

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.
- They range from Level 2 (GCSE standard) to Level 7 (Masters). The new Level 2 Foundation apprenticeships are designed to support progression into more specialised Level 2 or Level 3 Apprenticeships, or direct entry into employment.
- Apprenticeships can be accessed at any stage of your learning post GCSEs. For example, after college a degree apprenticeship offers the equivalent of a degree while earning a wage.



What Level Apprenticeship Could I Do?

My GCSEs are below a 4

- Foundation or Intermediate apprenticeships (L2)

My GCSEs are at 4 and above

- Intermediate apprenticeships (L2)
- Advanced apprenticeships (L3)

I have Level 3 qualifications

- Higher apprenticeships (L4, L5)
- Degree apprenticeships (L6 or L7)



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

The Student Zone:

<https://www.amazingapprenticeships.com/zones/student/>

How to write a CV:

<https://www.amazingapprenticeships.com/resources/rapid-read-how-do-i-write-a-cv/>

How to write a covering letter:

<https://www.amazingapprenticeships.com/rapid-read-how-to-write-a-covering-letter/>

Research apprenticeships:

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

Apply for an apprenticeship:

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