Apprenticeship Toolkit 2026-2027

Sandringham School
'Everybody can be Somebody'

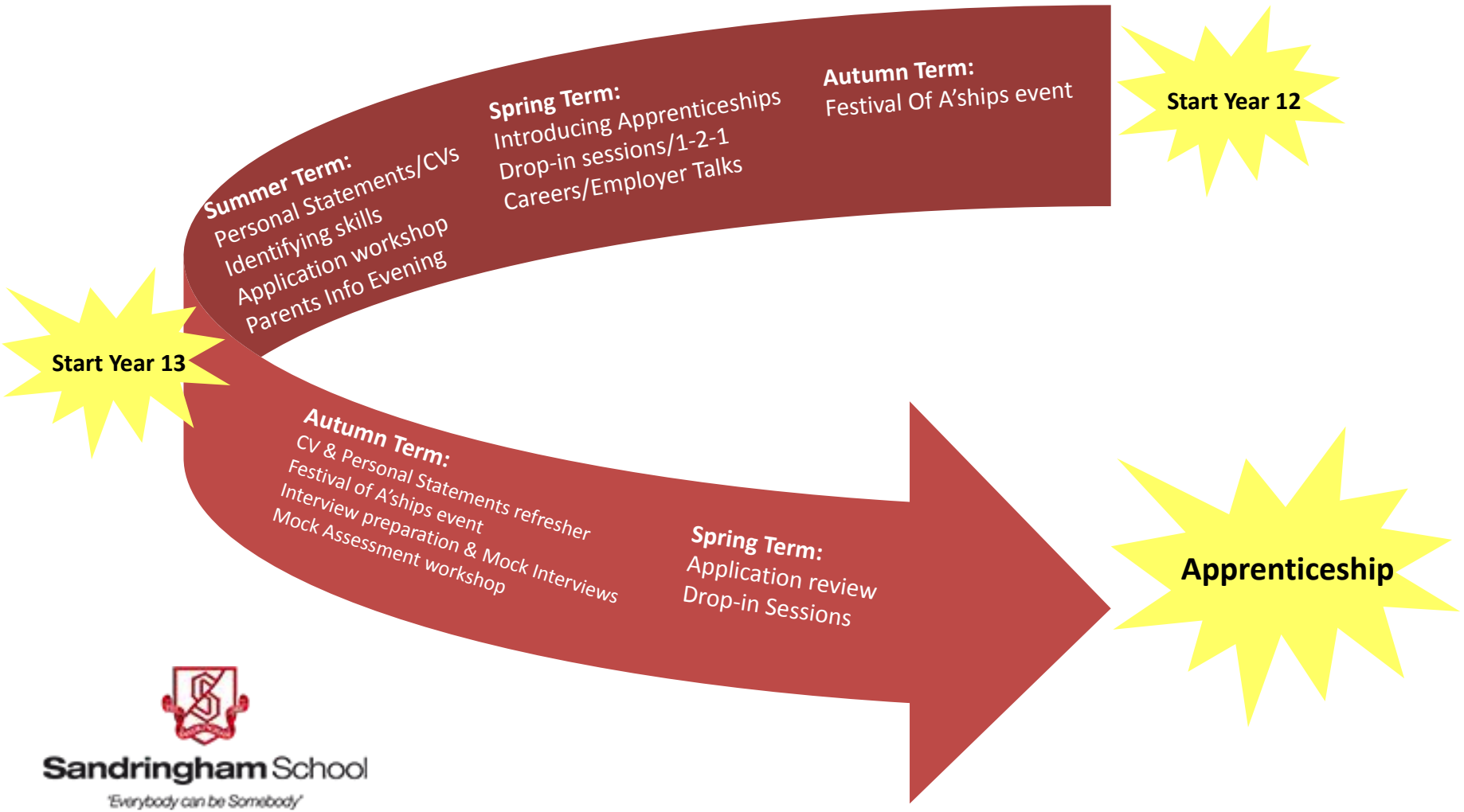
I proudly support
Apprenticeships
as an Apprenticeship Champion

Apprenticeships – The Toolkit

What is the Toolkit?
A range of information including support offered in school to help you decide if you want to pursue an apprenticeship and to help you prepare your application.

Item	Contents
Apprenticeship Journey	Termly overview of support offered in the sixth form
Calendar	Events and activities throughout years 12 & 13
What are Apprenticeships?	An explanation of what apprenticeships are
Higher & Degree Apprenticeships	A more detailed look at apprenticeships at level 4 - 7
Apprenticeship employers	Some examples of apprenticeship employers
What do I need to do?	An explanation of the steps you need to follow if you are interested in applying for an apprenticeship
Useful Websites	Information that you may find helpful

Apprenticeships – The Journey



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Apprenticeships – The Timetable

School Year	Activity	Date
Year 12	Festival of Apprenticeships event	1st Oct.
	'What Career live' event – London (Years 12 & 13)	14/15 Nov
	Introducing Apprenticeships awareness assembly	Feb
	1-2-1's with Services for Young People Advisor	Ongoing
	Group session - Identifying skills & Next Steps	June
	Parents Info Evening	June
	Drop in sessions/1-2-1's	Ongoing
	Personal Statements – making a start	June
	Application workshop (Apprenticeship Support & Knowledge programme)	July
Year 13	CV/Cover letters/Personal Statements - refresher	Sept
	Group sessions - searching & applying, interview preparation	Autumn Term
	'What Career Live' event – London (Years 12 & 13)	14/15 Nov
	Interview Preparation & Mock Interviews	Oct/Nov
	Mock Assessment Centre workshop	Nov.
	Application review	Jan - Apr
	Drop in sessions/1-2-1's	Ongoing

What are Apprenticeships?

- An apprenticeship is a job where you train and gain hands on experience with the opportunity to gain qualifications while you work. This could be a degree and/or industry recognised standards or qualifications.
- You will be paid a salary (the amount depends on the sector, region and apprenticeship level)
- All apprenticeships include on and off the job training and can last from 1 – 6 years (again depending on the level)
- Apprenticeships are available in a wide range of industries including; accounting and business; pharmaceuticals; engineering; advertising and marketing; journalism; legal services; surveying and many more.
- There are various levels of apprenticeships you can apply for, as follows:-

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes
Advanced	3	2 A level passes
Higher	4 & 5	Higher Ed. Certificate/Diploma or a Foundation degree
Degree	6 & 7	Bachelor's or Master's degree

Higher and Degree Apprenticeships

- Higher and degree apprenticeships are available at **levels 4 – 7**
- The number of universities and employers offering degree apprenticeship programmes is growing and new programmes are being developed all the time.
- Employers are working with universities to create bespoke degree programmes which leads to a degree but is also tailored to meet the specific vocational needs of the employer. (The recruitment of degree apprenticeships is managed by employer's HR and recruitment teams, in the same way that a job application would be handled).
- These are now being seen as a real alternative to traditional university study, the attraction being that the costs are co-funded by the government and the employer, so as an apprentice you will gain a degree without needing to pay any student fees and you are building your career at the same time.

- Apprentices employed on these programmes combine working with studying part-time at a university. This could be in blocks of time (e.g working for 3 months, studying for 3 months), working 4 days a week and attending university on the other day, or being at university during term time and working for the employer in the holidays, but this is all dependent on the programme and requirements of the employer.
- You are not guaranteed a permanent job at the end of the programme but you will be 'work ready' and highly employable.
- A degree apprenticeship is as challenging academically as a traditional degree and also has the additional pressures of working at the same time – you need to be disciplined, have good time-management skills and be mature enough to handle responsibilities in the workplace!

Some apprenticeship employers….















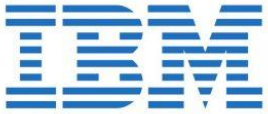


































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…and many more. Go to https://amazingapprenticeships.com/vacancies/ for employer info.

What do I need to do?

- Start planning early
- Get some work experience in the sector you are interested in – this will look great on your CV!
- If you are considering an apprenticeship but are unsure of what area, have a look at the websites listed later on in this toolkit
- Investigate what employers and universities offer apprenticeship programmes
- Go to university open days and talk to the people who are delivering the programmes to find out more
- There are a range of different study options so think about what would suit your learning style
- Set up an account on www.gov.uk/apply-apprenticeship This is a free 'find an apprenticeship' service where you can search and apply for apprenticeship jobs (jobs are advertised throughout the year). If you're not quite ready for an apprenticeship but you see a job you would love to apply for, make a note of the employer's details and see if they can offer you some work experience, a tour of their facilities or even to shadow an apprentice for the day.

Useful websites

There are many websites giving information on apprenticeships. Here are a few we think may be useful.

- https://www.ucas.com/apprenticeships – a really useful resource - lots of info. about apprenticeships, search for vacancies, explore employers, complete a careers quiz.

- https://www.hopinto.co.uk/opportunities/apprenticeships - search for jobs and apprenticeships in Hertfordshire, access employer webinar series, find out about career sectors.

- Unifrog - use the apprenticeships tool to search for vacancies by key word or industry standard & add to your 'favourites'. Use ther personality profile & interest profile quizzes.

- www.successatschool.org – search career paths, explore career zones to obtain lists of different jobs/sectors and how to get there (whether you're going to uni or not).

- www.allaboutschoolleavers.co.uk - here you will find current apprenticeships and school leaver programme opportunities but you can also complete a careers test and 5 industry sectors will be suggested for you to explore.

- www.notgoingtouni.co.uk – provides advice & guidance on apprenticeships, school leaver jobs, training schemes, employer-funded degrees, etc. You can refine your search by clicking on the employment sector you are interested in.

- www.ratemyapprenticeship.co.uk – apprenticeships, jobs, reviews and careers advice. You can subscribe and get jobs emailed to you.

Useful websites cont…

- www.findapprenticeship.service.gov.uk – this is the national government website that advertises apprenticeship vacancies. You can also access the 'Higher and Degree Apprenticeship Vacancy Listing' here.

- www.amazingapprenticeships.com - use 'Vacancy snapshot' which provides useful information on well-known employers which may help you with your application, and access apprenticeship stories and webinars.

- www.milkround.com – a careers resource where you can search for higher and degree apprenticeships, sponsored degrees, school or college leaver schemes, traineeships & entry level jobs, including careers advice pages.

- https://www.servicesforyoungpeople.org/ (jobs & careers section) - job, apprenticeship and training opportunities for young people in Hertfordshire. (The apprenticeships are added to the site from gov.uk/find an apprenticeship, so there will be some overlap here).

The following are just a few of the many websites who publish job listings where you can search by city/region/industry/company/salary. Some also have careers advice information.

- www.monster.co.uk
- www.fish4.co.uk
- www.jobsite.co.uk
- www.indeed.co.uk/browsejobs