

Apprenticeship Checklist

Action	When	Resources	Done ✓
<p>Research different apprenticeship job areas. Find out what is available and figure out what you are interested in.</p> <p>Apprenticeships are available at Level 2 and 3 (Intermediate and Advanced) and at level 4, 5 (higher) and level 6 degree level now too.</p>	Autumn term onwards	<p>See https://www.careerpilot.org.uk/ job profiles (browse job profiles) to investigate jobs in-depth if you are unsure of which job area.</p> <ul style="list-style-type: none"> • Look on the National Apprenticeships website https://www.gov.uk/apply-apprenticeship for up to date vacancies. Register for this service. • Ask friends, family, teachers, employers to look into if there are many jobs in the area you are interested in. Word of mouth can be very important. 	
Look into training available locally/ check entry requirements	Autumn term onwards	<ul style="list-style-type: none"> • Look on various websites (see below) • Look at employer or training provider's prospectuses/ go to open days/ careers events • Speak to your Careers Adviser if you need any pointers 	
Get a great CV and covering letter together, ready to sell yourself to employers. Make sure you get someone to read through it. Learn about what makes a successful job application.	Autumn/ Spring term	<ul style="list-style-type: none"> • Teachers • Family • Career Adviser at school • Templates online • CV's are not always needed. Lots of applications are online only. 	
Look into local employers. Put together a list/ file of employers to apply to/ start applying – work out how far can you travel?	Spring/ summer term	<ul style="list-style-type: none"> • Friends/ family – word of mouth • Google for contact details to approach local employers if you are making speculative enquiries • Ask college / training providers 	
Finding it hard to get an employer? Make sure you have a plan B in place.	Summer term/ Summer	<ul style="list-style-type: none"> • Careers adviser – to discuss • Local college – open days/ prospectuses/ part time courses • Gap year?? Work experience, internship can be useful to gain valuable experience. 	
Left school and still want advice	July onwards	<ul style="list-style-type: none"> • Speak to colleges/ training providers who can signpost you for further help 	
Start with employer	July onwards	<ul style="list-style-type: none"> • Make sure you have training set up for September 	
Start apprenticeship training	Usually September	<ul style="list-style-type: none"> • Training provider – will support you and your employer with training 	

Useful websites:

General information and job vacancies:

UK: <https://www.findapprenticeship.service.gov.uk>

www.notgoingtouni.co.uk <http://businesscasestudies.co.uk> – look at careers section

www.gov.uk/jobsearch www.indeed.co.uk <http://www.careersbox.co.uk>

For independent careers advice: <https://nationalcareersservice.direct.gov.uk>

<http://www.mycareerspringboard.org> <http://www.careerpilot.org.uk/>
<http://www.careercamel.com/> - help with CV's, cover letters...

Employer Links

Apprenticeships 2020 – lots of large, national employers regularly take on apprentices. Check their websites. Here are some ideas for you...

Local Employers

If you want to stay local, you could try;

Amcor Flexibles

Heineken <https://www.heineken.co.uk/careers>

Haygrove <https://www.haygrove.com/permanent-jobs/>

Sequani Work Placement programme email human.resources@sequani.com

Elysium Health Care (Stanley House Neurological Care Centre, Bosbury)

www.elysiumhealthcare.co.uk/careers

ETL Systems Hereford www.etlsystems.com/careers

Avara Foods Hereford

Ledbury Welding

Aldi/Tesco have apprenticeship schemes in Retail

Halo Leisure

Wyevale Nurseries Ltd recruit for Crop Technician Level 3 apprentices

www.wyevalenurseries.co.uk

Engineering

Toyota <http://apprenticeshipfinder.co.uk/toyota/>

Rolls Royce <https://careers.rolls-royce.com/united-kingdom/students-and-graduates/apprenticeships-and-school-leavers/>

Renishaw <http://www.renishaw.com>

Airbus <https://www.airbus.com/careers.html>

QinetiQ <https://www.qinetiq.com/Careers/Apprenticeships>

Nmite <https://nmite.ac.uk/>

Motor Mechanics – ATS Euromaster, Kwikfit, local garages

Accounting

Accounting apprenticeships – <https://www.aat.org.uk/apprenticeships>

Hazelwoods Accountancy – AAT Qualification Level 4 Apprenticeship

<https://www.hazlewoods.co.uk/careers/a-level-students>

KPMG <https://www.kpmgcareers.co.uk/apprentice>

Construction

Balfour Beatty www.balfourbeatty.com

Fortis Living www.fortisliving.com/apprenticeships

Construction Industry Training Board - <https://www.citb.co.uk/courses-and-qualifications/become-a-citb-apprentice/>

IT

<https://more.capgemini.com/uk/careers/your-career-path/apprentices/>

TDM Wyre Academy

Electrical

Clarkson Evans Gloucester <https://www.clarkson-evans.co.uk/apprentice-electricians>

JTL www.jtltraining.com

Law Apprenticeships

<https://www.lawcareers.net/Starting-Out/Law-Apprenticeships-Guide>

Food Science

Avara Foods – degree apprenticeships www.avarafoods.co.uk

Severn Trent Water

www.severntrent.com/careers/apprentices

NHS including Nursing apprenticeships

www.healthcareers.nhs.uk

Police

www.westmercia.police.uk/policerecruitment Police Constable Degree Apprenticeship, student police officer

BT

<http://www.btplc.com/Careercentre/earlycareers/apprentices/index.htm>

GCHQ

<https://www.gchq-careers.co.uk/early-careers/apprenticeships.html>

Security and Defence

<http://www.qinetiq.com/careers>

Western Power

<https://www.westernpower.co.uk/Careers/Apprenticeships.aspx>

GlaxoSmithKline

<http://uk.gsk.com/en-gb/careers/apprenticeships/>

Facilities Management

<https://www.mitie.com/careers/apprenticeships/>

Degree Apprenticeship vacancies

<https://www.ucas.com/alternatives/apprenticeships/apprenticeships-england/what-apprenticeships-are-available/degree-apprenticeships>

Local Training Providers

Register with local training providers as they have links with employers who recruit apprentices.

Hoople – Business Admin, Health and Social Care, Customer Service, Childcare, Dental Nursing, Leadership and Management - www.hoopleltd.co.uk/training-apprenticeships/apprenticeships

Herefordshire and Worcestershire Group Training Association (HWGTA)

– Accountancy, Business Admin, Customer Service, Engineering, Warehousing – lots of vacancies with employers – apply online www.hwgta.org

Horizon Training – Catering, Business Admin, Customer Service and Retail – www.horizontraining.org.uk

TDM Wyre Academy – ICT Tech and Digital Apprenticeships – www.wyreacademy.tdm.uk/apprenticeships

Riverside Training Hereford – Business Admin, Customer Service, Hospitality – www.riverside-training.co.uk

Nova Training in Widemarsh Street Hereford offer Traineeships and Apprenticeships – www.novatrainng.co.uk

Local College Apprenticeship Provision

Herefordshire and Ludlow College - <https://www.hlcollege.ac.uk/apprenticeship-vacancies>

Heart of Worcestershire College - <https://www.howcollege.ac.uk/courses/apprenticeships/>

Gloucestershire College - <http://www.gloscol.ac.uk/apprenticeships/vacancies/>

Hartpury - Agriculture

Pershore College - Horticulture

National Training Providers – register for vacancy information

Construction – CITB <https://www.citb.co.uk/courses-and-qualifications/become-a-citb-apprentice/>

Electrical and Plumbing – JTL Training – www.jtltraining.com

Armed Forces – British Army, Royal Navy and Royal Air Force

NHS Apprenticeships – Health, Public Services and Care
<https://www.healthcareers.nhs.uk/career-planning/study-and-training/apprenticeships-traineeships-and-cadet-schemes>

<https://www.jobs.nhs.uk/>

Motor Vehicle – remit.co.uk – Automobile training

Hospitality Industry – hittraining.co.uk – Hospitality and Catering apprenticeships

