

# The EBP Apprenticeship Guide

## What is an Apprenticeship?

- An apprenticeship is a paid job with training. You will work with a real employer and your training is fully funded.
- 20% 'off the job' training at a college or learning provider.
- Apprenticeships range from Level 2 (GCSE standard) to Level 7 (Masters) and can be accessed at any stage of your learning post GCSEs. For example after college some students will undertake a degree apprenticeship. A degree apprenticeship allows students to achieve the equivalent of a degree while earning a wage and it is fully funded.



## What Level Apprenticeship Could I Do?

### My GCSEs are below a 4

- Intermediate apprenticeship (L2)

### My GCSEs are at 4 and above

- Intermediate apprenticeship (L2)
- Advanced apprenticeship (L3)

### I have Level 3 qualifications

- Higher (L4, L5) or Degree (L6) apprenticeship.

## How to Find an Apprenticeship

1

### Create a CV and Research

**Research.** You can research apprenticeship types on The Apprenticeship Guide.

**Create or update your CV** and be sure you have a personal email address.



2

### Register on gov.uk/apply-apprenticeship

Register on '[Find an Apprenticeship](#)'. Check the website once per week and keep an eye out for emails. Take note of deadlines and apply for vacancies that interest you.



### Prepare

Consider different routes to becoming an apprentice. Some colleges and training providers offer part-time apprenticeship courses and may help you to find an employer. **Apprenticeships are competitive. Be sure to also apply to college for a full time course as a plan 'b'.**



4

### Be Proactive and Organised

Continue to search for apprenticeships and check gov.uk frequently. You could also **reach out to employers directly** and/or apply through company websites.

Aim to apply to a few vacancies. **Keep track of your applications** and research companies you apply for.



## Top Tips

### AND TRICKS

- The key to finding an apprenticeship that suits you is to research and be proactive. You could also reach out to businesses directly with a CV and covering letter.
- If you do not find an apprenticeship straight away - do not panic! Some companies advertise as early as one year in advance and others will have a shorter recruitment window.
- Apprenticeship vacancies tend to rise from February and opportunities tend to peak in the summer anticipating school leavers.

## Resources and 'How to' Guides

### How to write a CV:

[https://amazingapprenticeships.com/app/upload/s/2022/10/Rapid-Read\\_How-do-I-write-a-CV-1.pdf](https://amazingapprenticeships.com/app/upload/s/2022/10/Rapid-Read_How-do-I-write-a-CV-1.pdf)

### How to write a covering letter:

[https://amazingapprenticeships.com/app/upload/s/2022/11/Rapid-Read\\_How-to-write-a-covering-letter.pdf](https://amazingapprenticeships.com/app/upload/s/2022/11/Rapid-Read_How-to-write-a-covering-letter.pdf)

### Research apprenticeships:

<https://apprenticeshipguide.co.uk/apprenticeship-choices/>

### Apply for an apprenticeship:

<https://www.gov.uk/apply-apprenticeship>