

Apprenticeships – A Practical Guide

Are you ready to get into the world of work and start earning a living? Apprenticeships give you practical on-the-job experience, essential learning tools and some also include a diploma that will last you a lifetime, wherever tomorrow takes you. An apprenticeship is a real job, the future's waiting for you.

- ▶ **Work experience:** You'll spend the majority of your time working alongside your colleagues carrying out the role you are employed to do.
- ▶ **Mentor:** You'll get a workplace mentor, this will be someone with a lot of industry knowledge and experience who can support you day-to-day in your role.
- ▶ **Workplace skills:** You'll develop the skills you need for the workplace, boosting job prospects and long term career progression, and earning potential!
- ▶ **Training:** You'll attend weekly sessions at Hull Training Business Centre (HBTC), to continue developing your knowledge and skills. There you will have access to individual support from qualified tutors, the opportunity to meet other apprentices and share good practice and ideas. You'll also have a designated assessor, who will be available through telephone and email, and regularly visit you at your place of work to support you.
- ▶ **Pay:** The current minimum wage for an apprentice is £4.15 per hour and you will have an employment contract for a minimum of 30 hours each week (this includes your time at HBTC).
- ▶ **How long does an apprenticeship last:** An apprenticeship is for a minimum of 12 months. 97% of HBTC apprentices remain employed with the same company after they complete their apprenticeship.
- ▶ **Levels of apprenticeships:** An apprentice most often begins their career undertaking a level 2 apprenticeship, with the opportunity to progress to level 3 and beyond as your competence and confidence grows. Apprenticeships now go up to level 7 in some vocations (which is the equivalent of a Master's Degree).
- ▶ **When do apprenticeships start:** You can start an apprenticeship at any time throughout the year. Employers are always looking to recruit apprentices, just search on the HBTC website.

Find an apprenticeship – to apply for apprenticeship vacancies

- ▶ **Website:** Visit the HBTC website to view and apply for our [apprenticeship vacancies](#).
- ▶ **CV:** Work through the [CV builder](#) and use the helpful notes and prompts for ideas on content.
- ▶ **GOV.UK:** You can also create an account on the Government's [find an apprenticeship service](#) to receive alerts and apply for apprenticeships online.
- ▶ **Tracking** – keep a list of vacancies you apply for so that you can contact HBTC for updates on progress with your applications.

What happens next?

- ▶ **Training provider interviews:** When HBTC receive your application, either through our website or GOV.UK, you will be contacted via the telephone for an initial interview. This is the opportunity to discuss the apprenticeship vacancy in more detail and also your career aspirations.
- ▶ **CV:** Your CV will be reviewed and with your consent, forwarded to the employer.
- ▶ **Employer interviews:** HBTC will then arrange interviews for you to discuss the opportunity with the employer directly.

How to get in touch

- ▶ Contact Louise Clubley at louise@hbtc.co.uk or Chris Dolman at chris@hbtc.co.uk or call 01482 211714.