



Apprenticeships

Initial Advice & Guidance

For further information please contact the **Business Solutions Team** at
South Gloucestershire and Stroud College

0800 072 6077 // apprenticeships@sgscol.ac.uk // www.sgscol.ac.uk

Key facts about an Apprenticeship:

- An apprentice must be employed for a minimum of 30 hours a week.
- Minimum wage starts at £3.30* per hour during the first year of an Apprenticeship for 16-18 year olds and 19+ year olds in the first year of their apprenticeship. (*As of 1st October 2015).
- Apprentices aged 16-18 years old are fully funded by the Government. The employer will only need to pay the apprentice's salary.
- Apprentices aged 19-23 years old are partially funded by the Government and an employer contribution is required.
- Graduates are not eligible for intermediate and advanced apprenticeship funding.
- Apprentices must meet our minimum entry requirements.

Duration & Structure

The Intermediate Apprenticeship is delivered between 12-24 months depending on the chosen route and the Advanced Apprenticeship between 18-48 months.

Your framework will include an NVQ, Technical Certificate, Functional Skills in Maths, English and ICT (where applicable), Employment Rights & Responsibilities (ERR) and Personal Learning & Thinking Skills (PLTS).

The Apprenticeship will be delivered by a South Gloucestershire & Stroud College Assessor. You will be required to attend college to complete any underpinning knowledge support, however the majority of your assessments towards your qualifications will be undertaken within the workplace environment.

You will be assigned a supervisor/mentor within the workplace, who will support you to develop your workplace skills, knowledge and experience throughout the duration of your apprenticeship programme.

Current Apprenticeships Available

- Accountancy
- Business Administration
- Children & Young Peoples Workforce
- Construction Contracting Operations
- Customer Service
- Electronic & Electrical Engineering
- Electrotechnical Services
- Hairdressing
- Health & Social Care
- Human Resource Management
- IT Practitioner
- Maintenance Operations
- Management
- Marketing
- Mechanical Manufacturing Engineering
- Painting & Decorating
- Plastering
- Plumbing & Heating
- Polymer Operations
- Procurement
- Retail
- Sales and Telesales
- Sport
- Social Media
- Supply Chain Management
- Supporting Teaching & Learning in Schools
- Team Leading
- Trowel Occupations
- Warehousing & Storage
- Wood Occupations
- Youth Work

Entry Criteria

Individual frameworks have set entry requirements, this could be in the form of GCSEs or equivalent qualifications, to personality or skill set traits.

Before commencing a programme, all apprentices will take part in a short, initial assessment exercise designed to confirm the level of programme appropriate to their needs and whether they need any additional support with specific aspects.

FIND AN APPRENTICESHIP

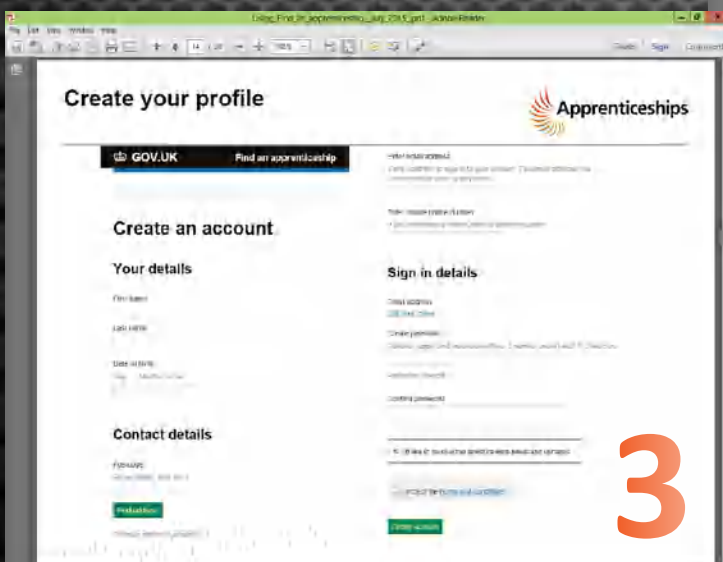
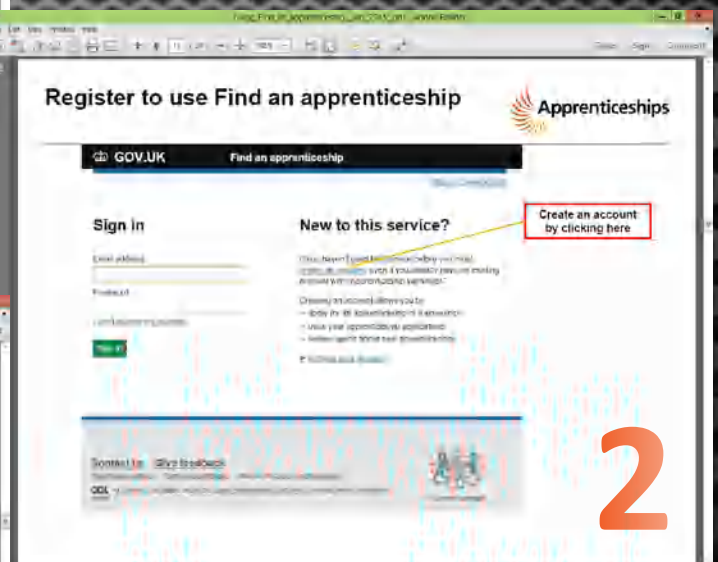
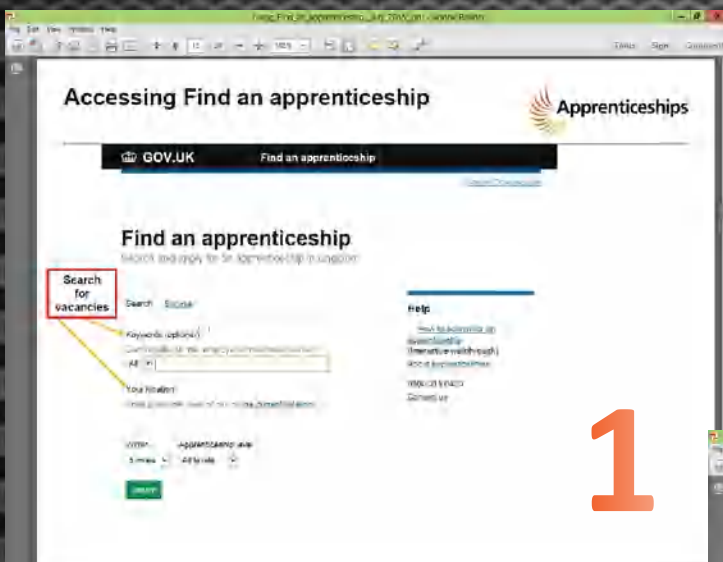
There are 9 easy steps to help you secure the career of your dreams:

1. Go to <https://www.gov.uk/apply-apprenticeship>
2. Create an account, complete your registration and profile
3. Activate your account
4. Prepare your application form
5. Ensure your profile details are correct
6. Search and apply for vacancies online
7. Browse your results
8. Apply for vacancies
9. Manage your future

HINTS AND TIPS:

Remember that this is the first assessment. Providers and Employers will use your application to assess written communication skills, ability to follow instructions, attention to detail.

Ensure you complete each section of the application, check your spelling, punctuation and grammar. Don't use text talk!



Interview Planning

Before the Interview

- Find out what form the interview will take – if you know how many people will be interviewing you, and whether it will be formal or not, you will know what to expect.
- Read the job description – have an idea about the job and the company to show you're committed to do the job.
- Have a mock interview – get a teacher you're not familiar with to prepare a formal interview to give you an idea of what it will be like.
- Think of points you may want to make in the interview – prepare specific things you want to say or subjects you want to discuss if you get a chance.
- Prepare answers for common questions – for example, why do you want to work for the company
- Think of some questions to ask in return – how is the work assessed? What is your staff development policy? However, make sure they're not already answered in the job description.
- Plan your journey – take into account rush hour traffic and finding the room/building so you arrive in plenty of time.

On the Day

- Get a good night's sleep – be ready for your interview and don't stay up all night worrying about it.
- Arrive early – allow time for traffic and finding the place. If you have extra time, take a look around the company or read some literature about the company.
- Contact the company if there's a problem – if you're going to be late or unavailable due to circumstances beyond your control you should be able to rearrange the interview.
- Dress smart, but ensure you are comfortable. Ensure you dress specific to the role you have applied for.
- Turn off your mobile – you don't want any distractions in the interview and it will not impress the interviewer.

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During the Interview

- Be aware of your body language – look at the interviewer, make eye contact and try to smile from time to time.
- Be enthusiastic about the job – make sure you get your interest across to the interviewer.
- Take your time with questions – don't feel pressured to answer immediately, take a little while to develop your answers to avoid saying the first thing that comes into your head.
- Say if you don't understand an answer – Interviewers don't expect you to know everything and will often prompt you or rephrase a question if you ask.
- Give full answers – the interviewer is trying to find out about you, so make sure you tell them something. Don't waffle just to make your answers longer though.
- Don't try to bluff questions – interviewers will know a lot more about their work than you do. If you don't know the answer to a question, be honest and admit it.
- Listen to the interviewer – answer the questions asked rather than the ones you've prepared for.
- Ask questions – use ones you prepared earlier or new ones you've thought of. It shows you're enthusiastic and will help you get more out of the interview.
- Try to relax – interviewers will expect you to be nervous and will try to make you feel comfortable.
- Be yourself – interviewers want to know about you.

After the Interview

- Don't worry if you found it hard – some interviews are designed to stretch candidates.
- Think about what you've learned – the interview also allows you to find out more about the company and the job. How have your opinions changed?
- Write down your answers to questions- this will come in handy for other interviews you may have. Discuss your interview with other people – they can give you feedback on how they think you did and give you advice for other interviews.
- Don't worry about whether you'll be offered a job or not – prepare for your next interview or just enjoy yourself, as you can't do anything to change the result.



Example Interview Questions

- Tell us a little about yourself
- Tell us a little about your career history
- What major challenges did you face in your previous role? How did you meet them?
- Do you have any weaknesses? Give an example. How do you deal with them?
- What are your strengths?
- What do you know about our organisation?
- Why do you want to work for us?
- Why do you want this job?
- What are your expectations of this role/organisation?
- Why do you want to leave your current job/ why did you leave your last job?
- What is your salary expectation?
- What was your biggest accomplishment/failure in your previous roles? How did you achieve/deal with it?
- What did you like/dislike about your previous role? What do you like/dislike about your current role?
- What was the most/least rewarding aspect of your previous job?
- Give us an example of a situation when you met/failed to meet your target? What steps have you taken since then to achieve, maintain and exceed your targets?
- 5 people, including you, are being interviewed for this post, why should we choose you?
- Have you ever been in conflict with a colleague/supervisor/manager? How did you/would you handle such a conflict?
- What makes you stand out from anyone else that has applied for this vacancy?



CV Advice and Guidance

For further advice and guidance on CV building, cover letters and application forms, please visit www.nationalcareersservice.direct.gov.uk

Follow the guidelines below to make sure you've included all the important information an employer may need.

Personal Details

Always ensure that your CV includes your name, address and contact details. It is optional whether you include your age, marital status and nationality.

Personal Profile

Your personal profile should be a brief description of your key strengths. This should be relevant to the job role/industry you are applying for and attract the reader's attention.

Employment History

Always put your current employment first. You should include dates you worked for company, company name, job title and main duties.

Ensure that you give examples of skills you have used and what you achieved. Use bullet points to list details.

Always include temporary or voluntary work. Ensure that if you have had time out during your employment history that you explain the gaps, eg: travelling, job seeking etc.

Education and Training

Start with your most recent qualifications and work back to the ones you have achieved at school.

Always detail dates, name of school/college/university you have attended, list the course title and the each of the qualifications and grades achieved. You can present this in bullet point or table format if you prefer.

Interests and Achievements

You can include hobbies, interests and achievements that are relevant to the job role. Try to avoid putting activities like cooking or reading as these are too general to be of interest to the employer. Make them specific and interesting.

Additional Information

You can include anything in this section that you think may be relevant to your application. Eg: Reason for a gap in employment, any other relevant skills, do you have a driving license or speak any other languages.

References

At least one referee should be work related or if you haven't worked for a while you could list someone responsible who has known you for a period of time.

You can list your referees on your CV or just put 'references available on request'. If you decide to include their details you should state the relationship of each referee to you – for example "Joe Blogs, Line Manager".



CV FAQs

Your CV is such an important document it's worth taking the time to get it right. When you start writing your CV all sorts of questions can come to mind, as you try to make it the best it can be. Here we answer some of the most common questions about CVs.

How should I present my CV?

- Print your CV on white A4 paper.
- Try to use a consistent font all the way through, with bold and bigger font sizes to bring out headings. The layout should be as simple as possible and make use of white space, rather than lines or graphics, to separate sections.
- Use the best quality paper you can find – first impressions count! Although some people like to include photos on their CVs, it's only essential for jobs such as modelling or acting.

What kind of writing style should I use?

- It should be concise and easy to read.
- The words you use can make a big difference to how you come across and whether an employer reads your CV. Try to make your words punchy and 'active', especially when describing what you achieved in previous jobs. You could try using powerful words like managed, led and achieved.
- Check your final CV for spelling and grammar mistakes. You can use a computer spelling and grammar check but it's also a good idea to get it checked by somebody else.

Do I need different CVs for different jobs?

- Your CV should be tailored for the job you're applying for, matching your skills and experience to the requirements of the job.
- If you're replying to a job advert, look at the person specification and make sure these skills are mentioned in your CV.
- If you're applying on spec, think about what the job will involve and what the employer might be looking for. Take some time to find out about the main activities of the employer.

Doesn't everyone stretch the truth a bit on their CV?

- There's a difference between selling yourself and inventing things!
- Selling yourself is putting your skills and experience in the best light. Never be tempted to invent qualifications or previous jobs. You might be asked for more information about them at the interview stage.

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