



APPRENTICESHIPS

How to secure an apprenticeship
Essential CV and interview tips

WHAT IS AN APPRENTICESHIP?

An apprenticeship is full-time employment, which includes completing a qualification, while earning a wage. Apprenticeships start at Level 2 and progress to degree level. They may last 12 months or 48, depending on the learner and sector. For some apprenticeships, such as plumbing you will attend college on a day release basis. There are entry requirements for apprenticeships, which vary depending on the area you choose. Good maths and English grades are required for apprenticeships.



Why should I become an apprentice?

An apprenticeship will help you build the skills, knowledge and confidence to start your career. Apprenticeships have many advantages such as:

- hands on relevant experience rather than classroom based study
- positive career prospects
- income
- paid holidays
- no debt for degree apprenticeships
- support and guidance from your employer and assessor.

How much do apprentices get paid?

Employers pay every apprentice, as agreed in their contract of employment. The government sets a rate for the apprenticeship minimum wage – visit [gov.uk/national-minimum-wage-rates](https://www.gov.uk/national-minimum-wage-rates) to find out more.

Employers may pay much more than this rate to ensure they have the best apprentice for their business.



HOW TO APPLY

Currently at college?

1. Call in to the FAB Futures team for advice and guidance on completing an application form, creating a CV and developing employability skills.
2. Our Apprenticeship Advisor will help you to assess whether you are ready for work, apply for current vacancies and add you to our talent pool.
3. We can also refer you to other sources of apprenticeship vacancies.

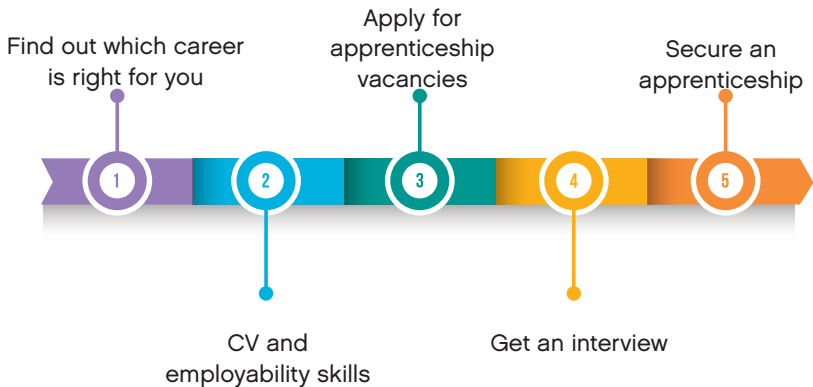
Still at School?

1. Find out about apprenticeships from your school careers advisor, or visit our website.
2. Complete an application form at www.wigan-leigh.ac.uk/apply
3. You will have an interview with our Admissions Team possibly at school.
4. We will need your CV to help you find employment through our apprenticeship vacancies.
5. Once you have secured employment, we will sign you up to an apprenticeship.

Already employed?

Call the Business Services Team on 01942 761851 to arrange your sign up.

The Apprenticeship Journey



WHY DO I NEED A CV?

A CV is typically a two page document that showcases your abilities, qualities, education and work history which an employer uses to shortlist you for an interview. You need your CV to be professional, up to date and formatted correctly for the best chance of being shortlisted for an interview. Your CV is your key to securing an apprenticeship.

What should my CV look like?

Your CV should have six sections:

- 1. Personal details** - full name, home address, contact number, email address.
- 2. Personal profile** - a summary of your background and your career intentions.
- 3. Education** - this should be listed in chronological order (most recent at the top), for example, college, university, high school. You do not need to include anything before your secondary education.
- 4. Employment history** - this should be listed in chronological order (most recent at the top), for example, part-time jobs, work experience during school, full-time employment. Under each experience you need a summary of the duties you carried out.
- 5. Achievements, hobbies and interests** - specify any short courses you've completed such as First Aid, Health and Safety or Food Hygiene, then state your hobbies and interests. Include skills relevant to the career you're applying for, as well as generally such as teamwork, problem solving and resilience.
- 6. References** - you don't have to list these on your CV because they are normally asked for after an interview. Remember to get permission first.

CV EXAMPLE



Rebecca Lees

123 Wigan Road, Wigan, WN1 1WW
Contact: 07123456789 / 01942 123456
Email: rebecca lees@emailaddress.co.uk
Full UK driver's license

Personal profile

I am an enthusiastic, keen and outgoing person who can complete tasks to high standard as well as meet deadlines. I have experience of working in a team and independently. I communicate effectively with people from different backgrounds. I am loyal and understanding and my work ethic is to get the job done. I have recently finished school and completed all my GCSEs. I am now studying Accountancy at Wigan & Leigh College, building my knowledge and skills in this area ready to start my career in this sector.

Education

Wigan & Leigh College	2018 - Present	
BTEC Level 3	Accountancy	Ongoing
St Wigan RC High School	GCSEs	2013 - 2018
English Language	6	
English Literature	4	
Maths	5	
Physical Education	4	
Business Studies	6	
Media Studies	Distinction	
ICT		

In addition, I have completed a short course in statistics at high school.

Employment History

Local shop, Sales Assistant – part-time June 2018 – present
I work at my local shop three evenings a week and half a day on Saturdays. My main duties are helping customers, managing and stocking shelves, as well as till work. When I'm working on the tills I am handling money, issuing refunds and other generic duties. On the shop floor I communicate with customers in a professional manner and speak to them appropriately.

Leigh Primary School, Assistant – work experience at high school
My week of work experience helped me develop my understanding of the world of work, and gain valuable employability skills to become ready to start my career. Tasks included filing, ordering supplies, assisting in class, helping supervise at play time.

Achievements, hobbies and interests

I was a prefect in my final year at high school. I had responsibility for looking out for younger students, supervising during break and lunch times and attending meetings to propose new ideas to help the students and the school.

In my spare time I like to complete puzzles and riddles to keep my brain active. I attend the gym frequently and go running regularly. I also enjoy socialising with friends and family.

References

References available upon request

Top Tips

- Use bold font to highlight and separate important information
- Date/achievements in chronological order
 - newest first
- Black ink on white paper in arial size 10-12 makes content neat and readable
- No longer than two pages

INTERVIEWS

Before your interview

- Make sure you read the job description carefully so you can relate to it at interview.
- Research your employer. Search for them on the internet and find out more about them.
- Plan and be prepared - find out the location of your interview and decide how you will get there. Check public transport routes and carry out a test run, so you know where you are going.
- Think about the questions that you may be asked by your employer and prepare some answers using examples from your own experience.
- Create some questions for them.
- Make sure your outfit is clean and ready to wear on the day.
- Have a printed copy of your CV, one for you and copies for whoever is interviewing you.

During your interview

- Arrive on time and greet your interviewer with confidence.
- Display positive body language, posture, eye contact, show enthusiasm.
- Speak clearly.
- When the interviewer asks you about team work, communication skills and organisational skills provide real examples of your experience.
- If you don't understand the question, don't worry. Politely ask them to repeat the question and provide more details.

Avoid negative language:

- I can't
- I think so
- I don't know
- slang phrases.

First impressions count, make it a good one.

INTERVIEW QUESTIONS

Questions may include:

1

Tell me about yourself.

Get straight to the point and don't spend too long on this question.

2

Why have you chosen to apply for this apprenticeship?

Make your answer specific to the job role and the employer.

3

What are your strengths?

Use examples that tie in with the job you are applying for, so if it's an accountancy role mention you're good at calculating numbers quickly and using mental maths.

4

Why do you want to leave your current job/course?

Don't say anything negative about your current employer or college. Find a positive reason for why you are leaving perhaps relating to your progression.

5

Why do you want to work for this employer?

Remember your research.

6

Tell me about a time you've worked as a team.

Use a good example from your employment history, college, volunteering activity.

7

Do you have any questions?

- What are the next steps in this interview process?
- Are there any progression opportunities?
- Who will I be working with and where will I be based?
- Please could you tell me about the working hours?
- What is a typical career path for someone in this role?



APPRENTICESHIPS

WHAT TO WEAR FOR YOUR INTERVIEW



CONTACT US FOR MORE INFORMATION

01942 761111

visit: wigan-leigh.ac.uk/apprenticeships