4

Figures from gov.uk show that three-quarters of people will never pay back their student loans after 30 years.

80%

of young people who completed some form of work experience claimed that it made them more attractive to employers, according to a gov.uk survey

75%

of work experience participants said that it provided them with more skills and increased their confidence



Employability Focus

Careers Quiz

If you're still unsure about which career is right for you, there are many personality tests that can show you your skills. The RIASEC (Holland) online test aims to find the most suitable vocational choice for you based on your best traits and what they will mean for you in the workplace. If you're struggling to decide or don't have many ideas, you could consider using your results to discover a University degree or Apprenticeship role that fits you. Here, we've separated the six most common personality types and provided examples of some careers that match each one.

Doers

These are people that enjoy working with objects. They are interested in activities that require motor co-ordination, skill and strength, and their interests tend to revolve around the scientific and the mechanical. Some careers for doers include:

- > **Carpenter** – Skilled craftsmen working in the construction industry, that primarily involves cutting, shaping and installing building materials during the construction of buildings.
- > **Firefighter** - help spread awareness about fire safety to the public and be the first on the scene of fires, car accident or other emergencies, helping people in aid.

Thinkers

These are 'investigative' people who enjoy working with data. They're people who may find it easier to work by themselves rather than in a team and are good at observation and organising information to study and solve problems. Possible careers for thinkers include:

- > **Meteorologist** – An expert in the science of weather and atmosphere; including forecasting.
- > **Computer Programmer** – A professional who codes, tests and maintains computer programs.

Creators

Creators are people who like to work with "ideas and things". They tend to be creative, original, perceptive and sensitive and enjoy tasks that involve people or physical skills. Some career choices for creators include:

- > **Culinary Artist** – A professional in the art of preparing, cooking and presenting food.
- > **Graphic Designer** – Design websites, advertising, posters, computer games, packaging and more. Use a brief discussed with a client to create appropriate concepts for the client's objectives.

Helpers

There are more 'helpers' in every work environment than any other personality type, meaning that there are lots of available careers for these people, who work best around people and aim to satisfy needs and help others – hence the name! Possible careers for helpers include:

- > **Physical Therapist** – Highly educated professionals who work with patients to help reduce pain and improve or restore mobility, and manage the function of movement.
- > **Human Resources** – Focus on activities relating to employees, such as hiring, administration and training of staff.

Persuaders

These are the people who like to work with others as well as data. They tend to be good talkers and use this to persuade others to follow them. Persuaders also place value on reputation and status. Some careers for persuaders include:

- > **Estate Agent** – Manage the sale, renting or management of buildings and land for clients. Accompany clients and discuss conditions of sale and draw up contracts.
- > **Journalism** – Write for magazines, newspapers or websites to prepare the news to be broadcast.

Organisers

Organisers are people who prefer having rules and regulations in place which allow for a sense of self-control. Structure and order are vital to organisers! Some careers for organisers are:

- > **Accountant** – Be responsible for the keeping or inspection of financial accounts. Record business transactions on behalf of organisations or individuals.
- > **Pharmacist** – Dispense medications and counsel patients on the use of prescriptions and over-the-counter medications, as well as advising physicians about medication therapy.

Find out what you're suited to at www.GetMyFirstJob.co.uk

Tips Your CV

So, you've found a role that you want... how do you make sure you get it? Here are some tips that will help you when applying for jobs and get you on the way to a great first impression!

A CV is the first chance you have to make an impression on a potential employer. It's important to make your CV the best it can be, so they know exactly what you can offer them.

Easy to Read. Make sure the presentation of your CV is clear and easy to read – this includes things like using one font throughout as some people may be put off if they struggle to understand it.

Use Headings. Headings help readers can find what they're looking for. Keep your CV to two pages and make your first page includes all relevant information there, the second is for further details.

Contact Details. Make sure your full name and contact details are all in your CV and easy to find.

Experience over Qualifications (if you have it). Put work experience before academic qualifications, include any computer or practical skills you may have learnt.

Personal Statement. Write a few short sentences about yourself and your main skills, which can be used to sell yourself effectively before you write about past experiences.

Your Language. Create a positive, engaging tone for your CV and use 'action verbs' (e.g. 'organised', 'coordinated', 'established') to effectively describe your skills and abilities.

Keywords. Use keywords relating to the job description you're applying to and tailor your CV to match your skills with what the employer is looking for so that they can spot these quickly.

Tell the Truth! This may sound obvious, but the last thing you want is to be caught in a lie, and potentially lose a new job if you've started work.

Keep it current. It's important for your CV to be fully up to date. Record everything that happens within your career to make sure you don't forget any details!

Read it again. Double check it before sending it in to ensure there are no spelling or grammar mistakes and all the personal information you've included is correct.

Don't use a photo. Some people will suggest that you should put a photo on your CV, but you shouldn't, even if it is very professional. This means that you will be hired based on you rather than what you look like.

5-7

seconds is the amount of time employers tend to spend looking over your CV for the first time



Impress the employer straight away

Tips

The Interview

If an employer offers you an interview, they're interested – so now's the time to impress them in person.

Before the Interview

Think ahead. Know the date and time of the interview – writing it down may help. It's important to be on time – or preferably early! This shows your organisation and enthusiasm, and will impress the employer.

Know your Employer. Use their website and any news articles to learn more about their values and some of the work they do. You can use this information to prepare some extra questions, which shows you're really interested in the job.

Dress to Impress. First impressions count really count. Looking professional and well put together can impact how an employer will view you, so make sure you present yourself positively.

During the Interview

Stay calm and confident. This is part of presenting your best self to the employer. Smiling and keeping eye contact is helpful. Speak clearly and not too quickly, especially if doing a phone interview.

Practice Questions. Think about what you'll say before you speak and try to avoid one-word answers.

Sell yourself! Make every answer positive and talk about your strengths and achievements. Your employer wants a full impression of you – so your personality as well as your skills and talents.

Ask some questions. This gives you a chance to get to know the company. Ask about the role and even the people, but avoid questions about pay, which will be decided when you're offered the job.

In the Workplace

Starting a new job should be exciting, but you might be nervous, especially if you've never had a full-time job before. Here are some tips to help you on your first day.

Early start. Have a good night's sleep so you're energetic and focused the next day. Being early to work also gives you enough time to settle in and plan your day before it 'properly' begins.

Stay Positive. Approaching your new colleagues, clients or customers with a smile will help you make friends and get along with everyone. A positive attitude is crucial to a great first impression!

Challenge Yourself. Try new things to persuade your employer to give you more responsibility.

Ask for help if you need it. Your employer will prefer you to do this so they can guide you in the right direction, and talk through any issues and solve problems before they arise.

67%

employers turned down a candidate because they didn't make eye contact with them



Get stuck in straight away!

Tips

Funding your Future

There's a lot to consider about your next steps – and you should think about your financial prospects so you know you are making the best choice for you. Which route is best financially? Doing a degree can often result in student debt - is this cancelled out by higher earnings long-term, or is an Apprenticeship a valuable alternative?

There is no one answer on whether school leavers will be better off financially if they attend university or if they were to complete an Apprenticeship, or another school leaver programme. Everything depends on the career you wish to enter.

Comparing your routes

Certain leaver programmes are designed to get their participants to the same level as a university graduate. Higher or Degree Apprenticeships can train you to a Level 6 (or even Level 7 under a Degree Apprenticeship) which is equivalent to a Bachelor's degree.

However, not all programmes are designed to put school leavers on par with graduates, and in this case, Apprentices may earn less in the long-term than those with a degree. Make sure you are aware of which qualification you will need to progress in the future. For example, you can only reach some of the highest engineering positions with a Master's degree.

'Average' salaries

It's a good idea to ignore statistics about average salaries for graduates or school leavers. These figures are often misleading, and salaries vary greatly, especially for graduates and so averages are not very useful in predicting what you will earn.

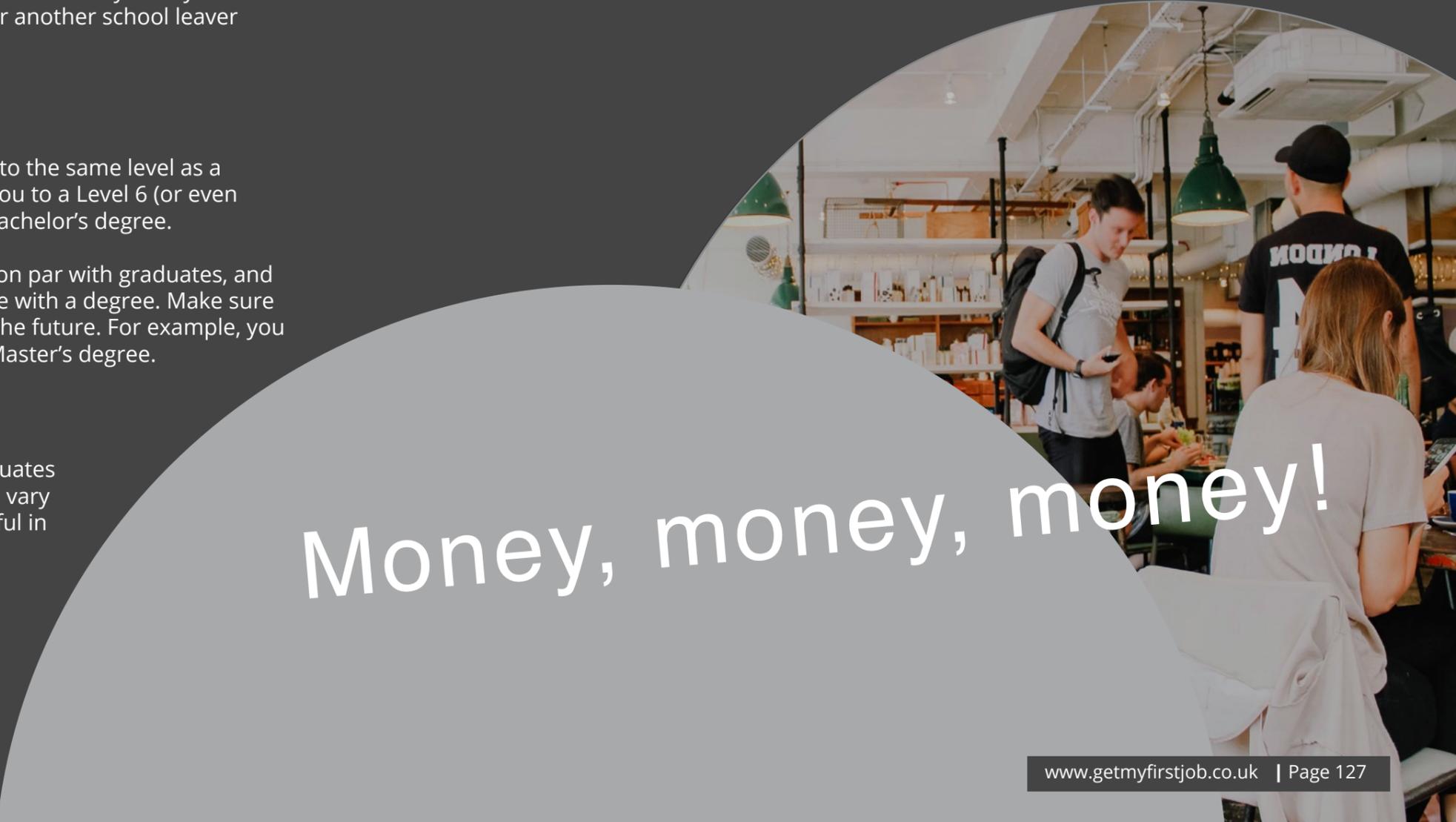
It is also important to keep in mind that Apprentices and school leavers start work much earlier than graduates and may go through more pay rises and promotions than graduates of the same age.

Earning early or Gaining debt?

Going to University often leads to student debt, which will gather interest. The total amount that you pay off depends on how much you earn after leaving university - you only pay back 9% of your salary once you start earning over £25,000 a year. If you have not paid back the loan after 30 years of graduating any remaining debt will be written off.

Would this make you better off if you hadn't taken the debt in the first place? If you manage to get on an Apprenticeship programme which gives you the same earning level as graduates and you are in the career for a long time, you would be better off without the degree and debt.

Nonetheless, if you make less than a graduate then it may not make up for this. Over the course of your working life, a graduate would only need to make a little more a year to make up for any discrepancy and make the degree a good investment.



Money, money, money!



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