

**Your route
to success >>**

Apprenticeship and Employment Guide

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careers

Useful links

[Reigate College Careers bulletin](#)

[Reigate College Work Experience Guide](#)

[Unifrog](#)

[Work Ready](#)

[Government apprenticeship website – search for apprenticeships](#)

[Government apprenticeship website - apply for apprenticeships](#)

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Section 1: Exploring what you would like to do

“It is useful to try and imagine what you can picture yourself doing”

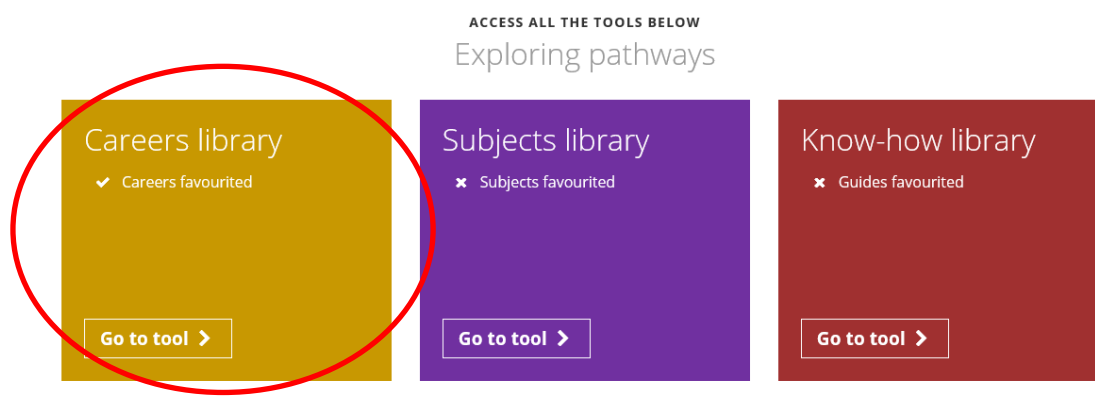
Advice from Carol Hix, Head of Careers



There are a range of on line resources available to help you explore possible career paths

Unifrog careers library

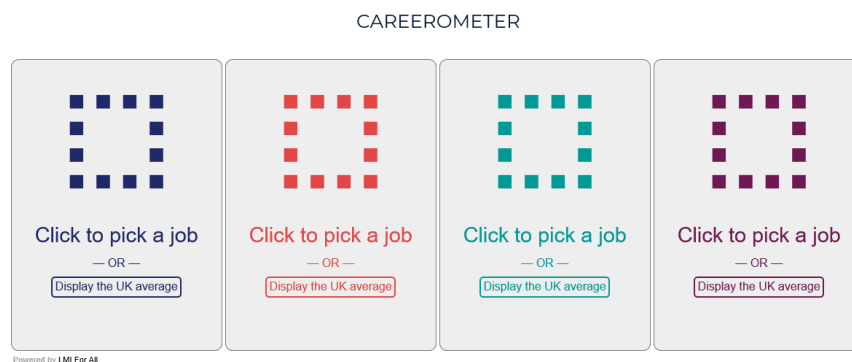
<https://www.unifrog.org/student/home>



‘Careerometer’ (NB – this is under the work experience tab)

This gives you up to date Labour Market Information (LMI), which tells you how many jobs there are in the is area, and whether it is an area that is likely to grow.

<https://www.careerpilot.org.uk/information/careerometer>



Work Ready quizzes in their 'quiz zone'



Welcome to the Quiz Zone

Within this area you will find games, polls and quizzes that are designed to test your skills, industry knowledge and general

My Motivations

Question: 1/36

Instructions : Read the statements below and decide which one you agree with the most. Then allocate a total of 3 points across both statements which represent your levels of

Section 2: Researching Apprenticeships and Employment -

What are your Options?

Option one: Apprenticeships

What is an apprenticeship?

An apprenticeship is a job in training. It allows you to gain a qualification, new skills and valuable experience – all whilst earning a wage.

There's a huge range to choose from. It used to be the case that apprenticeships were generally in trades like construction and engineering, but now they're in any type of work, so you can work in anything from floristry to aerospace engineering.

Because different jobs need different qualifications, there are a number of options available. In England, there are 4 levels:

1. Intermediate (Level 2 – equivalent to 5 GCSE passes)
2. Advanced (Level 3 – equivalent to 2 A level passes)
3. Higher (Levels 4,5,6 and 7 – equivalent to a foundation degree)
4. Degree (Levels 6 and 7 – equivalent to a bachelor's or master's degree)

Who can apply?

Anybody who is over the age of 16 can apply (there is no upper age limit), as long as they're not in full-time education.

However, each apprenticeship has its own entry requirements. For example, some Intermediate apprenticeships only need the applicant to show they're willing and able to complete the programme. A Higher apprenticeship, however, may ask for GCSEs and Level 3 qualifications, such as A Levels.

How do I apply?

First, you must choose an area of interest.

- Agriculture, environmental and animal care
- Business and administration
- Care services
- Catering and hospitality
- Construction Co
- Creative and design
- Digital
- Education and childcare

- Engineering and manufacturing
- Hair and beauty
- Health and science
- Legal, finance and accounting
- Protective services
- Sales, marketing and procurement
- Transport and logistics

These areas of interest are known as frameworks and are similar to a university subject, in that it tells you what you will study. Similar to how a university student might study the subject of Computing, for example, an apprentice might study the framework of Information Technology (IT).

Once you've chosen your framework, you can look for suitable apprenticeships through gov.uk or Unifrog, and then apply. On Unifrog, this can be done by clicking the green Apply button, which will take you to the relevant website. You do not need to create a gov.uk account to search for apprenticeships:

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

You will however need to create an account to:

- apply for apprenticeships
- get email and text alerts about new apprenticeships and your applications
- track your applications

<https://www.gov.uk/apply-apprenticeship>

How long do they take to complete?

Each apprenticeship is different – they vary in length. An apprenticeship can take between one and four years to complete, depending on the level of the programme, the apprentice's ability and the industry sector.

For example, an Intermediate Level 2 Apprenticeship usually takes around 12 to 18 months and an Advanced Level 3 Apprenticeship around 24 months.

If taken part-time, they obviously increase in length, depending on how the apprentice's time is split.

How much do they pay?

An apprentice is entitled to the 'apprentice rate' if they're either:

- Aged under 19, OR
- Aged 19 or over and in the first year of their apprenticeship

An apprentice is entitled to the national minimum wage for their age if they both:

- Are aged 19 or over, AND
- Have completed the first year of their apprenticeship

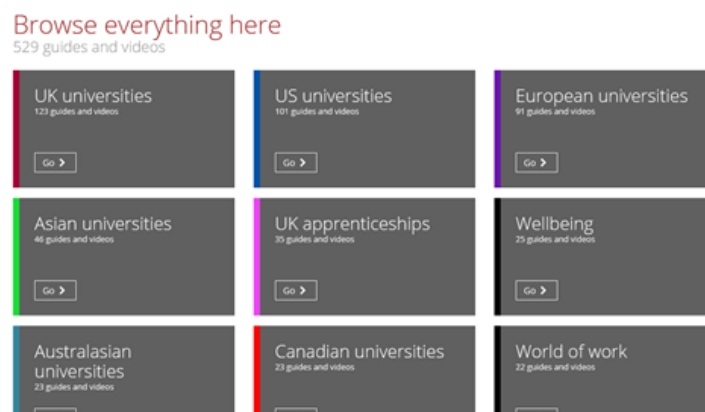
You'll be paid for your normal working hours and any training that's part of your apprenticeship. You'll also be entitled to 20 paid holiday days per year, plus bank holidays.

Good to know: Although these rates might seem quite low, employers often pay more than the national minimum wage and trade unions often push for employers to pay over and above the apprentice rate too. According to Total Jobs, the average salary for an apprenticeship is currently £23,000, which works out at around £12 per hour (although this will include all levels of apprenticeships). At the time of writing, an Intermediate (Level 2) Apprenticeship in Finance is listed on Unifrog that pays £306 per week (roughly £8.16 per hour) and an Intermediate Apprenticeship in Highway Maintenance that pays £350 per week (roughly 9.33 per hour). If the rate of pay is an important factor in your decision, you can use the Unifrog Apprenticeships tool to rank your shortlist in terms of weekly wage.

(Source: <https://www.unifrog.org/student/know-how/uk-apprenticeships/an-introduction-to-apprenticeships>)

Find out more:

Unifrog has a range of guides to different types of apprenticeship in its "Know –how" library



The complete guide to higher and degree apprenticeships:

Which? University, in conjunction with the National Apprenticeship Service, has published a new guide to higher and degree apprenticeships: <https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

Option two: Direct Employment

Direct employment opportunities do not guarantee a structured training or progression path, but they are a legitimate option if you are unsure about what you would like to do. It enables you to earn some money, expand on your employability skills and give you time to think about the next step.

If you are having problems securing a job or a place on an apprenticeship scheme then think about registering with an employment agency for temporary work. This will expand your CV, build your confidence and give you an insight into many businesses and job roles.

Direct employment opportunities can be found on websites such as www.indeed.com, and in local and national newspapers

Section 3: Making a successful application

Curriculum Vitae (CV)

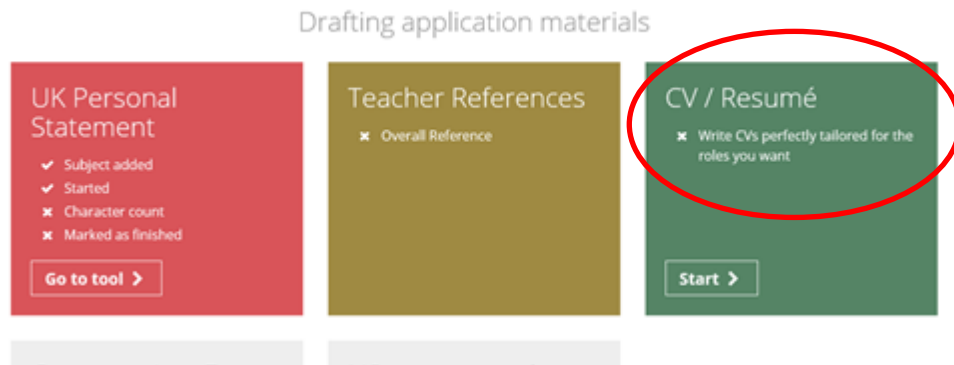
Your CV is often the first chance to make a good impression – take the time to get it right. Keep it to the point and focus on employment and skills that focus on the job specification of the position for which you are applying.

Remember to tailor your CV for each position.

An Example CV can be found in Appendix A.

For more help:

There is a step by step CV writing tool available on Unifrog:



There is a CV workshop every Monday lunchtime in Careers

Application Forms

Most vacancies are now managed online. This has resulted in an increase of online application forms. These can be lengthy to complete so allow plenty of time and check and re-check for spelling and grammar mistakes.

Each application form will be different, but it can be helpful to work from your CV so keep this updated and relevant to the positions that you are applying for. Make sure you answer the questions that you are actually being asked and be able to illustrate the points you make with examples

Before completing any application form check the Job Description and Personal Specification carefully – they show you all the skills that the company is looking for. Candidates that are shortlisted for interview will be those that score highly against the skills highlighted.

If you are thinking about applying for an Apprenticeship, we would recommend completing the application form on the Government apprenticeship website: <https://www.gov.uk/apply-apprenticeship>

Interviews

Your CV or application form has got you an interview – what next?

Interview Preparation

It is important that you prepare thoroughly for whatever type of interview you are attending:

1. Revisit your CV and application form and ensure that you have familiarised yourself with the information that you submitted to the employer.
2. Research the organisation and their competitors. Review the company website and research industry specific news to be up to date with current developments.
3. Be familiar with the organisation's 'Mission Statement'.
4. Conduct further research on the role you have applied for. Match your skills, experience and competencies to the job description and personal specification.
5. Think about, draft and practice some common interview questions (Appendix C).
6. Prepare some questions in advance to ask the Interviewer. Make sure that the questions are not something that you could have researched yourself. For example, enquire about the career progression of the apprentices who started with the company three, or five years ago.
7. If you are unsure about the format of the day/interview, it is fine to ask for clarification.
8. Plan your interview outfit. Make sure that you are smart and presentable.
9. Plan your journey to the interview, arrive in plenty of time and make sure that you are polite to the reception staff on arrival.

How we can help. Students can request a mock interview with a member of the careers team by emailing careers@reigate.ac.uk. Please include the name of the organisation, a link to the company website, a job description, the date of the interview and if possible a copy of your C.V. / Application Form. If you have been invited to take part in a telephone or video interview, quiet rooms are available in College and can be booked in advance.

Top Tips:

1. Be familiar with the STARR technique of answering competency based interview questions (your skills and abilities); this will provide you with a structure to respond to questions.

S ituation	Describe the situation which is relevant to your answer
T ask	What was the aim or goal?
A ction	Outline the action that you took.
R esult	What was the result of the action that you took?
R eflect	Include what you learnt from the experience.

2. **Strengths-based question** focus on what you enjoy doing rather than on your current skills. It capitalises on the fact that employers are looking to recruit a candidate with the right attitudes and aptitudes. If these are present then they can teach the candidate the skills required for the role. Think about where your motivation lies.

Telephone Interview: There are some important things to remember when preparing for a telephone interview:

- Try to use a quiet room with a landline. If you are using a mobile phone, make sure you have a good signal and your battery is fully charged.
- Read through your C.V. / Application form before taking the call.
- Sit up straight and remember to smile!
- Some student prefer to wear their interview outfit as it makes them feel more professional.

Video Interviews: Many employers are now using video interviews in the early stages of the application process. You will be given guidelines on how to prepare, together with the format and time frame for answering questions. It can feel quite impersonal as you are answering pre-recorded questions that appear on the computer screen, with a set time to respond. It is important to practice answering questions in the timeframe given. It can be helpful to put a picture or object by your computer to which you can direct your answers.

Face-to-face Interviews: These can be conducted by one person or a panel of interviewers. First impression count, so be aware of your body language, make eye contact, have a confident handshake, avoid slouching and speak clearly. Where there is more than one interviewer, primarily direct your response to the individual who asked the question, but include the other people present.

Group Interviews: A group interview involves several candidates and may form part of an assessment day. As a group, they may ask you to engage in a discussion, or to prepare and then present a presentation on a given topic. You will be assessed on your own performance and on how you interact with the other members of your 'team'. Remember to:

- Practise an introduction – it is likely all candidates will be asked to introduce themselves.
- Try to use the other candidate's names during the interview as this will create a rapport. It might be more helpful to think of them as your 'team' rather than your competition.
- Be yourself – the purpose of the activity to identify those candidates who will fit in with the culture of the company. This is for your benefit as well as theirs!

Appendix C has some example interview questions to practice.

Psychometric Tests

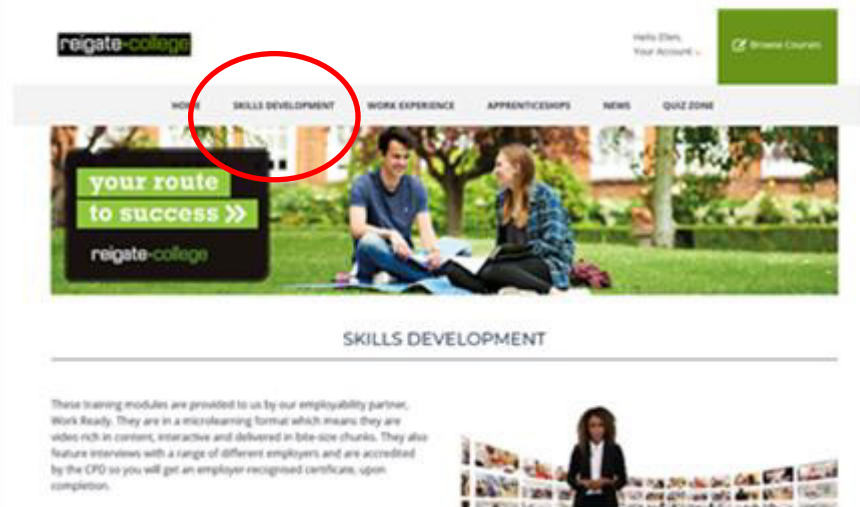
Employers sometimes use psychometric testing to analyse the ability and suitability of a candidate for a position. Details of any 'tests' used as part of the application process can normally be found on the Company's website, together with example questions for candidates to practice. Assessments are conducted on-line, but may be repeated at an assessment centre.

There is a technique to passing the tests, so remember to practice. When taking the real thing find a quiet space and time when you will not be interrupted to sit the test.

If you are finding any part of the interview process challenging, including the on-line tests, please come to the careers department in E102 and we will be happy to help.

For more help:

There are a range of 'micro learning' modules on WorkReady in the skills development section that you can complete to help you write successful applications and improve your interview skills:



The screenshot shows the Reigate College website. The top navigation bar includes the Reigate College logo, a user account link, and a 'Browse Courses' button. The main navigation menu has several items: 'HOME', 'SKILLS DEVELOPMENT' (highlighted with a red circle), 'WORK EXPERIENCE', 'APPRENTICESHIPS', 'NEWS', and 'QUIZ ZONE'. Below the navigation is a banner image of two students sitting on a lawn with a sign that says 'your route to success >>' and 'reigate-college'. Underneath the banner is the heading 'SKILLS DEVELOPMENT'. A paragraph of text explains that training modules are provided by the employer partner, Work Ready, and are in a microlearning format. To the right of the text is a small image of a woman standing in front of a display of certificates.

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Help Desk, Your Account

Browse Courses

HOME SKILLS DEVELOPMENT WORK EXPERIENCE APPRENTICESHIPS NEWS QUIZ ZONE

your route to success >>
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SKILLS DEVELOPMENT

These training modules are provided to us by our employability partner, Work Ready. They are in a microlearning format which means they are video rich in content, interactive and delivered in bite-size chunks. They also feature interviews with a range of different employers and are accredited by the CPO so you will get an employer recognised certificate, upon completion.

Section 4: Social Media

If you've never googled yourself, try it now and see what the results are. What does your on-line identity say about you? Does it reflect what you want potential employers to know about you?

Take control of your on-line identities; personal and professional. Understand who you are and the images that you want to project. Consider separate personal and professional profiles.

Make Social Media work for you: Follow Companies on their social media account to received up to date information on industry news and recruitment updates.

Find out more:

Social Media - Helping or Hurting?

So what are employers finding on social media that's prompting them to eliminate candidates from consideration? The most common reasons to pass on a candidate included:

- Job candidate posted provocative or inappropriate photographs or information – 46 percent
- Job candidate posted information about them drinking or using drugs – 41 percent
- Job candidates bad-mouthed their previous company or fellow employee – 36 percent
- Job candidate had poor communication skills – 32 percent
- Job candidate had discriminatory comments related to race, gender, religion etc. – 28 percent
- Job candidate lied about qualifications – 25 percent
- Job candidate shared confidential information from previous employers – 24 percent
- Job candidate was linked to criminal behavior – 22 percent
- Job candidate's screen name was unprofessional – 21 percent
- Job candidate lied about an absence – 13 percent

However, one third (33 percent) of employers who research candidates on social networking sites say they've found content that made them more likely to hire a candidate. What's more, nearly a quarter (23 percent) found content that directly led to them hiring the candidate, up from 19 percent last year.

Some of the most common reasons employers hired a candidate based on their social networking presence included:

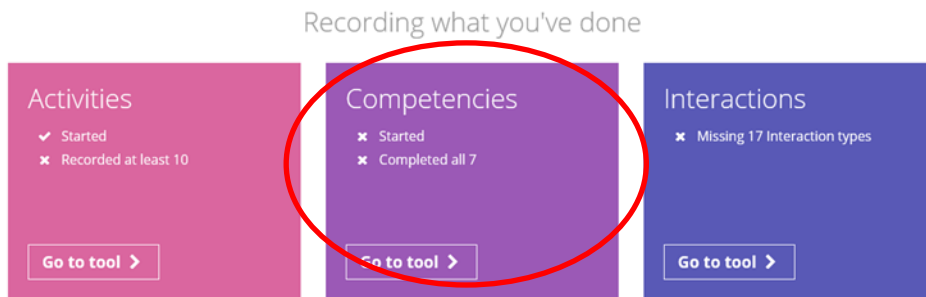
- Got a good feel for the job candidate's personality, could see a good fit within the company culture – 46 percent
- Job candidate's background information supported their professional qualifications for the job – 45 percent
- Job candidate's site conveyed a professional image – 43 percent
- Job candidate was well-rounded, showed a wide range of interests – 40 percent
- Job candidate had great communication skills – 40 percent
- Job candidate was creative – 36 percent
- Job candidate received awards and accolades – 31 percent
- Other people posted great references about the job candidate – 30 percent
- Job candidate had interacted with my company's social media accounts – 24 percent
- Job candidate had a large amount of followers or subscribers – 14 percent

<https://www.careerbuilder.com/share/aboutus/pressreleasesdetail.aspx?sd=6%2F26%2F2014&id=pr829&ed>

12/25/14/252014

Section 5: Checklist

1. If you do not have an up to date CV draft one NOW!
2. Carry out work experience – see the College’s [Work Experience Guide](#)
3. Look for opportunities to enhance your CV – part-time work, volunteering, positions of responsibility.
4. Research opportunities.
5. Use the competencies tool on Unifrog to record the competencies you have and work out which you need to develop



6. Finding the right opportunity will take time, think about factoring in 'looking for work' into your weekly routine.
7. Network with family and friends.
8. Social Media: Check and secure your on-line profile.
9. Continue to read the weekly Careers Bulletin via the college website.

Appendix A: Example CV

Your Name Here

Your Address Road, Reigate, Surrey RH2 0SD

Home: 01737 000000

Mobile: 07943 000000

Email: FS001@Reigate.ac.uk

Date of Birth: 01.01.2001

Personal Profile

- Write a short bullet-point summary here of your key skills (gained from both academic and work experience – things you can bring to the job (your ‘selling points’).
- You should change this for each different job application so that it relates to the role you are applying for.
- You can also include a reference to what you are looking for in the job/your career aspirations.

Education

2017 – to date **Reigate College, Surrey**

A Level Government and Politics: B

A Level English: C

BTEC *Subsidiary Diploma* Business: Dist.*

BTEC *Subsidiary Diploma* Travel & Tourism: Merit

2012 – 2017 **Put your School Name Here**

GCSEs: *(put your own qualifications you achieved at school here)*

Maths: 7, English Literature: 5, English Language: 5, History: A*, Geography: C, ICT: B, French: C, Core Science: C, Additional Science: B, Food Technology B, RS Short Course: A

Employment

October 2017 – Present **Play Worker, First Schools After School Club**

Duties include:

Organising activities for the children

Assisting with activities and participating in games

Preparing and serving healthy snacks

Summer 2017 **Waiter, South Downs Hotel**

Duties included:

Serving customers in both bar and restaurant and delivering a high standard of customer service

Offering silver service and helping food preparation

Laying up tables in restaurant and stocking bars

Work Experience

Only complete this section if you have relevant unpaid work experience that is appropriate for your application. Follow the same format/layout as the 'Employment' section. Delete if not appropriate.

Voluntary Work

Complete this section if you have relevant voluntary work that you would like to talk about – delete if not appropriate.

Key Skills

You can add any additional skills to this section such as IT skills or any other skills you haven't already mentioned that would support your application. Do not duplicate information.

Hobbies & Interests

Example:

Over the last two summers I have helped a family friend restore a classic sports car. This has triggered a passionate interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events.

During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have now started writing occasional freelance articles for an online automotive magazine.

References

References are available on request.

Appendix B: Useful websites

National Careers Service

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx>

National Apprenticeship Website

www.apprenticeships.org.uk

Indeed Recruitment

<http://www.indeed.co.uk>

The Big Choice

http://www.thebigchoice.com/School_College_Leavers

Not Going to Uni

www.notgoingtouni.co.uk

Uni is not for me

<http://www.unisnotforme.com/>

Student Ladder

<http://www.studentladder.co.uk/>

Rate my apprenticeship

www.ratemyapprenticeship.co.uk

UCAS

www.ucas.com/alternatives

Amazing apprenticeships

<https://amazingapprenticeships.com/>

Appendix C: Interview questions

Example Interview Questions:

What can you tell me about yourself?

Tell me about an accomplishment that you are proud of.

Describe a situation in which you solved a problem.

Describe a situation in which you led/worked in a team.

What would you say is your main strength?

What are your weaknesses?

What tasks do you get the most satisfaction from?

If you were an animal what would you be?

How has social media changed the way people communicate? Is this for the better?

News related question. Think about any current affairs that maybe affecting the Company/Industry.

Questions about the employer

Why do you want to work here?

What do you know about the company?

Questions about the role

What do you believe are the main tasks and responsibilities in this job?

What do you think the main challenges will be?



National Teaching School
designated by



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Teaching & Leadership

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Castlefield Road, Reigate, Surrey RH2 0SD
Tel 01737 221118 careers@reigate.ac.uk