

The Complete Guide to

HIGHER AND DEGREE APPRENTICESHIPS



Higher and degree apprenticeships: the basics

If you thought apprenticeships were just for 16 year-olds leaving school, it's time to take another look

Apprenticeships offer a valid alternative to university, with the qualifications to match. If you choose a degree apprenticeship, you still get to graduate with your cap and gown, along with several years of work experience under your belt.

First and foremost, though, an apprenticeship is a job with substantial training and the development of transferable skills.

It's a way to earn and learn, gaining a real qualification, long-term career path and the possibility for higher earnings.

And, best of all, no university debts: you'll have been earning for the length of your apprenticeship and there are no tuition fees.

What is an apprenticeship, exactly?

An apprenticeship is a combined package of work and study. As an apprentice, you'll be employed by a company and paid a wage for the work that you do. Apprentices are entitled to the same rights as other employees: a contract of employment and at least 20 days paid holiday per year, plus bank holidays. Apprenticeships are available across the UK, but this guide focuses on England.

How does it work?

You'll spend most of the week at work (usually a minimum of 30 hours) watching, learning and getting stuck in. You will be learning from colleagues across all levels of the business, typically working closely with someone more senior who will review your

progress and coach you.

You'll also spend time attending college, a university or training provider, training at work or online. Some apprenticeships use a combination of options; your employer will decide which method works best.

The Institute for Apprenticeships and Technical Education is an independent public body which works to ensure apprenticeships are the best they can be. It develops apprenticeship standards with employers that meet the needs of the companies and learners alike.

What grades do I need?

Entry requirements vary from programme to programme, and depend on the sector and prior skills. If you have achieved A-levels you may still be expected to start at intermediate or advanced level as some sectors, such as engineering, require you to build up your occupational skills. See examples of entry requirements:

- Unilever requires five GCSEs at grade 4-9 including English and maths and two A-levels
- Deloitte requires GCSEs in maths and English Language, grade 4 or above (previously grade C or higher) as well as 104 Ucas points (previously 260 pre 2017 Ucas system).

What could I earn?

If you're aged 16–18, or aged 19 or over and in the first year of your apprenticeship, you'll

* Apprenticeship Evaluation 2017: Learners

earn at least the minimum wage for apprentices (£3.90 per hour from April 2019).

Many companies pay more than this, particularly for higher level apprenticeships:

- An aerospace engineering apprentice at BAE Systems UK can earn £23,550 per year.
- A higher accountancy apprentice can earn over £13,000 per year.
- A software engineer apprentice can earn around £14,500 per year.

In fact, you could potentially earn upwards of £300 per week plus your employer and the government pay your tuition fees, meaning no university loans for you!

In contrast, English students taking a full-time university degree pay a maximum of $\mathfrak{L}9,250$ per year in tuition fees.

Many employers advertise roles with a 'competitive salary'. This could mean the salary and benefits will be in line with similar roles for other organisations, or that it depends on your current skills and experience. Benefits could include a pension, access to a car, leisure facilities or a relocation allowance if you have to move.

Apprenticeship discounts and perks

You'll be classed as an employee, rather than a student, so you won't be entitled to student discounts, but the National Union of Students (NUS) has an Apprentice Extra Card. For £11 per year you can get discounts on lots of brands. See more at apprenticeextra.co.uk.

If you're doing a degree apprenticeship and have a university email address, you should be able to access other student discount schemes or support. You may also be eligible for discounts on public transport.

Many local schemes are available, like the Apprentice Oyster photo card in London, which gives apprentices 30% off certain journeys.

HSBC has also extended their student bank account to apprentices meaning you could benefit from a student overdraft and a credit card to help you budget your finances while training.





Got what it takes to be the next apprentice?

You've heard what an apprenticeship is, but how do you know if it's right for you?

An apprenticeship is not the easy option. You'll be starting a challenging job and trying to prove yourself in the workplace, while getting to grips with studying for a degree. You will be expected to achieve academically and at work, managing your time and adjusting to longer hours with fewer holidays than at school or university. You might have to travel or relocate to find the right opportunity for you.

What are employers looking for?

An apprenticeship is actually designed by employers, meaning you'll be developing the right skills and knowledge to be a success in your chosen industry. They're looking for

personal aptitude and enthusiasm rather than just your academic ability; in fact, some employers don't ask for specific grades at all. It helps if you have a particular interest in the area you want to work in and can demonstrate this from previous experience.

Anything that can demonstrate your interest and your readiness for work could help you stand out from the crowd.

Which level is the right level?

There are various levels of apprenticeship you could apply for (see table, right). Courses take between one and six years to complete depending on the level.

Which higher level apprenticeships are available?

There are hundreds of different apprenticeships on offer. From accounting to aerospace engineering, new apprenticeships are being developed all the time with more highly skilled apprenticeships popping up each year.

Big companies like Rolls Royce, GlaxoSmithKline, Goldman Sachs and the BBC offer degree apprenticeships, but you'll also find smaller companies offering them, too.

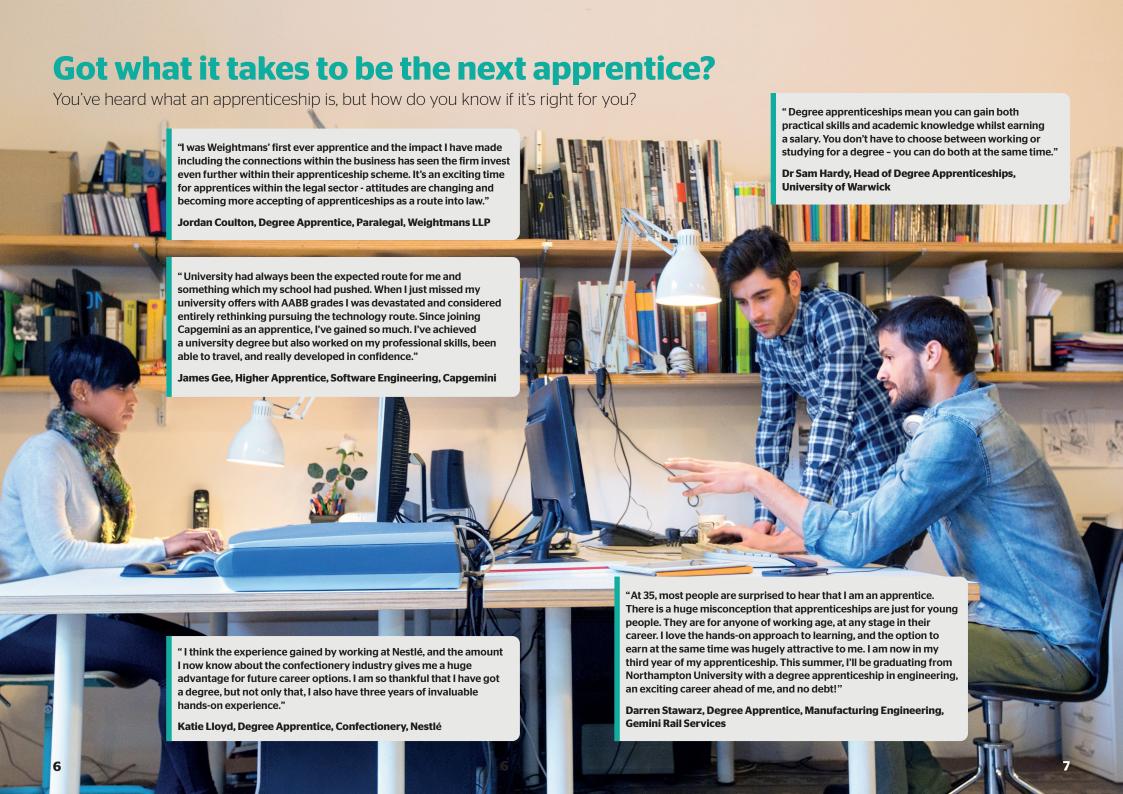
As well as being flexible and adaptable to suit changing business needs at work, you'll also need to be self-motivated during independent study, and be prepared to put what you learn into practice.

Sought-after skills and qualities

- Teamwork
- Collaboration
- Interpersonal skills
- Enthusiasm
- Motivation
- Communication
- Analysis
- Creative solutions
- Attention to detail
- Logical thinking
- Initiative

	Name	Level	Equivalent educational level	
	Intermediate	2	5 GCSE passes (grade 9-4)	
	Advanced	3	2 A-level passes/ Level 3 Diploma/ International Baccalaureate	
	Higher	4, 5, 6 and 7	Foundation, Bachelor's or Master's degree	
	Degree	6 and 7	Bachelor's or master's degree	

* Statistics from GOV.UK



What's on offer: apprenticeships

At a glance: higher and degree apprenticeship sectors

Agriculture, Environmental and Animal Care	Engineering and Manufacturing	
Arts, Media and Publishing	Health, Public Services and Care	
Business and Administration and Law	Information and Communication Technology	
Catering and Hospitality	Legal, Finance and Accounting	
Construction, Planning and the Built Environment	Protective Services	
Creative and Design	Retail and Commercial Enterprise	
Digital	Sales, Marketing and Procurement	
Education and Childcare	Science and Mathematics	
	Transport and Logistics	

In detail: subjects and professions

Academic Professional	Construction Site Engineering Technician
Accountancy / Taxation Professional	Control/Technical Support Engineer
Actuarial Technician	Conveyancing
Advanced Clinical Practitioner	Creative and Digital Media
Advanced Dairy Technologist	Cyber Intrusion Analyst
Aerospace Engineer	Cyber Security Technical Professional
Aerospace Software Development Engineer	Data Analyst/Scientist
Agriculture	Dental Practice Manager
Aircraft Maintenance Certifying Engineer	Dental Technician
Animal Trainer	Digital and Technology Solution Specialist
Architect and Architectural Assistant	Digital Learning Design
Assistant Technical Director (Visual Effects)	Electrical Engineering
Associate Ambulance Practitioner	Facilities Management
Aviation Operations Manager	Fashion and Textiles Product Technologist
Banking and Finance	Financial Services Professional
Bespoke Tailor and Cutter	Food Industry Technical Professional/ Engineer
Brewer	Geospatial Mapping and Science
Broadcast and Media Systems Engineer	High Speed Rail & Infrastructure Technician
Broadcasting Technology	Hospitality Manager
Building Services Engineering	Housing and Property Management
Business and Professional Administration	Human Resources
Business Analyst	Improvement Practitioner/Specialist
Business To Business Sales Professional	Insurance
Care Leadership and Management	Intelligence Operations
Chartered Manager/Surveyor	Internal Audit Practitioner
Children, Young People and Families Manager/Practioner	Investment Operations Specialist
Civil Engineer	IT, Software, Web & Telecoms Professionals
Clinical Trials Specialist	Junior 2D Artist (Visual Effects)
Commercial Procurement and Supply	Laboratory Scientist
Community Energy Specialist	Learning and Development Consultant/Business Partner
Construction Management	Legal Services

		Nearly 200
Mammography Associate	Professional Services	apprenticesh
Management	Project Management	in developme
Manufacturing Engineer	Propulsion Technician	
Marine Pilot	Prosthetist / Orthotist	
Marketing	Public Sector Commercial Professi	onal
Midwife	Rail and Rail Systems Engineering	
Mineral Products Technology	Recruitment	
Network Engineer	Registered Nurse	
Non-Destructive Testing Engineer	Regulatory Affairs Specialist	
Nuclear Technician, Scientist or Engineer	Regulatory Compliance Officer	
Nursing Associate	Rehabilitation Worker (Visual Impa	irment)
Occupational Therapist	Retail	
Operating Department Practitioner/Manager	Revenues and Welfare Benefits Pra	ctitioner
Ordnance Munitions and Explosives (OME) Professional	Risk and Safety Management	
Packaging Professional	Road Transport Engineering Mana	ger
Paramedic	Sales Executive	
Paraplanner	School Business Professional	
Passenger Transport Operations Manager	Science Industry Process/Plant Eng	gineer
Physiotherapist	Senior Compliance / Risk Specialist	:
Podiatrist	Senior Metrology Technician	
Police Community Support Officer	Social Media and Digital Marketing	
Police Constable	Social Worker	
Policy Officer	Software Developer/Tester	
Port Marine Operations Officer	Solicitor	
Postgraduate Engineer	Supply Chain Leadership Professio	nal
Power Engineer	Sustainable Resource Operations a	nd Management
Process Automation Engineer	Teacher	
Product Design and Development	Technician Scientist	
Professional Economist	The Water Industry	
	Unified Communications Trouble S	hooter

 $Please note that this information is correct as of publication. For an up-to-date list please visit {\tt gov.uk/apply-apprenticeship} and {\tt gov.uk/apply-apprenticeship} and$



8

What's on offer: unis

Universities

Ada, the National College for Digital Skills	University of Bedfordshire	
Anglia Ruskin University	University of Bradford	
Aston University	University of Cambridge	
Bath Spa University	University of Central Lancashire	
Birkbeck College	University of Chester	
Birmingham City University	University of Chichester	
Bournemouth University	University College Birmingham	
BPP University	University of Cumbria	
Brunel University London	University of Derby	
Buckinghamshire New University	University of Durham	
Canterbury Christ Church University	University of East Anglia	
City, University Of London	University of East London	
Coventry University	University of Essex	
Cranfield University	University of Exeter	
De Montfort University	University of Gloucestershire	
Edge Hill University	University of Greenwich	
Harper Adams University	University of Hertfordshire	
Imperial College Of Science, Technology And Medicine	University of Huddersfield	
Kingston University	University of Hull	
Leeds Beckett University	University of Keele	
Leeds Trinity University	University of Kent	
Liverpool John Moores University	University of Lancaster	
London Business School	University of Leeds	
London Metropolitan University	University of Lincoln	
London South Bank University	University of Newcastle Upon Tyne	
Loughborough University	University of Northampton	
Manchester Metropolitan University	University of Northumbria at Newcastle	
Middlesex University	University of Nottingham	
Nottingham Trent University	University of Plymouth	
The Open University	University of Portsmouth	
Oxford Brookes University	University of Reading	
Plymouth College Of Art	University of Salford	
Queen Mary University Of London	University of Sheffield	
Ravensbourne Limited	University of Southampton	
Sheffield Hallam University	University of Suffolk	
Southampton Solent University	University of Sunderland	
Staffordshire University	University of Warwick	
Teesside University	University of West London	
The Royal Agricultural University	University of the West Of England, Bristol	
University of Bath	University of Wolverhampton	
University of Bedfordshire	University of Winchester	
University of Birmingham	University of Worcester	
University of Bolton	Writtle College	
	York St John University	

* Statistics from GOV.UK

What's on offer: employers

Examples of employers* offering apprenticeships

Accenture	Fujitsu	Royal Air Force
AECOM	GCHQ	Royal Navy
Airbus	GE	Sainsbury's
Arcadis	Grant Thornton	Santander
Army	GSK	Sellafield
Atkins	IBM	Severn Trent
Babcock International Marine & Technology	J.P. Morgan	Siemens
BAE Systems	Jaguar Land Rover	Skanska UK Plc
Balfour Beatty	JCB	Sky
Barclays	KPMG LLP	Staffordshire University
BBC	Laing O'Rourke	Tesco
BDO	Lloyds Banking Group	Thales
Boots	Mace	Transport for London
ВТ	Marks & Spencer	Troup Bywaters + Anders
Capgemini	McCann Worldgroup	TUI
CGI	National College for High Speed Railway	Unilever
Cisco	Nestlé	Virgin Media
Civil Service Fast Track	Network Rail	Vodafone
Deloitte	OMG	Wates
Dentsu Aegis	PwC	Wessex Water
Dyson	QA	Willis Towers Watson
EDF Energy	Renishaw	WSP
EY	Rolls-Royce	

Please note that this information is correct as of publication. For an up-to-date list please visit gov.uk/apply-apprenticeship



A week in the life

There's no such thing as a typical week, or even day, in the life of an apprentice

From travelling to an office in another city, meeting with clients to visiting a construction site: who knows what you might be doing next. Employers expect a lot, but no-one expects you to know how to do the job already. That's what the apprenticeship is for, after all. The organisation you work for should help you to adjust to your new working life with induction programmes or personal development activities to help you get started. Later on, you'll meet buddles or mentors who you can turn to for support.

"During my week, I am involved in multiple stages of the software development process from technically designing how functionality works through to writing the code to implement features on a number of exciting mobile projects. Each day is different for me and I am constantly learning about new technologies and techniques which I can immediately put into practice in my role. I also attend university for a day each week to study topics relevant to my job and enable me to gain an undergraduate degree in Digital and Technology Solutions."

Jamie Edge, Degree Apprentice, Digital and Technology Solutions, Barclays

"A typical day could see me sketching up ideas on paper or Computer Aided Design (CAD) software, transferring them to engineer drawings, completing stress analysis calculations, writing user instructions or conducting a risk assessment on the design - essentially, anything that goes into the design of that machine"

Adam Sharp, Advanced Level Mechanical Design Apprentice and National Advanced Apprentice of the Year 2017, Sellafield

"We're getting a high level of academic performance from apprentices on our programme as the relevance of the material is immediate."

Alan Nabney, Deputy Dean, School of Engineering and Applied Science, Aston University



Your long-term career prospects

What kind of difference could an apprenticeship make to your life in the long-run?

Although no-one knows exactly what the future holds. the prospects for higher and degree apprentices look bright. One of the reasons businesses take on apprentices at this level is that they need a highly-skilled workforce. This is a good thing for the company but also for you. Exactly what happens after an apprenticeship will depend on your employer and your contract. Many higher and degree apprenticeship programmes are designed to develop the leaders and managers of the future. The experiences you gain as an apprentice can provide a springboard towards promotions and higher level opportunities.

After several years working with managers and peers, experiencing various aspects of the business and developing the essential skills and knowledge, you should have

* Statistics from AAT and CEBR - Is a university degree the best route into

** Compared to those with Level 3 vocations. Statistics from Adult further education: outcome-based success measures

become a very valuable employee. It's not unusual for an ex-apprentice to work their way up to the boardroom. Former apprentices are particularly well represented in senior management teams in construction, engineering and energy; 30% of the senior UK managers at Rolls Royce started out at the company as apprentices. Remember to make sure you keep track of the key skills and experience you've gained for your growing CV.

"My apprenticeship has, quite frankly, changed my life. My confidence has grown from being a very shy person to being able to present in front of both client directors and in local schools to help promote apprenticeships."

Joshua White, Business Analyst, IBM

"The apprenticeship at RBS has enabled me to explore numerous different roles within the bank and has allowed me to pick something I enjoy. The apprenticeship has taught me how to interact with colleagues, vendors and most important, our customers. I have really enjoyed my time on the scheme and believe it has put me in really good stead for the future."

Ciaran Pugh, Business Management and **Administration Degree Apprentice, RBS**



challenge-driven individual I am today: greatest decision of my life."

Jade Aspinall, Manufacturing Engineer, **MBDA UK**

"Apprenticeships allow employers to reach candidates from a range of backgrounds, utilising their skills whilst offering them the chance to earn whilst they learn. The business benefits too, with each apprentice contributing £18,000 of net productivity gain over the course of their programme. This productivity boost not only benefits the apprentices and Barclays, but spills over into the whole economy and will help narrow the skills gap between the UK and its competitors abroad."

Claire Findlay, Head of Apprenticeships, **Barclays**

"The degree apprenticeship has been designed by employers to teach students the cutting-edge technical skills that they need to stay ahead in an ever-changing market. This means that the sky really is the limit for those who graduate from a degree apprenticeship and businesses are benefiting from the skills that they bring from day one."

Sasha Morgan Manley, Managing **Director, Morgan Manley Ltd**

"My apprenticeship has already opened up a huge amount of career options. By the end of my apprenticeship I will have a university degree as well as five years of industrial experience, making me very employable compared to a graduate who has taken a university route."

Haria Bibi, Degree Apprentice. **Laboratory Scientists, GSK**

"Capgemini's degree apprenticeship scheme is an empowering journey - it has provided me with a platform to develop my career in an ever-evolving industry at the heart of society. Since I started in 2012. I've been exposed to cutting edge technologies, companies across a range of sectors and, more importantly, privileged to work alongside some amazing people from whom I learn every single day."

Peter Flood, Digital and Technology Solutions Degree Apprentice, Capgemini

15



How to apply and next steps

Raring to go? Here's how to make an application - and be successful

With so many opportunities on offer there are several ways you can find the apprenticeship that's right for you.

Where to apply

For apprenticeship opportunities local to you and further afield go to 'Find an apprenticeship' on GOV.UK. Once you register you can set up email and text alerts to inform you about new apprenticeship roles.

You can also find a range of vacancies at ratemyapprenticeship.co.uk, as well as over 21,000 reviews. It's worth checking directly on employer recruitment sites too.

Head over to <u>amazingapprenticeships.com</u> to use 'Vacancy snapshot' which provides

useful information on well-known employers which may help you with your application.

When to apply

Unlike university applications, there is no fixed deadline when it comes to applying for apprenticeships. Vacancies appear throughout the year.

Don't wait until the deadline to apply, some companies close their recruitment as soon as they have sufficient candidates.

As a general rule, vacancies with larger companies start appearing in the autumn, but the majority pop up from January or February onwards. Smaller businesses might start recruiting a month or two before the job

starts, so if you hope to start work in August or September, you might start looking from Easter onwards.

Do check start dates closely, to make sure you'll have finished school or college. Start your research early – the sooner the better, so you have time to fill any gaps in your CV with the things employers are typically looking for (see page four), including getting some relevant work experience.

Stay focused

It's really quite normal to have some doubts and nerves about the process, especially around spring-time, when your friends have their university offers and you might still be waiting to find the right vacancy to apply to. Don't panic! Keep calm and focus on making a great application when the right opportunity arises. Remember this is a competitive process: you're applying for a job, so make sure you sell yourself as best you can.

The recruitment process

There can be a number of hurdles to leap before you even get to a face-to-face interview: an application form, online tests, perhaps a phone or online interview, before heading to an assessment day.

You might find that smaller organisations have a slightly more informal or personal process, perhaps involving an initial written application, followed by face-to-face interview stages if you're shortlisted. Good luck!

If you have a specific query you can also contact the National Apprenticeship Helpdesk on 0800 015 0400 or email nationalhelpdesk@findapprenticeship.service.gov.uk.

APPLICATION TIPS

- Clearly read the job description, making note of key points such as entry requirements and 'essential' qualities
- Research the company beforehand, so you understand its key areas and priorities
- Include relevant experiences and skills
- Be specific and give examples to demonstrate what you have to offer
- Back up your statements with evidence
- Use an appropriate email address and voicemail message on your phone
- Regularly log on to your account to track your applications
- Don't let emails end up in your junk folder Don't undersell yourself. Be confident (but honest!) about your abilities

*Statistics from GOV.UK

16 17

Choosing between university and an apprenticeship

Are you finding it difficult to decide about your future?

You can apply for both at the same time!

Don't panic, if you're undecided between going to university or applying for an apprenticeship, it's worth knowing that you don't have to decide right away.

There's nothing stopping you from applying to university through Ucas while keeping your eye out for interesting apprenticeship vacancies. Try not to think about it as university *or* an apprenticeship. A degree or higher apprenticeship can lead to a degree-level qualification.

Just remember, apprenticeship schemes don't follow the same application and deadline patterns as applying to uni - the deadline for your apprenticeship application will be down to individual employers, and you'll apply for them direct (see page 16).

You're not restricted to one apprenticeship application either. If you've seen more than one you're interested in - go for it.

Decision time will arrive eventually though, so research the options available to make the right choice for you.



Speaking to others about apprenticeships: parents and friends

Advice on how to answer tricky questions on apprenticeships

Although apprenticeships have been around for hundreds of years, there are still some misconceptions surrounding them. You may find your friends and family don't know a lot about apprenticeships. In the past, apprenticeships were geared towards traditional vocational courses such as plumbing or carpentry, there wasn't the same breadth of roles available to undertake that there is today. Your family may be surprised at the range of sectors they now cover, including digital, finance and media to name a few.

There are several resources that you can share with friends and family who want to learn more about apprenticeships:

Apprenticeships guide for parents

Share this guide with parents to help them understand the value of degree or higher apprenticeships. If your parents don't have a lot of time on their hands, download the Amazing Apprenticeships Parents' Pack for them, which is available in a number of different languages.



"He's worked at Weightmans LLP for five years and is now on his way to becoming a qualified lawyer. He was the first in our family to go to university, but after a few weeks realised that it wasn't for him. He said, 'Dad, mark my words, I'll make it as a lawyer without going to uni.' This is the best thing that has happened... If your child wishes to pursue this route, we say go for it!

Do whatever makes them happy. They are learning and earning."

Rose and Andy Coulton, parents of Jordan Coulton, Higher or Degree Apprentice of the Year 2018

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