

Apprenticeships in...

Adult Social Care

What's it really like..?

There is a growing demand for care workers. Care workers give personal and practical support to people in their own homes and in nursing and residential settings. They can often work 'early' or 'late' shifts. Weekend work is usually on a rota basis. Tasks could include getting meals and drinks, making beds, helping with daily activities, chatting, assisting with getting up and going to bed. Under 18 year olds rarely do personal care tasks (washing and toileting) and cannot work night shifts. Treating people with respect and dignity and building trust and good relationships is important. Apprenticeships may be available in the similar role of NHS hospital healthcare assistant (HCA).



How do I give myself the best chance of success?



Employers look for applicants with a mature attitude. Most applicants tend to be 17+. Try to find your own apprenticeship by contacting care homes. You should also apply to training providers.

It is a good idea to apply to college or sixth form for a health and social care course as a back-up plan. You could then apply for an apprenticeship after this.

Experience of supporting people in need gives you an advantage. You could volunteer with charities and care homes. For volunteering opportunities see <https://vinspired.com> (14-25 year olds) and <https://do-it.org>

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out council websites, www.indeed.co.uk and **Universal Jobmatch** for more vacancies.

Tests and qualifications?

You will do a basic skills test to check if you will cope with the apprenticeship. Employers will be interested in your motivation and attitude to work. All people working with vulnerable adults have to have a Disclosure and Barring Service (DBS) check. Your employer will organise this.

Pay?

There are care work opportunities in the National Health Service, both in hospitals and the community, with some local authorities and also with private health care providers, including nursing/residential homes. Apprentices are paid at least £3.30 an hour currently*. Salaries are in the range of £12,500-£16,000 rising to £18,000-£21,000. Healthcare assistants (HCAs) earn £15,000-£18,000 rising to £20,000. HCAs may be encouraged to take further qualifications. There is a higher rate for night shifts and weekends. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Reliability and good timekeeping.
- Willingness to work shifts: 7.00am - 2.30pm is 'early'; 2.30 - 10.00pm is 'late'.
- A caring, positive and friendly personality to work with staff and residents and patience and willingness to do a variety of tasks.
- A mature attitude as care work is responsible work.
- Team working – an ability to work with others.
- Driving skills – important in some jobs.

Interview questions to practise

- What experience do you have of caring for people?
- What do you know about the work?
- What is it that interests you about care work?
- How do you feel about working shifts and how would you travel to work?
- Do you enjoy working in a team?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
- What is the possibility of further training?

Need to know more?

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 - Not ready for an apprenticeship? A traineeship may be for you. Go to the 'Aged 13 to 19' section for information about apprenticeships and traineeships.
- www.getingofar.gov.uk
Find out what an apprenticeship is like and check your eligibility.
- www.skillsforcare.org.uk
Go to 'Careers in Care' and then 'Think Care Careers'.

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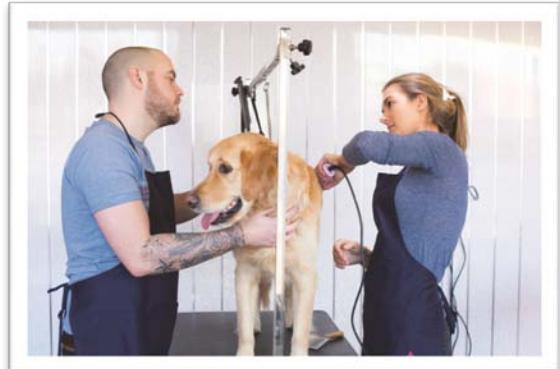
Apprenticeships in...

Animal Care

What's it really like..?

Stable work: working with horses can mean long hours with early starts and late finishes. Tasks include grooming, feeding, mucking-out, looking after tack and assisting with lessons (riding schools) or training horses (racing stables). Some jobs are 'live-in', where you are given accommodation.

Small animal care: includes jobs such as animal assistant, care assistant at a cattery/kennels or vets, as well as pet shop work. You may come across some distressing cases. It can mean working long hours and weekend shifts.



How do I give myself the best chance of success? ✓

Relevant work experience or voluntary work, before you apply, gives you a big advantage. Contact local vets, animal care centres and stables and offer to do some volunteering to get experience. Try <https://vinspired.com> (14-25 year olds) and <https://do-it.org> for volunteering opportunities.

Because working with animals is very popular you will need to contact local vets, animal care centres and stables that you are interested in, and send your CV with a cover letter – they may have vacancies in the future.

Apply to training providers, but as they may not have many places for small animal care, you need to contact employers and also have a good back-up plan.

Locally, there are usually several vacancies for stable work and also some 'live-in' vacancies away from home.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out www.indeed.co.uk and **Universal Jobmatch**.

Tests and qualifications?

For animal care/stable work some employers ask for some grades at GCSE but above all they look for enthusiasm and commitment. They want practical people who can handle animals confidently. All applicants take a basic skills test in English and numeracy.

Pay?

Apprentices are paid at least £3.30 an hour currently*, with some employers paying more. After the apprenticeship, pay often starts at the National Minimum Wage and rises to £11,000-£15,000 a year. Salaries vary depending on the company and range of responsibility. Animal carers are generally not very highly paid.

N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Motivation and commitment to working with animals.
- Knowledge of animal care through work experience.
- Ability to work in a team and join in to get the work done.
- Physical capability - the work can be heavy, outdoors in all weather and physically tiring.
- Reliability and good timekeeping, willingness to work weekends and bank holidays.

Interview questions to practise

- What experience do you have of horses/animals?
- What is it that interests you about working with animals?
- How do you feel about living away from home? (Some stable jobs are 'live-in'.)
- Do you enjoy physical/outdoor work?
- What are your career ideas for the future?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers may ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
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 - Not ready for an apprenticeship? A traineeship may be for you. Go to the 'Aged 13 to 19' section for information about apprenticeships and traineeships.
- www.getingofar.gov.uk
Find out what an apprenticeship is like and check your eligibility.
- www.lantra.co.uk/careers
Information about a wide range of land-based and environmental careers.

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Apprenticeships in...

Bricklaying

What's it really like..?

If you haven't had the opportunity to try out bricklaying before applying, then try to do so. It's hard physical work on a building site. You are outdoors in all weathers and expected to get on with the job. Tasks include fetching and carrying bricks, mixing mortars, using machinery and learning the skills of bricklaying. On site you will be expected to start at 8.00am. All bricklaying apprentices go to college on block or day-release. Bricklayers work in brick, stone, artificial stone and breeze block.



How do I give myself the best chance of success? ✓

Most apprentices find their own employer. Telephone companies you are interested in and follow up with your CV and a cover letter.

Under 16, you can help out on a building site but you must be supervised and the employer must have employers' liability insurance.

Apply to training providers. There is competition for most construction trades, so make sure you turn up for interviews and assessments.

GCSEs increase your chances enormously, but enthusiasm counts for a lot.

Consider college as a back-up plan. Some people do a year in college then go for an apprenticeship at 17.

Register with the official find and apply apprenticeship service

www.gov.uk/apply-apprenticeship

Check out council websites and job/apprenticeship sites such as www.indeed.co.uk and [Universal Jobmatch](#).

Tests and qualifications?

Training providers or employers will ask you to take an assessment test. The assessment usually involves maths, English and spatial awareness. Some employers ask for GCSE grades, others go on test results. Just as important is your interest in construction.

Pay?

Apprentices are paid £3.30 an hour currently*. Some employers pay more. Bricklayers usually work a 39 hour week although overtime is sometimes available. Pay ranges from £16,000-£23,000. Experienced bricklayers can earn up to £30,000. Opportunities include working in building, construction and civil engineering companies. Some bricklayers are self-employed and set their own pay rates.
N.B. Pay rates are approximate.

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What will an employer look for?

- Practical skills - working with your hands, accurately.
- Spatial skills - understanding plans, also mental maths ability and the ability to visualise what is required.
- Commitment - interest in, and an understanding of, construction.
- Mature attitude - employers want workers who get on with the job to a high standard.
- Team working - ability to work with others as bricklayers often work in teams.

Interview questions to practise

- Do you have any experience of bricklaying?
- What is it that interests you about working in construction?
- How do you feel about working outside most of the time?
- Do you enjoy practical, physical work?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer. They will want to check out that you are reliable, hardworking and a good time-keeper.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
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- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **www.goconstruct.org**
Information about a wide range of jobs in construction.

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Apprenticeships in...

Childcare

What's it really like..?

It's not like babysitting. Nursery apprentices normally start between 7.00 and 8.00am then it's all go from there - assisting with activities, helping with meals and going to the toilet, washing hands, getting children to sleep, phone calls and paperwork and generally helping with the children's learning and development in a safe environment, until they are picked up by about 6.00pm. It's a long day – you will need energy and enthusiasm. Early years teaching assistants work in primary schools and help teachers and children.



How do I give myself the best chance of success?



Relevant work experience in a day nursery or school or volunteering at rainbows/beavers gives you a big advantage. Babysitting experience is helpful but not usually enough. You may find a volunteering opportunity through <https://vinspired.com> (14-25 year olds) or <https://do-it.org>

Try to get an employer to take you as an apprentice by contacting local nurseries and looking for work experience in the school holidays. Send, or take along, your CV and cover letter.

A mature, friendly attitude is essential. A clean, tidy appearance is very important.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out council websites for vacancies, also www.indeed.co.uk and **Universal Jobmatch**.

Tests and qualifications?

You will be given a basic skills test. You may need at least maths and English GCSEs at A*-C(9-4) to start an Advanced Apprenticeship. Personality and experience is important. All people working with children need to have a Disclosure and Barring Service (DBS) check. Your employer will organise this.

Pay?

Apprentices are paid at least £3.30 an hour currently*. Early years teaching assistants earn £13,000-£18,000 for term time working. Childminders are self-employed and tend to charge £4.00-£6.00 an hour for each child. They must pay their own tax and insurance. Nursery nurse salaries vary depending on whether they work in the public or private sectors. Opportunities are available in nursery/infant school, day nurseries, family centres, hospitals and crèches. Depending on hours worked, salaries range from £11,500-£15,000 and those with experience and responsibilities can earn around £22,000 a year. N.B. Pay rates are approximate.

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What will an employer look for?

- A cheerful, friendly personality with the ability to relate to children.
- Good communication skills.
- An understanding of child development and safety issues.
- Patience.
- Energy and creativity to cope with demands of the children.
- Good time-keeping, reliability and the ability to take responsibility.

Interview questions to practise

- Do you have any experience of working with children?
- What do you know about the work?
- What is it that interests you about childcare?
- How do you feel about the cleaning up side of childcare?
- Do you like working in a team?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any specialist clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
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 - Not ready for an apprenticeship? A traineeship may be for you. Go to the 'Aged 13 to 19' section for information about apprenticeships and traineeships.
- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **www.pacey.org.uk**
Website of the Professional Association for Childcare and Early Years. Click on the 'Menu' button to find information about working in childcare.

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Apprenticeships in...

Electrical Installation

What's it really like..?

Electrical work means early starts, 7.30-8.00am usually, and sometimes it can involve working away from home. To learn all aspects of the job electrical apprentices assist qualified electricians. All apprentices go to college for block or day-release. An Advanced Apprenticeship (Electrotechnical) takes 3 years to complete and involves assessment at work and release to college to complete NVQ level 3, functional skills and technical certificates.



How do I give myself the best chance of success?



Apprentices must take a colour blindness test as part of the application process. Before applying it would be a good idea to visit an optician or to do the 'Ishihara' test free online.

Most apprentices find their own employer. Phone companies you are interested in and then send a CV with a cover letter. Ask if they would consider giving you a period of work experience. Work experience gives you a big advantage.

Good GCSE grades matter a lot, especially in maths and sciences.

Apply to training providers and prepare for the entrance test and interviews.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out council websites and other job/apprenticeship sites such as www.indeed.co.uk and **Universal Jobmatch**.

Tests and qualifications?

All training providers test for ability in maths, English and technology. You will have to prove you have strong maths ability, as the apprenticeship is one of the most technical. Many employers ask for C(4-5) grades at GCSE in maths and science. The maths you do in an Advanced Apprenticeship is approximately A level (level 3) standard.

Pay?

Electricians work a basic 39 hour week and overtime when busy. Apprentices are paid at least £3.30 an hour currently*. Electrical companies tend to pay more. Once qualified, electricians can earn £19,000-£22,000, rising to £30,000+. There are often bonuses and overtime pay. There are opportunities to move into project management, consultancy and self-employment.
N.B. Pay rates are approximate

*Rises in October 2016 to £3.40

What will an employer look for?

- Good practical skills and manual dexterity.
- A high level of numerical ability - required for the work and qualification.
- Ability to solve technical problems.
- Team working skills, as electrical work is often team work.
- An understanding that the job is physically demanding, as well as technically challenging.

Interview questions to practise

- Have you had a colour vision test?
- Do you have any experience of electrical work?
- What do you know about the work?
- What is it that interests you about being an electrician?
- How do you feel about going to college?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests do you have?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
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- www.getingofar.gov.uk
Find out what an apprenticeship is like and check your eligibility.
- www.goconstruct.org
Information about a wide range of jobs in construction, including electrician.
- www.summitskills.org.uk
Click on 'Careers in BSE' for information about careers in building services engineering, including the electrotechnical industry.
- www.jtltraining.com
National training provider of electrical apprenticeships.

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Apprenticeships in...

Engineering

What's it really like..?

Manufacturing engineering companies usually start work between 7.00am and 8.00am. Engineers tend to specialise in mechanical, fabrication or electrical/electronics work. Increasingly, engineering is using technologically advanced design and manufacturing equipment (CAD/CAM). You need to be good at maths to cope with the apprenticeship. Some apprentices progress to a Higher Apprenticeship. There are also Higher Apprenticeship vacancies for those with A levels, or equivalent qualifications.



How do I give myself the best chance of success?



Don't wait for advertised vacancies. Look for companies that interest you. Check out the local press for companies that are starting up, moving in to the area or expanding and ask friends and family for suggestions. Send a CV and cover letter. Ask how and when they are likely to recruit.

Relevant work experience is an advantage.

Attend apprenticeship open evenings and apply early.

Work hard in school - good grades are very important especially in maths.

Register with the official find and apply apprenticeship service

www.gov.uk/apply-apprenticeship

Follow companies on Twitter and check out other job/apprenticeship sites such as

www.notgoingtouni.co.uk, www.indeed.co.uk and **Universal Jobmatch**.

Tests and qualifications?

Applicants for Intermediate and Advanced Apprenticeships in engineering are given an assessment test which includes maths, English and mechanical aptitude. Most employers ask for GCSE grades A*-C(9-4) in maths, English and science for Advanced Apprenticeships and also for Intermediate Apprenticeships in electrical/electronic engineering. Higher apprentices will need A levels, or the equivalent.

Pay?

Most engineers work around 35-40 hours Monday to Friday. However, you may need to start early, finish late or do weekend work. Apprentices are paid at least £3.30 an hour currently*. A CNC machinist earns £15,000-£25,000 rising to £30,000 with supervisory duties and an engineering maintenance technician £18,000-£22,000 rising to £30,000+. Engineering has started to recover from the economic downturn, and some companies are doing well. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Enthusiasm for engineering and knowledge of what it is about.
- Motivation to work hard.
- Ability to learn practical and technical skills.
- Good communication skills.
- Willingness to study - block and day-release.

Interview questions to practise

- Do you have experience of engineering or making things?
- What do you know about the work?
- What is it that interests you about engineering?
- How do you feel about studying and working?
- Do you enjoy practical work?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests do you have?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
- What is the possibility of further training – even university level study?

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- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **www.semta.org.uk**
Information about careers in engineering and advanced manufacturing.
- **www.engineeringconstructioncareers.org.uk**
Information from the Engineering Construction Industry Training Board (ECITB).
- **www.wisecampaign.org.uk**
Website of WISE - inspiring girls and women to study and build careers using science, technology, engineering and maths (STEM).

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Apprenticeships in...

Farming and Gardening

What's it really like..?

Farming, gardening and horticulture involve mainly outdoor practical work with animals, plants, crops or agricultural machinery. Farming involves early starts and heavy physical outdoor work. Gardening or plant production (horticulture) can take place in gardens or commercial garden centres/nurseries. There are similar apprenticeships such as gamekeeping and servicing machinery to consider. Training is likely to be by day or block-release to a college or training centre. Opportunities will depend on where you live. There is the opportunity to progress and build a career if you have the aptitude.



How do I give myself the best chance of success? ✓

Get some experience. Look for weekend or holiday work on a local farm or at a garden centre, or even gardening jobs in your area. For gardening and conservation volunteering opportunities try <https://vinspired.com> (14-25 year olds) or <https://do-it.org>.

Try to find a farm, landscape company, gardener or garden centre to take you on as an apprentice. Friends and family may be able to suggest places to approach. Send a CV with a cover letter or it may improve your chances to call in person and hand in your CV.

Local councils may offer apprenticeship opportunities in their parks and gardens departments. See their websites.

Register with the official find and apply apprenticeship service on
www.gov.uk/apply-apprenticeship

Check out www.indeed.co.uk and **Universal Jobmatch**.

Tests and qualifications?

For apprenticeships you will take an assessment test. You may be asked for some GCSEs. Employers look for interest and enthusiasm in the work and a willingness to work hard.

Pay?

Some jobs can be seasonal with longer hours in the summer. Apprentices are paid at least £3.30 an hour currently*. Farm workers at 18 may earn £13,000-£14,000, rising to £25,000 with experience and responsibilities. A gardener may earn £13,000-£19,000 rising to £25,000+. Grounds maintenance specialists could earn £30,000+. Many farmers and gardeners become self-employed. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Physical fitness to cope with heavy work.
- Willingness to work outdoors, doing hard, physical, often dirty jobs in all weathers.
- Genuine interest in farming or horticulture and animals or plants.
- Ability to get on with others, as people often work in teams.
- Enthusiasm and reliability.

Interview questions to practise

- Do you have experience of farming or gardening?
- What is it that interests you about farming or gardening?
- How do you feel about working outside?
- Do you enjoy practical work?
- Do you like animals/plants?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer. They will want to check out that you are reliable, hardworking and a good time-keeper.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
- Is there a possibility of further training?

Need to know more?

- National Careers Service
<https://nationalcareersservice.direct.gov.uk>
0800 100 900 Helpline
 - If you need help to make decisions about jobs, careers, learning or training, talk to an adviser on the helpline or you can webchat, email or text.
 - Look at the A-Z of 'Job Profiles' on the website for career ideas.
 - Not ready for an apprenticeship? A traineeship may be for you. Go to the 'Aged 13 to 19' section for information about apprenticeships and traineeships.
- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **www.growcareers.info**
The website for horticulture careers information.
- **www.lantra.co.uk/careers**
Information about a wide range of land-based and environmental careers.

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Apprenticeships in...

Finance

What's it really like..?

Most companies have finance departments. There are also dedicated financial institutions such as banks, insurance and accountancy firms. The work involves working with figures, IT systems and good communication skills, both written and spoken, to work effectively with clients. There are apprenticeships at GCSE to degree level, leading to professional accounting and insurance qualifications.



How do I give myself the best chance of success?



Find out more about work in finance. You could start with the list in 'Job Profiles' on <https://nationalcareersservice.direct.gov.uk>

Prepare a CV and cover letter and send to accountancy, finance and insurance companies.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Follow companies on Twitter and check websites such as www.notgoingtouni.co.uk, www.indeed.co.uk and **Universal Jobmatch**.

Try to get work experience, such as holiday work or a Saturday job.

Go to interviews well prepared, and smartly dressed.

Consider nearby cities - there are more jobs involving finance in cities.

Tests and qualifications?

Most employers ask for at least 4 GCSEs at grades A*-C(9-4), including maths and English. Higher apprentices need GCSE maths and English at grade B(6) and 3 A levels or their equivalent. Some employers ask for subjects such as maths, IT or business studies.

Pay?

Accountants and others working in financial services usually work around 35-40 hours per week. There are jobs in accountancy and insurance companies, industry and commerce and in the public sector working for local and central government departments, the NHS, charities and regulated industries such as water, gas and electricity. Apprentices are paid at least £3.30 an hour currently*. An accounts clerk could earn £15,000-£22,000 a year, a technician £16,000-£22,000 rising to £30,000 and qualified accountants £28,000-£50,000. High earners can earn around £100,000. Insurance technicians earn £16,000 rising to £18,000-£25,000+. The recession continues to hit the banking sector but there are still apprenticeship opportunities.

N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Maths ability, as both accounts and insurance work require a lot of figure work.
- Motivation and enthusiasm. Genuine interest in accounts, insurance or finance.
- Good communication skills both written and verbal.
- Accuracy.

Interview questions to practise

- Do you have any experience of finance?
- What do you know about the work?
- What is it that interests you about working in finance?
- How do you feel about studying and working at the same time?
- Do you enjoy maths and number work?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests do you have?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- What is a typical day like?
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 - Not ready for an apprenticeship? A traineeship may be for you. Go to the 'Aged 13 to 19' section for information about apprenticeships and traineeships.
- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **www.aat.org.uk**
Information from the Association of Accounting Technicians.
- **www.cii.co.uk/careers**
Website of the Chartered Insurance Institute.

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Apprenticeships in...

Hairdressing and Barbering

What's it really like..?

Hairdressers and barbers usually work 5 days a week, including Saturdays. Salons are often closed on Mondays. Apprentices have a day off in the week and a day to go to college or to a training centre. An apprentice usually starts out washing hair, looking after customers, watching experienced staff and booking appointments, before cutting, styling and colouring hair. Qualified hairdressers and barbers need to keep up to date with products, trends and techniques. Good communication skills are important to be able to talk to customers about what they want. You must be happy to be on your feet most of the day.



How do I give myself the best chance of success? ✓

Try to get a Saturday job in a salon or volunteer at a salon just to get experience.	
Send a CV with a cover letter or, better still, ask around in person and hand in your CV and covering letter.	
Hairdressing is a job where appearances count, so make sure you are clean, tidy and smart when approaching salons.	
Register with the official find and apply apprenticeship service www.gov.uk/apply-apprenticeship	
Check out www.indeed.co.uk and Universal Jobmatch for more vacancies.	
Follow companies you are interested in on Twitter.	

Tests and qualifications?

Most training providers will ask you to do a basic skills test. This is to check that you will be able to cope with the qualification, which is part practical, part written. It currently involves NVQ, functional skills and technical certificates. GCSE grades can give you an advantage for some jobs, but motivation, commitment and willingness to learn are extremely important.

Pay?

Apprentices are paid at least £3.30 an hour currently*. Some employers pay more. Pay rates for hairdressers depend on experience and location. Qualified hairdressers tend to earn £14,000-£20,000 a year. Top hairdressers can earn £30,000+. Many hairdressers are self-employed, either renting a chair in a salon or offering a mobile service. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Experience of hairdressing - have you had a job, done other people's hair?
- Enthusiasm and motivation to do well and complete the training.
- Good communication skills - hairdressing is a 'people' business.
- Friendly personality.
- Stamina - you are on your feet a lot.
- Team working ability - to get on with others in the salon.

Interview questions to practise

- Do you have any experience of hairdressing or barbering?
- What do you know about the work?
- What is it that interests you about working in hairdressing?
- How do you feel about working Saturdays and some evenings?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you? Do you do anything creative?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer. They will want to check out that you are reliable, hardworking and a good time-keeper.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
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- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
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 - Look at the A-Z of 'Job Profiles' on the website for career ideas.
 - Not ready for an apprenticeship? A traineeship may be for you. Go to the 'Aged 13 to 19' section for information about apprenticeships and traineeships.
- www.getingofar.gov.uk
Find out what an apprenticeship is like and check your eligibility.
- www.habia.org
Information from the Hair and Beauty Industry Authority.

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Apprenticeships in...

Hospitality and Catering

What's it really like..?

There are a variety of jobs in catering. Hours vary also, depending on where you work: restaurant, pub, hotel, fast food outlet. People often work shifts and weekends. If you work in food production, it could include food preparation, cooking, cleaning up and ordering stock and lead to kitchen assistant and chef positions. Front of house staff include waiting staff, receptionists and restaurant managers. Their work involves customer service such as serving customers, handling money, booking tables and rooms. It can be hard work being on your feet for long periods of time.



How do I give myself the best chance of success? ✓

Start preparing early. If there are places you are keen to work for, phone them, ask how they recruit and follow up with a CV and cover letter.

Try to get a part-time job and experience of the industry, such as kitchen work or waiting on tables. Call in at places you would like to work and drop off a CV and cover letter.

Improve your skills by learning about foods and how to cook them, or think about the importance of good customer service.

Apply to training providers and attend interviews dressed cleanly and tidily. Be prepared to tell them why you are interested in the catering industry and what you want to learn.

Register with the official find and apply apprenticeship service

www.gov.uk/apply-apprenticeship

Check out other job/apprenticeships websites such as www.indeed.co.uk and **Universal Jobmatch**.

Follow companies you may want to work for on Twitter.

Tests and qualifications?

Most training providers will ask you to take a basic skills test to check your English and maths ability. A few large hotels ask for C/D(5-3) grades at GCSE for reception work. Most organisations are looking for enthusiasm and commitment and the ability to get on with people and work in a team.

Pay?

Apprentices are paid at least £3.30 an hour currently*. Chefs/cooks earn £13,000-£16,000 a year, rising to £22,000, for specialisms and a head chef £30,000+. In fine dining restaurants and top hotels pay can be higher. Bar staff usually earn £11,000-£17,000 and up to £20,000 with supervisory responsibilities. Many work part-time. Tips increase earnings. Receptionists can earn £12,500-£19,000 and managers £20,000+. N.B. Pay rates are approximate. *Rises in October 2016 to £3.40

What will an employer look for?

- Clean and tidy appearance - hygiene counts for a lot.
- Good spoken and written communication skills.
- Enthusiasm for catering and what you have learned so far.
- A friendly, helpful attitude - essential for front of house staff.
- Physical fitness and stamina - you are on your feet a lot.
- Reliability and good time keeping.
- Ability to work with others in a team (and with the public for customer service work).

Interview questions to practise

- Do you have experience of the catering industry?
- What do you know about the jobs?
- What is it that interests you about hospitality and catering?
- How do you feel about working weekends and evenings?
- Do you enjoy cooking? Do you enjoy meeting and helping people?
- Do you like working in a team?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests do you have?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
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 - Not ready for an apprenticeship? A traineeship may be for you. Go to the 'Aged 13 to 19' section for information about apprenticeships and traineeships.
- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **<https://careerscope.uk.net/industry>**
Information about a wide range of jobs in hospitality, leisure and tourism.
- **www.hospitalityguild.co.uk/A-Career-in-Hospitality**
The website of the Hospitality Guild.

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Apprenticeships in...

IT

What's it really like..?

Jobs in IT are either with big organisations which have an IT department, or with specialist IT companies offering IT support packages to smaller companies. Work often involves setting up networks, assisting users, installing and updating software packages and consultancy work. Some IT companies specialise in website design and web management, and others cyber security. Mobile communications systems are now part of IT. IT-related apprenticeships in digital marketing and social media are also available, but these are less technical and not covered here.



How do I give myself the best chance of success?



Many IT companies prefer to take on people aged 18 or above, so seriously consider full-time courses at 16-18.

There are Higher or Degree Apprenticeship vacancies for those with A levels, or equivalent qualifications.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out www.indeed.co.uk and **Universal Jobmatch** for vacancies.

Follow companies that interest you on Twitter.

Tests and qualifications?

Companies generally ask for at least 5 GCSEs at grades A*-C(9-4), including maths and English and many IT jobs require level 3 qualifications, as well as ability in computing. All Intermediate and Advanced Apprentice applicants are required to take an entrance test which will include maths and English. You will need to be able to demonstrate good IT skills and some knowledge of computers, packages and networks. Higher and degree apprentices may be asked for specific subjects and grades at A level or equivalent.

Pay?

Apprentices are paid at least £3.30 an hour currently*. Once qualified, IT offers options to progress. Employers include industry and commerce, local and central government departments, the NHS and public utilities. Helpdesk professionals may earn £17,000-£21,000+ a year, service and repair technicians £14,000-£17,000 rising to £30,000, IT project managers £25,000-£28,000 rising to £30,000-£50,000. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Computer literacy with experience of word processing and use of a variety of packages.
The more experience of PCs and networks the better.
- Good communication skills, with people at all levels and the ability to talk with confidence; good telephone skills.
- Enthusiasm for learning about computing and motivation to progress in the industry.
- Good problem solving skills.

Interview questions to practise

- Do you have experience of computing and networks?
- What do you know about the jobs in IT?
- What is it that interests you about computers?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers may ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
- Is there a possibility of further training - even university?

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- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **www.thetechpartnership.com/tech-future-careers**
Information about digital careers.
- **http://creativeskillset.org/creative_industries**
Information about creative careers in IT including animation, gaming and VFX

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Apprenticeships in...

Joinery

What's it really like..?

Joinery is usually physical work requiring precise, accurate, measuring, cutting and construction skills and safety awareness. There are 3 main areas of work:

- Wood machining - preparing timbers for construction, such as roof or floor joists and skirting boards - almost always workshop based.
- Bench joinery - working in a workshop making things such as windows, doors, staircases and fitted furniture.
- Fixing/fitting - involves working on site, fitting wood structures into buildings prior to plastering (first fixing) or carrying out work after plastering eg doors, skirtings and cupboards (second fixing).

Apprentices go to college on block or day-release.



How do I give myself the best chance of success?



Contact joinery companies: telephone, send a CV and cover letter to see if they want an apprentice. Most apprentices find their own employer.

You need to have some knowledge of joinery, preferably work experience. Try to get a Saturday job with a company or a job in school holidays to get experience.

Because of health and safety issues you will need to be supervised and the employer must have employers' liability insurance.

Apply to training providers and prepare well for interviews.

You need to think about a back-up plan – college, or another skill area.

Get those GCSEs - especially maths, at grade C(5-4) or above.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out other job/apprenticeship websites, such as council sites, **www.indeed.co.uk** and **Universal Jobmatch**.

Tests and qualifications?

Training providers or companies will ask you to sit an initial assessment or test. You must attend as you will not get a second opportunity without good reason. Many joinery companies go on the test results and not GCSE grades, but some do ask for C/D(5-3) grades. Maths is the most important subject, then English.

Pay?

Apprentices are paid at least £3.30 an hour currently*. Some employers pay more. Pay for qualified joiners can be £18,000-£25,000 a year, rising with supervisory duties or experience to £26,000-£30,000. Overtime is often available. Many joiners are self-employed and work independently. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Practical skills - good hand-eye co-ordination.
- An ability to work very accurately.
- Spatial skills - an understanding of plans and drawings.
- Maths ability - estimating quantities and measuring are a big part of the job.
- Willingness to train - block or day-release.
- Mature attitude - good team working skills, ability to get on with the job to a high standard.

Interview questions to practise

- Do you have any experience of joinery?
- What do you know about the work?
- What is it that interests you about joinery work?
- How do you feel about going to college one day a week?
- Do you enjoy practical work?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any specialist clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
- Is there a possibility of further training?

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- www.getingofar.gov.uk
Find out what an apprenticeship is like and check your eligibility.
- www.goconstruct.org
Information about a wide range of jobs in construction.

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Apprenticeships in...

Manufacturing

What's it really like..?

Manufacturing mainly takes place in a factory or workshop. It covers the making of goods and products and the maintenance of the equipment. Examples include: food and drink manufacturing, furniture manufacturing, plastics, printing, glass making, engineering and chemical production. It is usually shift work and early shifts often start at 7.00am. Apprentices often help experienced staff and do jobs such as fetching and clearing up to start with. Some work is repetitive. Advanced apprentices can become highly skilled engineers working on very complex processes and some will become production managers. Also see the 'Engineering' leaflet.



How do I give myself the best chance of success? ✓

Contact places you know of – call in, telephone, send a CV with a cover letter to see if they need an apprentice.

Apply to training providers and go along to interviews prepared to talk about why you want to work in manufacturing, and the type of factory you think you would prefer.

Work experience in a factory is useful but not essential.

Register with the official national find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out other job/apprenticeship websites such as indeed.co.uk and [Universal Jobmatch](#).

Tests and qualifications?

You will do a basic skills assessment. Printers and some furniture manufacturers ask for GCSEs in maths and English, but a willingness to work and get on with the job is as important.

Pay?

Apprentices are paid at least £3.30 an hour currently*. Some employers pay more. A woodmachinist could earn £14,000-£16,000 rising to £24,000 with experience, a production worker £12,000-£15,000 rising to £20,000, a machine printer £16,000-£19,000 rising to £35,000. A basic week is 40 hours, often shift work and weekends. Overtime is sometimes available. Under 18s are not allowed to do night shifts.

N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- An enjoyment of practical work and a willingness to learn tasks, such as using machinery.
- A mature attitude while working – factories can be dangerous places.
- Ability to work as part of a team.
- Reliability and good timekeeping.

Interview questions to practise

- What experience do you have of manufacturing? (Not always necessary.)
- What do you know about the work?
- What is it that interests you about manufacturing?
- Do you enjoy practical work?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
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- **<http://semta.org.uk/careers>**
Information about careers in engineering and advanced manufacturing.
- **<http://tastycareers.org.uk>**
Information about careers in the food and drink industry.
- **http://creativeskillset/creative_industries/fashion_and_textiles**
Information about the fashion and textiles industry.

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Apprenticeships in...

Motor Vehicle Work

What's it really like..?

Technicians learn to test for faults and carry out repair work. Vehicle body repair work involves testing the chassis, replacing bodywork and painting vehicles. Parts work is about understanding car components, ordering and sending out the right ones. Auto electricians fit, test and repair electrical and electronic systems in vehicles. Increasingly garages use computer diagnostics as cars, buses, coaches and heavy vehicles are very complex machines. Most new apprentices do some cleaning up and fetching and carrying for experienced staff. All train through block-release or day-release to college or a training centre.



How do I give myself the best chance of success?

Try to get work experience or a Saturday job in a garage. You could do this by calling at garages. You could even volunteer to get some experience.	✓
Work hard in school - grades are vital to most garage owners and dealerships.	
Contact garages you would like to work for, asking how to apply for any vacancies that might arise. Prepare your CV and cover letter to send/drop in. Apply early to training providers - everyone else will!	
Register with the official find and apply apprenticeship service www.gov.uk/apply-apprenticeship and check out other job and apprenticeship sites such as www.indeed.co.uk and Universal Jobmatch .	
Follow companies that interest you on Twitter.	

Tests and qualifications?

For all motor vehicle training you take an assessment test which includes maths, English and mechanical ability. The major dealerships tend to ask for 4 or 5 GCSEs at grades A*-D(9-3), including English, maths and science/ICT for their apprenticeships. For some apprenticeships and for motor vehicle fitters (tyre and exhaust fitting). D(3) grades may be enough. As cars become more complex, qualifications become more technical, so grades at D(3) or above are essential.

Pay?

Opportunities exist with independent garages, dealerships, haulage companies, bus and coach operators, public utility companies, supermarket chains, local authorities as well as others. Apprentices are paid at least £3.30 an hour currently*. Qualified vehicle technicians/body repairers and auto electricians earn £15,000-£20,000 a year, rising to £25,000+. Fitters earn a little less. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Maths ability to cope with a highly technical qualification and job.
- Practical ability.
- Enthusiasm for working in the motor vehicle industry.
- Work experience in a garage and knowledge of the job.
- Good communication skills.
- Good team working skills.

Interview questions to practise

- Do you have experience of working on motor vehicles?
- What do you know about the work?
- What is it that interests you about becoming a motor vehicle technician/body repairer/parts person/fitter/auto electrician?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?

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 - Not ready for an apprenticeship? A traineeship may be for you. Go to the 'Aged 13 to 19' section for information about apprenticeships and traineeships.
- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **www.autocity.org.uk**
Careers information from the Institute of the Motor Industry.
- **www.remit.co.uk**
National training provider of apprenticeships in motor vehicle work.

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Apprenticeships in...

Office Work

What's it really like..?

The term 'office work' is often used to describe the work of admin staff or administrators. Administration staff handle the day-to-day tasks in an office and make sure things run smoothly. They need to be organised and have good attention to detail. Most organisations employ administration staff, so there are lots of different types of office work and apprenticeship vacancies. There are some specialist apprenticeships but most young people start as business administration apprentices. Tasks include general office duties such as filing, data inputting, using common computer packages and answering the phone. Advanced apprentices get involved in more complex, non-routine tasks, supervision and may specialise.



How do I give myself the best chance of success? ✓

Do some research. There are many types of administrative jobs. To give you an idea, see the list in 'Job Profiles' on <https://nationalcareersservice.direct.gov.uk>

To have some experience of work in an office is a big advantage.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Apply to training providers, check websites, ask friends and family about jobs where they work, and send out a CV and cover letter to companies you would like to work for – they may have vacancies coming up.

Prepare well and fill in the applications fully and neatly.

Check out council websites, www.indeed.co.uk and **Universal Jobmatch**.

Follow companies that interest you on Twitter.

Tests and qualifications?

All training providers will test your English (spelling and grammar) and also your maths ability. Some may ask you to do a keyboard exercise as part of the interview.

Many employers ask for GCSE A*-D(9-3) grades including English; some require keyboard and IT skills. All require good literacy.

If figure work is involved, maths at a grade C(5-4), or above, will be required.

Pay?

Apprentices are paid at least £3.30 an hour currently*. Pay rates vary depending on responsibilities and qualifications and are in the range of £12,000-£18,000 a year, rising to £25,000. A few examples: data entry £12,000-£15,000+, health records clerk £15,000-£18,000, car rental agent £12,000-£16,000, rising to £20,000. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Good written English, good communication skills, including a good telephone manner.
- Computer skills – competence in Microsoft packages.
- Enthusiasm and a willingness to do a variety of tasks in an office.
- A smart, clean and tidy appearance.
- Ability to work in a team.

Interview questions to practise

- Do you have any kind of office work experience?
- What do you know about the work?
- What is it that interests you about working in an office?
- How do you feel about using computers?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer. They will want to check out that you are reliable, hardworking and a good time-keeper.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
- Is there a possibility of further training?

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- www.getingofar.gov.uk
Find out what an apprenticeship is like and check your eligibility.

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Apprenticeships in...

Painting and Decorating

What's it really like..?

Working hours are usually 8.00am-5.00pm. In painting and decorating the main tasks are preparing (stripping walls, sanding woodwork), wallpapering and painting. Apprentices usually work alongside an experienced decorator. The work can be repetitive, involves accuracy and neatness, as well as working with the public. There is also the fetching and cleaning up to do. All apprentices go to college on block or day-release.



How do I give myself the best chance of success?



Getting work experience, a Saturday job or holiday job, is a huge advantage when you come to apply. You could try to volunteer with a company to get experience.

Most painting and decorating apprentices find their own employer. Telephone, then send your CV and cover letter to employers you are interested in.

If you have done work around the house, or for other people, take any evidence such as photos, to interviews.

Apply to training providers and be prepared for interviews. Most construction trades are competitive to get into.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out council websites and other job/apprenticeship sites such as www.indeed.co.uk and **Universal Jobmatch**.

Tests and qualifications?

Employers do not always ask for GCSE grades but will expect an apprentice to be capable of doing the training. Estimating and measuring are part of the job, so maths ability is very important. Some employers will ask for grade A*-C(9-4) in maths and English, or you may be tested for maths, English and technical ability.

Pay?

There is the opportunity to become self-employed and work independently. Apprentices are paid at least £3.30 an hour currently*. Painters and decorators earn in the range of £14,500-£17,000 a year, rising to £23,000. Supervisor duties or specialist skills will boost earnings further. The self-employed set their own rates.

N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Practical skills - painting and decorating requires practical ability, good hand-eye co-ordination, good colour co-ordination and attention to detail and accuracy.
- Maths skills - measuring and calculating is a key skill in decorating.
- Motivation - employers want to see enthusiasm and willingness to learn and train, as well as a mature attitude and ability to get on with others.

Interview questions to practise

- What experience do you have of decorating?
- What do you know about the work?
- What is it that interests you about painting and decorating?
- How do you feel about going to college?
- Do you enjoy practical work?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests do you have?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer. They will want to check out that you are reliable, hardworking and a good time-keeper.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
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- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **www.goconstruct.org**
Information about a wide range of jobs in construction.

Apprenticeships in...

Plumbing and Heating and Ventilation Engineering

What's it really like..?

Plumbing is part of the construction industry. Plumbers normally start at 7.30-8.00am. Apprentices work alongside a qualified plumber and assist with installing and repairing gas and water systems. Some plumbers may work away from home. Plumbing is very technical. The off-the-job training is usually one day a week at college for 3 years to achieve a level 3 NVQ, technical certificates and functional skills. It involves a lot of maths. Heating and ventilation engineers fit heating, ventilation, extraction and air conditioning systems. It involves more electrical work than plumbing, lots of maths and is equally technical.



How do I give myself the best chance of success? ✓

Try to get work experience, offer to volunteer or get a Saturday job so you know what the work is really like.

Most plumbing and heating and ventilation engineer apprentices find their own employer. The best way is to phone companies you would like to work for and follow this up with a CV and cover letter.

Apply to training providers and prepare well for interviews.

Apply to college as a back-up plan. To be qualified you will still need to do an apprenticeship.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out council websites and other job/apprenticeship sites such as www.indeed.co.uk and **Universal Jobmatch**.

Tests and qualifications?

Entrance tests for both plumbing and heating and ventilation engineers are very technical. Tests involve maths, English, technical ability and science. The required pass mark is high. The industry recommends employers ask for GCSEs at grade A*-C(9-4) in maths and English. It is unlikely that anyone with D(3)s will be accepted as competition is so fierce. Those with grades below D(3)s should consider other options.

Pay?

Plumbers normally work 37 hours per week and overtime is available at busy times. Apprentices are paid at least £3.30 an hour currently*. Some employers pay more. Plumbers and heating and ventilation engineers can earn £18,000-£22,000 rising to £23,000-£35,000. Opportunities are available working for plumbing contractors, with firms specialising in heating or drainage and many plumbers are self-employed. Self-employed plumbers set their own rates of pay. Earnings vary around the country. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Practical skills - you need to have good hand-eye co-ordination for fitting and welding and so on.
- Technical skills - you need to be able to read plans and diagrams, translate these into a practical setting and locate and diagnose faults as well as solve problems.
- Enthusiasm - employers only want people who can show they are really interested by having some knowledge of the job and show willingness to train.
- Academic ability - the new qualifications and industry standards are very high.

Interview questions to practise

- What experience do you have of plumbing?
- What do you know about the work?
- What is it that interests you about becoming a plumber?
- How do you feel about training for 3 years?
- Could you cope with working and studying?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
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- www.getingofar.gov.uk
Find out what an apprenticeship is like and check your eligibility.
- www.goconstruct.org
Information about a wide range of jobs in construction including plumber.
- www.summitskills.org.uk
Click on 'Careers in BSE' for information about careers in building services engineering including heating and ventilating and plumbing.

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Apprenticeships in...

Retail

What's it really like..?

Full-time work in a shop usually involves working 5 days a week which can include weekends, with days off in the week. Apprentice training may involve some day-release to a training provider but takes place mainly in the workplace. A typical day can include checking deliveries, doing displays, cleaning, sorting the warehouse, serving customers and operating a till or checkout. Shop work varies depending on whether you work in a small shop or large store and also on the goods being sold. You are on your feet a lot. It is possible to work up to team leading and retail management, although many managers come from company graduate schemes.



How do I give myself the best chance of success? ✓

Try to get a Saturday job, or volunteer in a charity shop, to get experience.
Try <https://vinspired.com> (14-25 year olds) and <https://do-it.org> for volunteering opportunities.

Finding your own job is the best way. Send a CV and covering letter to shops you are interested in. Ask around your local town or shopping centre and take along your CV with cover letter.

Check out www.indeed.co.uk and **Universal Jobmatch** for vacancies.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Apply to training providers who offer retail apprenticeships.

Attend all interviews and remember you need to be clean, smart, have a friendly personality and be willing to work weekends.

Follow companies that interest you on Twitter.

Tests and qualifications?

Some employers ask for GCSEs grade D(3) or above - especially larger national companies. Some just want enthusiastic young people with a friendly manner. All training providers will ask you to take an English and maths assessment to find out how you would cope with the apprenticeship.

Pay?

Apprentices earn at least £3.30 an hour currently*. Shop workers earn in the range of the National Minimum Wage £11,000-£15,000, supervisors earn up to £20,000 and managers £20,000-£30,000 or £40,000+ for a large store. Some companies offer commission (extra pay for how much you sell) and/or staff discount.

Full-time shop workers usually work between 35-39 hours a week but may be required to work evenings and/or weekends.

N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Enthusiasm and a friendly manner - someone who can approach and talk to customers.
- Clean, smart appearance.
- Someone who can do a variety of tasks and be willing to learn new skills.
- Organisation, punctuality, reliability.
- Trustworthiness, as you work with money.
- Good team working.

Interview questions to practise

- Do you have any experience of working in a shop?
- What do you know about the work?
- What is it that interests you about retail?
- How do you feel about working weekends and maybe evenings?
- What kind of shop would you like to work in and why?
- Do you like working with the public?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer. They will want to check out that you are reliable, hardworking and a good time-keeper.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need a uniform and is it provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
- What is the possibility of further training?

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Apprenticeships in...

Roofing, Scaffolding, Plastering, Tiling, Flooring etc

What's it really like..?

Trades including plastering, glazing, roofing, tiling, ceiling fixing, flooring and plant operation are among the less well known construction trades and therefore competition for apprenticeships in them can be less. All are linked to the building industry so generally follow the 8.00am - 5.00pm pattern that covers most building work. Other trades link in with building and can be small jobs or large contract work, sometimes working away from home. Increasingly there are building maintenance jobs which involve bits of many construction trades.



How do I give myself the best chance of success?



Most construction apprentices find their own employer by contacting companies they would be interested in working for. Be prepared to send them a CV and cover letter.

Work experience in the skill area is a big advantage to have. Under 16, you can't get experience of some skills because of health and safety issues, but getting some experience on a building site will give you a general idea of what the work is like. You must be supervised and the employer must have employers' liability insurance.

Apply to training providers and prepare well for the interviews.

Look for vacancies with CITB: www.citb.co.uk/bconstructive

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Check out council websites and other job/apprenticeship websites such as
www.indeed.co.uk and **Universal Jobmatch**.

Tests and qualifications?

Training providers or employers will ask you to take an assessment test. The assessment involves maths, English and general construction ability. Some employers ask for GCSE grades, others go on test results. Just as important is your interest in construction.

Pay?

Apprentices are paid £3.30 an hour currently*. Some employers pay more. Some examples of pay: roofers, scaffolders and tilers tend to earn £17,000-£25,000, rising to £30,000 with experience or supervisory duties.
N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Practical skills - ability to work with your hands, good hand-eye co-ordination, physical fitness for some skill areas.
- Spatial skills - ability to understand plans and visualise what they mean.
- Maths - all construction requires accuracy in measurement.
- Motivation - mature attitude to work, ability to get on with the job and willingness to train, day or block-release to college.
- Head for heights for scaffolding and roofing.

Interview questions to practise

- What experience do you have of construction?
- What do you know about the work?
- What is it that interests you about construction work?
- How do you feel about sometimes working away from home?
- Do you enjoy practical work?
- Can you cope with heights? (This applies to roofing and scaffolding.)
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
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Information about a wide range of jobs in construction.

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Apprenticeships in...

Sport and Leisure

What's it really like..?

Most young people who work in sport and leisure are training to be leisure centre assistants or fitness assistants/instructors. It often involves weekend and evening work. Duties include pool lifeguard work, preparing, checking and cleaning equipment, reception work and helping people. Some apprentices do sports coaching. A few are trainees with golf clubs. An apprenticeship does not involve playing sport most of the day, unless you are an apprentice sports professional. For professional sport you need to be exceptionally good and to pass 'trials' and ability tests. Off-the-job training for apprentices is likely to be by day-release to college or to a training centre.



How do I give myself the best chance of success? ✓

Contact local gyms and leisure centres for a Saturday or holiday job to get work experience.	
You could volunteer to help out at sports clubs or with local teams.	
Councils advertise vacancies on their websites.	
Send a CV and cover letter to gyms and leisure centres you are interested in, or hand them in.	
Register with the official find and apply apprenticeship service www.gov.uk/apply-apprenticeship	
Check out job websites such as www.indeed.co.uk and Universal Jobmatch .	
All applicants for sport need a good back-up plan as jobs and apprenticeships are competitive to get into.	

Tests and qualifications?

You would take an initial assessment test in English and maths. Some employers ask for GCSE grades A*-C(9-4), especially for Advanced Apprenticeships. If you are likely to work with children or vulnerable adults you will need to have a Disclosure and Barring Service (DBS) check. This will be organised for you.

Pay?

There are jobs in sports, fitness and health centres. There may also be jobs in schools, colleges and universities. There is keen competition for jobs. Apprentices are paid at least £3.30 an hour currently*. Full-time sports and leisure centre assistants can earn £12,500-£19,000 a year. Fitness instructors can earn from £12,000-£20,000. Freelance and part-time instructors can earn £10.00-£20.00 an hour.
N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- The ability to get on with other people and work as a team member.
- A friendly manner and attitude.
- Good communication skills.
- Motivation to work hard and do a variety of tasks.
- An interest in sport and fitness and in training for leadership qualifications.
- For professional sport – exceptional talent.

Interview questions to practise

- What experience do you have of working in sport?
- What do you know about the work?
- What is it that interests you about sport and leisure?
- How do you feel about working shifts?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any specialist clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?

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- www.skillsactive.com
Click on 'Individual' for information about careers and apprenticeships in sport and leisure.
- www.careers-in-sport.co.uk
Information about a wide range of careers in sport.

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Apprenticeships in...

Textiles and Sewing

What's it really like..?

Work in textiles includes cloth manufacturing, from the raw material (often wool) to the finished cloth and the creation of sewn products (apparel). Manufacturing jobs vary depending on what part of the process you work in. Many textile companies now have very high tech machinery and testing equipment. They often work continental shifts: early 6.00am-2.00pm and late 2.00-10.00pm. Apparel apprenticeships are for sewing machinists, fabric menders, tailors, dressmakers, cloth cutters and soft furnishers. There are also warehousing opportunities.



How do I give myself the best chance of success? ✓

Work experience in a textile company is a good start.

Contact local companies yourself. Friends and family may be able to suggest companies to try. You will need a CV and cover letter. Also look out for training providers who will help you to find a suitable company.

If you are interested in sewing, tailoring, dressmaking, take examples of any work you have done.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Follow companies you are interested in on Twitter and check out other job and apprenticeship sites such as www.indeed.co.uk and **Universal Jobmatch**.

Tests and qualifications?

For Advanced Apprenticeships
5 GCSE grades A*-C(9-4) are preferred, including English and maths.
For Intermediate Apprenticeships specific grades at GCSE are not always necessary.
All applicants for textiles do a basic skills assessment to make sure they will cope with the qualification.

Pay?

Apprentices are paid at least £3.30 an hour currently*. Qualified sewing machinists may earn £12,000-£16,000 a year, plus bonuses for output, textile machinery technicians £18,000-£21,000, rising to £25,000+ and textile production managers £22,000-£28,000, rising to £30,000-£50,000.
N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Good communication skills.
- Genuine interest in an apprenticeship and working in textiles or fashion.
- Mature attitude and enthusiasm.
- Ability to study to level 2 or level 3.
- Commitment, reliability and good timekeeping.

Interview questions to practise

- What do you know about the work?
- What is it that interests you about working in textiles?
- How do you feel about shift work? (If the job requires it.)
- Do you enjoy practical work?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests do you have?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- How many people successfully complete the training?
- What will my hours be?
- Will I need any specialist clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?

Need to know more?

- National Careers Service
<https://nationalcareersservice.direct.gov.uk>
0800 100 900 Helpline
 - If you need help to make decisions about jobs, careers, learning or training, talk to an adviser on the helpline or you can webchat, email or text.
 - Look at the A-Z of 'Job Profiles' on the website for career ideas.
 - Not ready for an apprenticeship? A traineeship may be for you. Go to the 'Aged 13 to 19' section for information about apprenticeships and traineeships.
- **www.getingofar.gov.uk**
Find out what an apprenticeship is like and check your eligibility.
- **http://creativeskillset.org/creative_industries/fashion_and_textiles**
Information about the fashion and textiles industry.

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Apprenticeships in...

Warehouse Work

What's it really like..?

Warehouses usually open between 7.00 and 8.00am. Some operate shifts. You need to be able to get up early and travel to work on time. Tasks could include receiving goods, booking goods in on computer, checking invoices, putting stock away, picking and packing orders, using scanners, sometimes serving customers, using a till and handling money. You may need to load and unload vehicles. Forklift truck training may be provided. You need to be aware of safety issues and may need to wear safety boots and other protective clothing. Some companies only take over 18s because of insurance restrictions.

Warehousing is part of the distribution industry.



How do I give myself the best chance of success?



Try to get work experience, such as holiday work or a Saturday job.

To help you get work experience or an apprenticeship, ask friends and family if they can suggest companies. Also look out for companies starting up in the area or companies which are expanding.

Register with the official find and apply apprenticeship service
www.gov.uk/apply-apprenticeship

Look at sites such as www.indeed.co.uk, and **Universal Jobmatch**.

At interviews make sure you come across as motivated and interested.

Be prepared for early starts as warehouses can open as early as 7.00am.

Tests and qualifications?

You will do a basic maths and English test to work out how much help you will need to complete the apprenticeship. Some employers may require specific GCSE grades, especially in maths and English, while some just require you to pass a job interview. Most look for keen and enthusiastic applicants who are willing to work and get there on time.

Pay?

Apprentices are paid at least £3.30 an hour currently*. Warehouse operatives can earn £12,500-£18,000 a year and team leaders £20,000+. Some companies may also pay bonuses and shift allowances. N.B. Pay rates are approximate.

*Rises in October 2016 to £3.40

What will an employer look for?

- Good communication skills - you may have to deal with customers and use the telephone.
- Enthusiasm and willingness to do a range of jobs in a warehouse.
- Willingness to train and learn new skills such as IT systems.
- Fitness - the job is physically tiring and you're on your feet most of the day.
- Common sense and a mature attitude, especially in relation to safety.
- Sometimes the ability to drive a forklift truck.

Interview questions to practise

- What do you know about warehouse work?
- What is it that interests you about working in warehousing or distribution?
- How do you feel about working shifts?
- Can you manage to get to work for an early start?
- How do you feel about learning new skills?
- What skills do you think you will need to learn to do this sort of work?
- What hobbies and interests have you?
- If you are still in education, how are you doing at school or college and what results are you expecting?

Employers are likely to ask for a reference from school/college or a previous employer.

Examples of questions that you might want to ask

- What training will I do as an apprentice?
- Would I train at work, go to college or both?
- How long does the training take?
- Who will supervise my training?
- What will my hours be?
- Will I need any special clothing or equipment, or are these provided?
- What is a typical day like?
- How many days holiday will I be given?
- How much am I likely to be paid?
- Is there a possibility of further training?

Need to know more?

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0800 100 900 Helpline
 - If you need help to make decisions about jobs, careers, learning or training, talk to an adviser on the helpline or you can webchat, email or text.
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