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## Guidance notes for Trainees

### What is an apprenticeship?

An apprenticeship is when an individual works and learns at the same time.

As an apprentice, you will be working in a real job where you will be employed by a company, have a contract of employment, get paid a salary and be entitled to all of the statutory benefits such as holiday and sick pay.

### What makes an apprenticeship different to other jobs?

What makes an apprenticeship different to another job is that you will also be working towards a package of qualifications alongside your job. These qualifications will be directly relevant to the job that you are doing, whatever role you are working in.

### What kind of apprenticeships are there?

If you live in England and are over 16 you can apply for an Apprenticeship. There are various levels of Apprenticeship you can undertake depending on your current skills and qualifications:

- Intermediate Level Apprenticeship (Level 2)
- Advanced Level Apprenticeship (Level 3)
- Higher and Degree Level Apprenticeships (Level 4 or above)

Apprentices should work for at least 30 hours per week and an Apprenticeship takes between one and five years to complete, depending upon the level of Apprenticeship and the industry sector.

Most of the training is delivered in the workplace, so you will learn the skills you need to do the job well. The rest of the training is given by a training organisation, either at the workplace, off-site (perhaps at college) or via e-learning.

The training is specifically tailored to ensure you develop the skills the employer wants, giving apprentices a real advantage in the workplace. This means that apprentices not only have better long term salary prospects, but they also have excellent progression opportunities, whether looking to study further or climb the ranks within the workplace.

## **Opportunities**

With the growth of Higher and Degree Apprenticeships, you now have a real alternative to traditional university study, with the opportunity to move your career forward, gain professional skills, status and accreditation – all while in a job and earning a salary.

Higher and Degree Apprenticeships offer an exciting new way to enter professional careers and gain valuable work experience while achieving a degree-level qualification.

## **Support**

Your employer will also be there to support you once your Apprenticeship begins. It is in your employer's interest to help you succeed and many have formal structures to help you get the most out of your Apprenticeship.

Your training provider will also be there to help you. If you attend college or university you will also be able to access the help and support that they provide.

There is a network of support to help you before and during your Apprenticeship. The National Careers Service provides information about learning and work, with a helpline giving professional advice on making the right choices.

Visit [nationalcareersservice.direct.gov.uk](https://nationalcareersservice.direct.gov.uk) for a webchat with an adviser or phone 0800 100 900 (free from a landline).

An Apprenticeship isn't like going to college or university. As an apprentice you will be doing a real job in a real workplace – and getting paid for it. You will have responsibilities to your employer and your colleagues and you'll be working as part of a team.

For more information go to <https://www.gov.uk/government/publications/a-guide-to-apprenticeships>