

A Guide to Apprenticeships

What is an apprenticeship?

An apprenticeship is a job with substantial training and the development of transferable skills. It is a way for people to earn while they learn, gaining a real qualification, with a real future. You must be employed to carry out apprenticeship training.

What are the benefits of an apprenticeship?

- Earn a salary
- Learn job specific skills
- Gain a variety of transferrable skills
- Work towards nationally recognised qualifications, with support from your employer
- No qualification fees (an apprentice must not be liable for the cost of their training)
- Progress into Higher Education
- Advance in your chosen career

What training will I have?

- Hands-on work experience and training in all aspects of the job
- At least 20% of your normal working hours must be spent on training. This is called 'Off the Job Training' and can take the form of college training, shadowing, online learning and training etc. If you're learning new skills, knowledge and behaviours relevant to your apprenticeship, it is Off the Job Training!
- Some of your learning may be delivered at Yeovil College, in the form of masterclasses, day release or block release
- Assessments and reviews in the workplace by your Yeovil College assessor
- Functional Skills in English & Maths where you do not already hold appropriate qualifications in these subjects

What level apprenticeships are available?

Name	Level	Equivalent Level
Intermediate	2	5 GCSE passes at grade 9-4 / A* - C
Advanced	3	2 A Level passes/ Level 3 Diploma/ International Baccalaureate
Higher	4, 5, 6 and 7	Foundation Degree and above
Degree	6 and 7	Bachelors or Masters Degree

Am I eligible for an apprenticeship?

You can do an apprenticeship as long as you meet the following requirements:

- You are aged over 16 (if you will be 16 by the end of the summer holidays, you may start your apprenticeship after the last Friday in June of that academic year)
- You live and have the right to work in England
- You are not in full time education
- You must not already hold an equivalent or higher level qualification in the subject of your apprenticeship (if your existing qualifications are completely different, this is fine!)

Are there minimum entry requirements for an apprenticeship?

It depends entirely on the apprenticeship you are looking to do, along with requirements for the job role and industry. In some cases, you need to have completed an apprenticeship or qualification at a certain level before accessing the next level of apprenticeship.

What can I expect from my employment as an apprentice?

Different employers may offer different benefits and conditions, but as a minimum all apprentices will receive:

- On and off the job training in all aspects of the job and support with your apprenticeship training
- A contract of employment
- Paid annual leave entitlement (at least the statutory minimum level)
- The statutory minimum length of rest breaks
- Statutory Sick Pay
- Maternity, paternity and adoption pay and leave
- The National Minimum Wage for apprentices (at least)

What is the National Minimum Wage for apprentices?

The National Minimum Wage rate for apprentices applies to apprentices who are either:

- Under 19
- 19 or over and in the first year of their apprenticeship

So, if you are aged 18 and in the second year of your apprenticeship, you may still be paid the National Minimum Wage for apprentices.

Apprentices who are over 19 and have completed the first year of their apprenticeship are entitled to the current minimum wage rate for their age.

The current National Minimum Wage rates (as of April 2020) are below:

Apprentice	Under 18	18 to 20	21 to 24	25 and over
£4.15	£4.55	£6.45	£8.20	£8.72

The National Minimum Wage rates change in April every year, so stay up to date by checking: www.gov.uk/national-minimum-wage-rates

As an apprentice, you are paid for your normal working hours and training that forms part of your apprenticeship – this includes any college attendance and Off the Job Training.

How many hours per week will I work as an apprentice?

You will usually be working between 30 and 40 hours per week as an apprentice. If you work less than 30 hours per week, you will still be able to do an apprenticeship – the length of your apprenticeship will be adjusted to factor this in (the minimum duration for apprenticeships are usually worked out on 30 hours per week). It will depend on your job role and employer how many hours you work. If you are under 18, you can only legally work a maximum of 8 hours per day or 40 hours per week.

What can I expect from Yeovil College throughout my apprenticeship?

- An individual learning plan
- An assessor who will support you throughout the apprenticeship
- Regular progress reviews
- Off the Job Training in college, where it forms part of the apprenticeship training
- Delivery and support with Functional Skills
- A commitment statement (which details all of the above) that is part of the Apprenticeship Agreement and is signed by the college, the employer and apprentice at the beginning of the apprenticeship.

How can I find apprenticeship vacancies?

- Find and apply for apprenticeship vacancies online at www.gov.uk/apply-apprenticeship
- Search online for apprenticeship job vacancies
- Contact employers directly with a CV and covering letter – just because they don't have a vacancy advertised, it doesn't mean that they won't be interested!
- Book a 1:1 appointment with one of our Apprenticeship Co-Ordinators for tailored advice and support.

Contact us on 01935 845392 or apprenticeships@yeovil.ac.uk

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