

# 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>