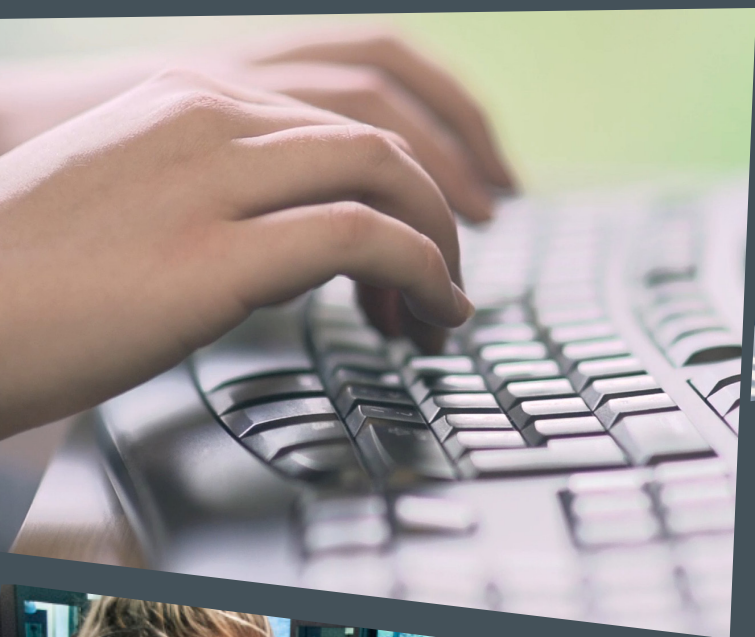


Apprenticeship Guide



01539 814725
apprenticeships@kendal.ac.uk

Welcome

CONGRATULATIONS!

You have made one of your first steps on your apprenticeship journey!

There has never been a better time to consider an Apprenticeship. With a mix of on-the-job training and classroom learning, you will gain the skills you need for your chosen career and achieve nationally recognised qualifications in your chosen subject. You will be doing a real job in a real workplace and get paid for it!

Apprenticeships are open to people of all ages; from 16 year old school leavers to adult professionals considering a career change.

Apprenticeships are available from Level 2 right up to Degree Level and in more than 170 industries. Whatever industry you decide to pursue a career in, you should be able to find an Apprenticeship that suits you.

We hope this guide supports you in your search for an Apprenticeship and wish you all the best!

Apprenticeship Team

Kendal College, Milnthorpe Road, Kendal, LA9 5AY
apprenticeships@kendal.ac.uk
01539 814725

Choosing the right Apprenticeship

Apprenticeships now come in different shapes and sizes. So, it doesn't matter whether you're more creative than business minded, or more interested in cars than catering – there will be a suitable route for you!

It helps if you know which career you want to pursue before you apply for an Apprenticeship. This means you can then tailor your CV and application to the Apprenticeship you wish to apply for.

Not sure which Apprenticeship is right for you? Don't worry! The below information will help...

STUDENT SERVICES AT KENDAL COLLEGE

We have a team of Student Advisors who can offer impartial advice, guidance and support.

Contact them to book an appointment to discuss the different options available to you.



01539 814700



enquiries@kendal.ac.uk



START

This is a national website that helps you match your skills and interests to local jobs and opportunities.

www.startprofile.com



NATIONAL CAREERS SERVICE

This is a national website and includes a range of job profiles, employability tools and careers advice. Go to the 'Career Tools' tab for lots of useful information.

nationalcareersservice.direct.gov.uk

VOLUNTEER TO GAIN EXPERIENCE

HAVE YOU THOUGHT ABOUT VOLUNTEERING?

Volunteering can help you decide whether or not you would like to pursue a career in a specific industry. Volunteering is a great way of trying a job or a career path and can develop your skills and knowledge as well as increasing your transferable skills for future job interviews.

Volunteering also looks great on your CV!

SOUNDS LIKE A GOOD IDEA?

There are lots of local organisations who can match you to a volunteering opportunity in the area you would like to gain experience in:

▶ **Do it!**

www.do-it.org

▶ **Cumbria Volunteering**

www.cumbriacvs.org.uk

▶ **Lancashire Volunteering**

www.lancastercvs.org.uk

▶ **Volunteering Matters**

www.volunteeringmatters.org.uk



YOUR FUTURE CAREER

ASK YOURSELF THE FOLLOWING QUESTIONS

1. WHAT DO I WANT?

What skills do you want to use?

For example, computer skills, communication skills, creative skills, etc?

Where do you want to be heading?

What kind of career would you like?

What environment do you want to work in?

What hours would you like to work?

How important is money to you?

Is enjoyment of the job important to you?

Is anyone influencing your decision?
Remember to do what's right for you!

2. WHAT CAN I OFFER?

CHARACTERISTICS

What are your main characteristics?

- Motivation
- Self confidence
- Adaptable
- Sociable
- Ambitious
- Hardworking
- Reliable
- Positive attitude
- Friendly

TEMPERAMENT

Does the job suit your temperament?

For example, does the job involve any of the following and would this suit your personality?

- Pressure and short deadlines
- Change
- Dealing with upset or injured people
- Long periods of computer work
- Working alone

ASSETS

Think about the things that put you one step ahead of the competition.

Have you researched the organisation and know what makes them tick?

SKILLS

What skills can you offer?

- Communication skills
- Numeracy
- Problem solving
- Organisation skills
- Ability to multitask
- Teamwork
- Computer skills
- Willingness to learn

**Think about the evidence you have of the above e.g. qualifications, work experience, examples where you have demonstrated these skills.
These will be needed when applying for an apprenticeship.**

3. ANY OBSTACLES?

ARE THERE ANY OBSTACLES THAT YOU MAY FACE
For example, childcare, finance, transport?



DECISION MAKING

ONCE YOU'VE ANSWERED QUESTIONS 1-3, YOU
CAN CHECK THAT

- ✓ What you want matches what the Apprenticeship can offer you
- ✓ What you can offer matches what the Apprenticeship requires

Complete the below to check this!

ABOUT YOU	ABOUT THE OPPORTUNITY	ACTION WHAT DO YOU NEED TO DO?
What can you offer the opportunity?	What does the opportunity demand? What does the Personal Specification say? For example, do you need specific qualifications or skills?	
What do you want out of the opportunity?	What does the opportunity offer? For example, environment, salary, promotion, possibilities, enjoyment, hours, etc.	

What levels of Apprenticeship are available?

WHICH LEVEL OF APPRENTICESHIP CAN I DO?

This can vary with Apprenticeships, because they are not just based on academic achievement. Employers value your enthusiasm for work and desire to learn, so your practical skills and interest in your chosen area are very important.

LEVELS OF APPRENTICESHIPS

Apprenticeships are available from Level 2 right up to Degree Level

APPRENTICESHIP	LEVEL	EQUIVALENT EDUCATIONAL LEVEL
Intermediate	2	5 GCSE passes at grades A* to C
Advanced	3	2 A-Level passes
Higher	4,5,6 and 7	Foundation Degree or above
Degree	6 and 7	Bachelor's or Master's Degree

How do I find an Apprenticeship?

Apprenticeships are offered by a wide range of employers. You'll find them advertised in various different places, such as:

KENDAL COLLEGE

We advertise apprenticeship vacancies with employers on our website. You can find out about the different Apprenticeship courses available and the details of our next Open Evening at www.kendal.ac.uk/apprenticeships

Once you have applied for an apprenticeship at Kendal College, we can provide support to help you secure an apprenticeship with an employer in the area.

APPLY NOW!

All you need to do is complete an application form at www.kendal.ac.uk/apply

MEET THE ASSESSORS

Once we have received your application form, you will be invited to an interview with an assessor. Assessors work closely with employers and will support you on your apprenticeship programme.

EMPLOYABILITY SKILLS

We can book an appointment for you with our Learning Centre who can support you with:

- ▶ C.V writing and job application forms – making sure they are the best they can be!
- ▶ Contacting employers – Do you know where you'd like to work, but don't know how to approach them – we can help!
- ▶ Interview Techniques – Do's and Don'ts, hints and tips.

FIND AN APPRENTICESHIP - GOV.UK

www.apprenticeships.gov.uk

Many employers and training providers advertise their current vacancies on www.apprenticeships.gov.uk. You can search for vacancies in your local area and nationally too, using criteria such as occupation type, job role or postcode.

You can also create an account to keep up to date and track your applications.

If you apply for an apprenticeship vacancy that is advertised on the NAS website, make sure you read this guide that is packed full of hints and tips about how to register, search and apply for an apprenticeship:

www.gov.uk/government/publications/how-to-write-a-winning-apprenticeship-application

If you would like a copy of this guide emailing to you, please contact the Apprenticeship Team at apprenticeships@kendal.ac.uk

LOCAL NEWSPAPERS

Often employers like to recruit people from their local community, which means they may advertise in the local paper, so it's always good to check the jobs section. Vacancies may not be advertised as an Apprenticeship, but you can look for jobs that could be an Apprenticeship and then contact the employer and ask if an apprenticeship could be a possibility.



IN-HOUSE ADVERTISEMENT

Many employers promote job vacancies within their company; this could be a job advert in their window, advertised on their website or via social media.

CONTACT EMPLOYERS DIRECTLY

You can approach employers to see if they are recruiting for an Apprentice. Contacting employers directly can lead to opportunities that haven't even been advertised. Many jobs are filled by people who have friends, relatives or other contacts in a business. They are also filled by people who have taken the time to contact the employer, or sent in a CV and a speculative letter.

TIPS FOR CONTACTING EMPLOYERS

- ▶ Try to speak to someone in person if you can. Employers get lots of CVs - stand out by meeting them personally. Ask for an opportunity to meet with the employer, or call in and visit.
- ▶ If the organisation is large, call and ask for the Human Resources Department. Otherwise, ask for the name of the person you should speak with about job vacancies.
- ▶ Ask them about job opportunities in general, even if there are none at the time, and for a contact name & address for you to send your CV to.
- ▶ Send a covering letter with your CV to the named contact, and tell them what type of work you'd be interested in, and how you are qualified to fill those roles.
- ▶ Do you have a parent or relative whose company could benefit from a new member staff? Use the contacts you have already.
- ▶ Volunteering can give you a step through the door. See page 3 for useful web links.

Be Prepared

CVs, COVERING LETTERS, JOB APPLICATIONS AND INTERVIEWS

NATIONAL CAREERS SERVICE

nationalcareersservice.direct.gov.uk

This site includes a range of job profiles, employability tools, CV writing, interview tips and careers advice. Go to the 'Career Tools' tab for details on specific areas of work.



Don't send out a generic CV and letter to everyone. Research, research, research! Then tailor it to make it personal to the employer.

TIPS FOR WRITING A COVERING LETTER

Covering letters that create a good first impression are well constructed, don't contain any spelling mistakes or bad grammar and support what you are saying in your CV. A good letter makes an employer sit up, take notice and want to read your CV. Keep your CV short, punchy and to the point. This means it shouldn't be more than 2 pages of A4. We would advise using font Ariel, size 12.

For more hints and tips go to:
www.nationalcareersservice.direct.gov.uk
and search 'covering letter'.

Kendal College's Learning Centre can also provide support for you with writing CVs, applications and covering letters.

What our apprentices say

WHY DID I CHOOSE AN APPRENTICESHIP?

"I CHOSE THE APPRENTICESHIP TO HELP FURTHER MY CAREER. I WAS ALREADY WORKING IN THE CATERING INDUSTRY, BUT AN APPRENTICESHIP WILL GIVE ME THE SKILLS I NEED TO PROGRESS"

- EDWARD WILDERMOTH, 24 YEARS
CATERING APPRENTICE AT THE APPLE PIE

"I CHOSE THE APPRENTICESHIP AS IT MEANT I COULD GET HANDS ON EXPERIENCE AND GUIDED LEARNING AS WELL AS BEING PAID"

- MAGGI RAISBECK, 27 YEARS
ANIMAL CARE APPRENTICE
AT KENDAL COLLEGE ANIMAL RESCUE CENTRE

"GET PAID AND LEARN AT THE SAME TIME"

- JACK DRISCOLL, 21 YEARS
MOTOR VEHICLE APPRENTICE AT LOUND ROAD GARAGE

WHAT'S YOUR TOP TIP FOR FINDING A JOB?

"HAVE CONFIDENCE AND APPLY, YOU'RE NOT EXPECTED TO KNOW EVERYTHING FROM THE START!"

- ROSS ETTIE, 19 YEARS
BUSINESS ADMINISTRATION APPRENTICE WITH
SOUTH LAKES DISTRICT COUNCIL

"GO IN AND TALK TO EMPLOYERS, HAVE A CHAT AND DROP OFF A CV. PUT THE EFFORT IN!"

- JACK WEBB, 19 YEARS
MOTOR VEHICLE APPRENTICE AT
PV DOBSON & SONS

"APPLY FOR EVERYTHING! IT'S ALL EXPERIENCE"

- GEMMA FORSTER, 24 YEARS
DIGITAL LEARNING DESIGN APPRENTICE WITH
THE CREATIVE TEAM, KENDAL COLLEGE

"GO INTO THE WORK PLACE IN PERSON"

- JAMES FRYER, 21 YEARS
MOTOR VEHICLE APPRENTICE AT STOCK MILL

WHAT ARE YOU HOPING TO DO AFTER YOUR APPRENTICESHIP?

"RUN MY OWN BUSINESS"

- KIMBERLEY PATTISON, 24 YEARS
CATERING APPRENTICE WITH BAR SOLO

"I HOPE TO BECOME PART OF A GRAPHIC DESIGN AGENCY"

- CAITLIN ARMSTRONG, 20 YEARS
SOCIAL MEDIA AND DIGITAL MARKETING APPRENTICE
AT KENDAL COLLEGE

"TO WORK WITHIN THE REHABILITATION SECTOR OF ANIMAL CARE, AS THIS HAS BEEN THE MOST REWARDING ASPECT OF MY APPRENTICESHIP SO FAR!"

- MAGGI RAISBECK, 27 YEARS
ANIMAL CARE APPRENTICE
AT KENDAL COLLEGE ANIMAL RESCUE CENTRE

I've been offered the Apprenticeship, what next?

CONGRATULATIONS!

Either you or your employer need to contact us for your Apprenticeship journey to continue.

GOT A QUESTION OR QUERY?

If you have any further questions or queries about anything relating to an Apprenticeship, don't hesitate to get in touch

@ apprenticeships@kendal.ac.uk

☎ 01539 814725

GOOD LUCK!