



EARN WHILE YOU LEARN!

YOUR GUIDE TO HIGHER AND DEGREE APPRENTICESHIPS

PACKED WITH TIPS & ADVICE

FIND OUT IF AN APPRENTICESHIP IS FOR YOU

YOUR CHOICES

ARE YOU CONSIDERING APPLYING FOR A HIGHER OR DEGREE APPRENTICESHIP AFTER YOU LEAVE SIXTH FORM OR FURTHER EDUCATION COLLEGE?

If so, this is the guide for you. You'll find lots of information relating to higher or degree apprenticeships including how to apply and what you can do now to increase your chances of gaining a higher or degree apprenticeship.

WHAT IS HIGHER EDUCATION?

You are currently in further education, also known as FE.

You have successfully achieved good GCSEs and are probably studying one or more of the following qualifications: A levels, BTECs, T levels or an advanced apprenticeship. Further education is usually studied in sixth form, at college or with an apprenticeship provider. These are often referred to as Level 3 qualifications.

Higher education, often referred to as HE, is any level of study you complete after further education at Levels 4, 5, 6 and above.

Higher education qualifications include: HNCs, HNDs, Foundation Degrees and Bachelor Degrees. They are usually studied at college or university.

HIGHER AND DEGREE APPRENTICESHIPS

Higher and degree apprenticeships are alternative routes into higher education. This is work-based learning and combines on-the-job training with classroom study. If you study a higher or degree apprenticeship, you will be employed as a full-time member of staff and will receive a salary and benefits. You will need GCSEs and Level 3 qualifications to apply.

Higher apprenticeships are all apprenticeships from levels 4-7. Many **higher apprenticeships** will include the achievement of a qualification e.g. HNC (Level 4), HND (Level 5), Foundation Degree (Levels 4 & 5) or a professional qualification e.g. AAT Accounting (Levels 4,5,6 and/or 7). Higher apprenticeships take between one and four years to complete, depending on the subject and level.

There are over 40 industries offering higher apprenticeships including:

- + construction, planning and the built environment
- + agriculture, horticulture and animal care
- + arts, media and publishing
- + business, administration and law
- + engineering and manufacturing technologies
- + education and training

- + information and communication technology
- + science and mathematics
- + retail and commercial enterprise
- + health, public services and care

Degree apprenticeships are similar to higher apprenticeships, however they provide the opportunity to gain a full Bachelor's Degree (Levels 6) or Master's Degree (Level 7). Degree apprenticeships take between three and six years to complete, depending on the course and level.

Areas that offer degree apprenticeships are:

- + business and administration
- + childcare and education
- + construction
- + creative and design
- + digital
- + engineering and manufacturing
- + health and science
- + legal, finance, and accounting
- + protective services (e.g. Police)

The main difference between a higher and a degree apprenticeship is the level of assessment. Only apprenticeships at level 6 and 7 allow for the achievement of a full degree or Masters.

FIND OUT MORE

www.amazingapprenticeships.com
www.apprenticeships.gov.uk
www.UCAS.com/understanding-apprenticeships



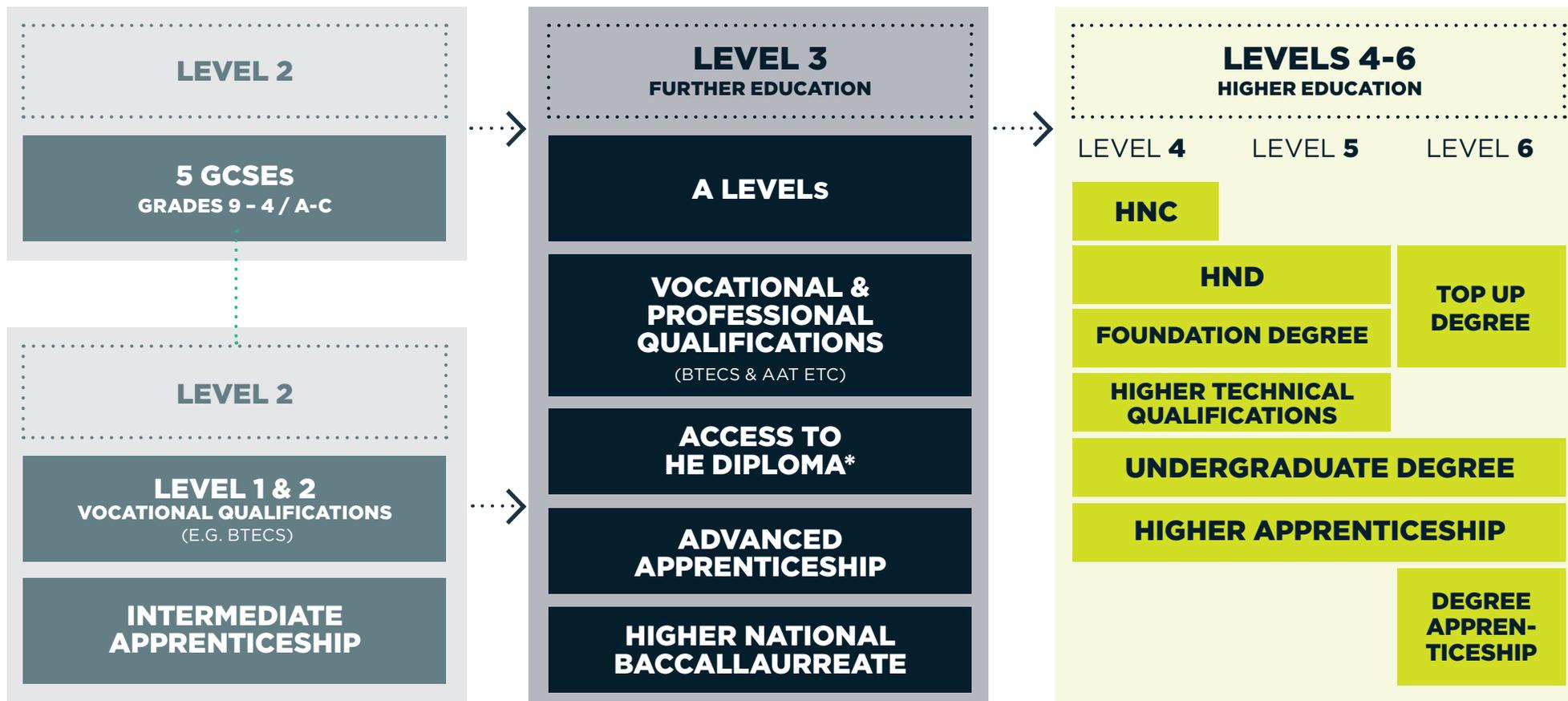
YOUR OPTIONS

AS YOU CAN SEE FROM THE CHART, IF YOU WANT TO GAIN A HIGHER LEVEL QUALIFICATION, BUT THINK A STANDARD UNIVERSITY DEGREE COURSE MAY NOT BE FOR YOU, YOU STILL HAVE LOTS OF OPTIONS.



TOP TIP...

UNSURE WHETHER YOU WANT TO GO TO UNIVERSITY OR APPLY FOR AN APPRENTICESHIP? KEEP YOUR OPTIONS OPEN AND APPLY TO UNIVERSITY WHILE LOOKING FOR APPRENTICESHIP VACANCIES.



ALL QUALIFICATIONS HAVE SPECIFIC ENTRY REQUIREMENTS AND YOU WILL NEED TO CHECK WITH THE PROVIDER WHAT THESE ARE. YOU MUST BE 19 OR OVER TO APPLY FOR AN ACCESS TO HE COURSE.

MAKING A DECISION

**YOU HAVE A LOT
OF CHOICES!**

WISE UP...

**THE AVERAGE APPRENTICE
SALARY IN THE SOUTH WEST
IS £18,588***

**YOU HAVE A LOT OF CHOICES,
WHICH IS EXCITING BUT CAN
ALSO BE CONFUSING.**

**IT'S HELPFUL TO WEIGH UP THE
PROS AND CONS OF EACH CAREER
PATHWAY SO YOU CAN MAKE THE
CHOICE THAT SUITS YOU BEST.**

WHY CONSIDER THE APPRENTICESHIP ROUTE?

**APPRENTICESHIPS ARE
AVAILABLE IN A RANGE OF
DIFFERENT SECTORS AND
MORE ARE BECOMING
AVAILABLE ALL THE TIME.**

**ESSENTIALLY YOU WILL BE
WORKING ABOUT 80% OF THE
TIME AND STUDYING 20% OF THE
TIME. HERE ARE SOME OF THE
REASONS AN APPRENTICESHIP
MIGHT SUIT YOU.**

+ YOU WANT TO...

- + pursue a certain career covered by an apprenticeship scheme
- + work and study at the same time
- + apply learning to a real-world project in the workplace
- + start earning straight away and get paid leave when you're studying
- + avoid paying fees but still get a degree
- + learn alongside other apprentices and have the support of employers
- + start at any time of year, vacancies get advertising all year round. You don't have to wait until September to get going
- + build up confidence in the workplace
- + gain a nationally recognised qualification as well as key employability skills and experience
- + have the chance to get a job with your employer at the end of the apprenticeship

**Rate my apprenticeship*

WHO BENEFITS?

THE STUDENT'S VIEW...

SAM BUCK, 4TH YEAR EMBEDDED ELECTRONIC ENGINEERING APPRENTICE (LEVEL 6 EMBEDDED ELECTRONIC SYSTEMS DESIGN AND DEVELOPMENT ENGINEER STANDARD), RENISHAW

RENISHAW 
apply innovation™

“I joined Renishaw’s degree apprenticeship scheme after completing my Maths, Physics and Computing A-levels.

I was unsure if university or a degree apprenticeship would be the best option for me. I can now say I am very happy with my choice. I could earn a salary, not have any student loans, and still obtain a degree. I have however since found that the experiences and opportunities I have gained at work are something that exceeded my expectation and I’m sure this will be invaluable in my future career.

At Renishaw, every six months I move to a different department. I enjoy moving around the business as it gives me a good understanding of different parts of the business along with learning different skills. Overall, I’m very happy I chose to do a degree apprenticeship at Renishaw as I think it will be a great platform to launch my career.”

THE EMPLOYER’S VIEW

RENISHAW IS A GLOBAL, HIGH PRECISION METROLOGY AND HEALTHCARE TECHNOLOGY GROUP. THE ORGANISATION HAS A WELL-ESTABLISHED APPRENTICESHIP PROGRAMME THAT HAS BEEN RUNNING FOR OVER 40 YEARS.

“Apprenticeships are an excellent way of ensuring we have a knowledgeable and highly skilled workforce. The development of our people adds significant value to our business and is fundamental in driving us forward in an industry as competitive and ever-changing as engineering.

Apprentices must be adaptable in order to meet the requirements of a modern apprenticeship. As well as learning theoretical knowledge and gaining relevant skills, they perform productive work and make a real contribution from day one.

Apprentices pick up skills they would otherwise not acquire, which make them a valuable asset to our business. These skills include company knowledge through the work placements, learning how to do a good job by working with experienced colleagues, practical hands-on skills, report writing, presentation skills, and time keeping - all things that form an excellent foundation for the rest of their careers.

Apprenticeships are part of our culture, and we would simply not be the same company without them.”

FINDING

A HIGHER OR DEGREE APPRENTICESHIP

UNLIKE WHEN APPLYING TO UNIVERSITY, THERE ISN'T ONE SINGLE PLACE TO GO TO FIND ALL APPRENTICESHIP OPPORTUNITIES.

YOU'LL NEED TO DO A BIT OF WORK TO FIND APPRENTICESHIPS THAT SUIT YOUR NEEDS.

NATIONAL APPRENTICESHIP SERVICE...

+ WHERE TO FIND VACANCIES

The majority of employers and apprenticeship providers advertise vacancies through the National Apprenticeship Service www.gov.uk/apply-apprenticeship

+ HOW IT WORKS

The site is used mainly to advertise vacancies. Once you apply you will either be applying direct to the employer or apprenticeship provider. Register by completing some basic information about yourself then search for vacancies by subject and/or geographical area.

If you find a vacancy you are interested in, click the apply button. Then complete an application form or submit your CV.

UCAS...

+ WHERE TO FIND VACANCIES

UCAS advertises apprenticeships in a similar way to the National Apprenticeship Service.

<https://careerfinderucas.com/jobs/apprenticeship/>

Use this site to discover which employers offer apprenticeships and research different industries, hear real life stories from current apprentices as well as search and apply for your own apprenticeship.

+ HOW IT WORKS

You can research and apply for apprenticeships via the UCAS apprenticeships jobs page or look more widely at apprenticeships and graduate jobs at

<https://careerfinderucas.com/>

FINDING

A HIGHER OR DEGREE APPRENTICESHIP

EMPLOYER DIRECT...

+ WHERE TO FIND VACANCIES

Individual employers often advertise and offer higher and degree apprenticeships via their own websites.

+ HOW IT WORKS

Employers handle the recruitment themselves, from writing the job description and personal specification, to advertising the vacancy, shortlisting the candidates and inviting them for an interview. There will either be an application form or guidance on how to submit your CV.

APPRENTICESHIP TRAINING PROVIDER...

+ WHERE TO FIND VACANCIES

Apprenticeship training providers, such as colleges and universities, advertise vacancies on their websites on behalf of employers.

+ HOW IT WORKS

The training provider will advertise the vacancy, shortlist applications and conduct pre-interviews over the telephone.

They will put forward the best applicants for a face-to-face interview with the employer.

APPLYING FOR

A HIGHER OR DEGREE APPRENTICESHIP



ONCE YOU'RE SURE YOU WANT TO GO DOWN THE APPRENTICESHIP ROUTE, YOU'LL NEED TO START APPLYING. THE RECRUITMENT PROCESS FOR HIGHER AND DEGREE APPRENTICESHIPS IS LED BY THE EMPLOYER.

THIS MEANS YOUR EXPERIENCE MAY DIFFER FROM SCHEME TO SCHEME HOWEVER THE FOLLOWING PROCESSES ARE STANDARD.

+ READ THE JOB DESCRIPTION

This document outlines the main roles and responsibilities of the job. It will also contain information about the type of apprenticeship you will undertake.

+ READ THE PERSONAL SPECIFICATION

This will outline the qualifications, skills and experience needed to do the job

+ REQUEST AN APPLICATION

There might be a specific form to complete or you may be asked to send your CV and covering letter. Either way, use the application to demonstrate you have all the necessary elements of the personal specification

TOP TIP...



READ BOTH OF THESE CAREFULLY AS YOU NEED TO DEMONSTRATE WHICH SKILLS AND EXPERIENCE YOU HAVE THAT WILL MEET THE REQUIREMENTS.

TOP TIP...



IT IS NOT A UCAS PERSONAL STATEMENT. YOU NEED TO SELL YOURSELF AND HOW YOUR SKILLS MATCH THE ROLE AND WHAT EXPERIENCE YOU HAVE. CREATE A NEW APPLICATION FOR EACH JOB YOU APPLY FOR SO THAT YOUR APPLICATION MATCHES THE ROLE.

APPLYING FOR

A HIGHER OR DEGREE APPRENTICESHIP

+ THE EMPLOYER WILL SHORTLIST

Your application will be assessed against certain criteria and compared to the other applications. The best applications will be shortlisted.

TOP TIP...



MANY EMPLOYERS WILL SHORTLIST CANDIDATES BASED ON HOW THEIR EVIDENCE MATCHES UP TO THE REQUIREMENTS IN THE PERSONAL SPECIFICATION. MAKE SURE YOU HAVE COVERED AS MUCH IN YOUR APPLICATION AS YOU CAN.

+ THE INTERVIEW

If you are shortlisted, you will be invited to an interview. There, you may be asked to perform a practical task or deliver a presentation as well as answer questions from a single interviewer or a panel. A panel can be any number of people and usually includes the line manager. Following the interview, if you are the best candidate for the job they will contact you to offer you the job. Sometimes this will be subject to getting references.

TOP TIP...



+ DRESS SMARTLY.

+ RESEARCH THE COMPANY AND BE ENTHUSIASTIC ABOUT THEM. THE EMPLOYER WANTS TO KNOW WHY YOU WANT TO WORK FOR THEM.

+ SHOW YOUR COMMITMENT TO THE COMPANY, DEMONSTRATE THAT YOU WANT TO PROGRESS. TELL THEM WHAT YOU WILL GIVE BACK IF THEY INVEST IN YOU.

+ PRACTICE LOTS OF QUESTIONS, GET FAMILY OR FRIENDS TO ASK RANDOM QUESTIONS TO SEE HOW YOU COPE.

+ KEEP CALM AND COLLECTED, IT IS FINE TO ASK TO THE INTERVIEWER TO REPEAT THE QUESTION. YOU CAN ALSO WRITE NOTES, AND TAKE NOTES ALONG WITH YOU.

BOOST YOUR CHANCES OF SUCCESS

HIGHER OR DEGREE APPRENTICESHIPS CAN BE VERY COMPETITIVE.

Everyone applying for an apprenticeship will have the relevant qualifications so you will need to make sure your application stands out by demonstrating the skills and attributes you possess to fit the role.

QUALIFICATIONS

MOST EMPLOYERS SET REQUIREMENTS THAT ARE SIMILAR TO TRADITIONAL UNIVERSITY DEGREES E.G. THREE A LEVELS (A*-C), OR AN EQUIVALENT VOCATIONAL QUALIFICATION.

They may also ask you to achieve a certain number of UCAS points. Some employers may require you to have worked a number of years in industry or completed a Level 2 and 3 apprenticeship.

TOP TIP...

Use the links at the back of this guide to research which qualifications you need to study a higher or degree apprenticeship in the sector you want to work in.

WORK EXPERIENCE

EMPLOYERS NEED EVIDENCE OF WORK EXPERIENCE, WHETHER PAID OR UNPAID. RELEVANT WORK EXPERIENCE IN YOUR TARGET INDUSTRY WILL DEMONSTRATE SKILLS YOU ALREADY HAVE IN THAT AREA.

Even if your work experience is not directly related to that industry, it shows you have other valuable skills, such as timekeeping and teamworking.

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EMPLOYABILITY SKILLS

As well as seeking qualifications and experience, employers are also looking for soft skills that show that you are 'work ready' and can fit into a professional environment.

TASK...



RATE YOUR SOFT SKILLS

The table on the next page contains a list of the top ten soft skills employers look for.

Indicate which of your soft skills you feel confident about in the green column, which ones you need to work on in the amber column and, in the red column, which ones you have no experience of. If you are confident you have this skill, give your examples in the last column.



	RED	AMBER	GREEN	IF GREEN, WHAT EXAMPLES DO YOU HAVE?
COMMUNICATION				
ORGANISATION				
PROBLEM SOLVING				
CREATIVE				
INDEPENDENT THINKING				
TIME MANAGEMENT				
LEADERSHIP				
CRITICAL THINKING				
PRESENTATION SKILLS				
TEAMWORK				



ACTION PLAN

SET YOURSELF SOME TARGETS TO BOOST YOUR WEAKEST SOFT SKILLS

	EXAMPLE	TARGET ONE	TARGET TWO
WHICH SOFT SKILL DO YOU WANT TO INCREASE?	<i>Leadership</i>		
HOW ARE YOU GOING TO ACHIEVE THAT?	<i>Next time we have group work at school, I will ask to lead the group discussion</i>		
WHEN ARE YOU GOING TO ACHIEVE IT?	<i>By half term</i>		
HOW WILL YOU KNOW THAT YOU HAVE DEVELOPED THIS SKILL?	<i>I will feel more confident leading a discussion</i>		
HOW WOULD I DESCRIBE MY EXPERIENCE OF THIS SKILL TO AN EMPLOYER?	<i>I regularly seek opportunities to lead discussions in groups at school and I was picked to lead the inter-school debate competition</i>		



TOP TEN TIPS

FROM AN EMPLOYER



1



Read the job advert carefully and see how you can tailor your CV and covering letter to the role.

2



If the advert asks for a covering letter, include one. Some companies will not progress an application if all these requirements are not met.

3



Check your CV and letter to make sure they are formatted correctly, there are no spelling mistakes, and all information, including emails and phone number, is correct.

4



Make sure you have the correct company name in the covering letter – we sometimes get cover letters addressed to other companies!

5



A CV should be two sides of A4 and no more. It should include information about your education (and detail the subjects studied – give predicted grades if you are still working towards them), work history, and hobbies. The covering letter is where you provide more information about you and why you want to undertake an apprenticeship, why you would be a good candidate, and what you are passionate about.

6



Having work experience is good – be it a job or work experience arranged via the school. It shows independence and work ethic; even a paper round is not to be underestimated.

7



We get hundreds of applications so we need you to tell us what makes you a good candidate. If you have some experience relevant to the role, tell us about it in your cover letter.

8



Be honest in your application.

9



It is okay to be nervous in your interview – in fact, it shows it is important to you!

10



Take as much as you can from the experience of applying and being interviewed or assessed for the role. If you are not successful, ask for feedback so you can learn from this for your next interview

IMPORTANT THINGS TO CONSIDER

ARE THERE APPRENTICESHIP VACANCIES AVAILABLE IN YOUR FIELD AND CAN THEY LEAD TO YOUR CHOSEN CAREER?

There are a wide range of higher and degree apprenticeships available and span a variety of subjects including engineering, accounting, IT, law, nursing and journalism. They will give you valuable on-the-job experience and you will be earning money while you study.

However, higher and degree apprenticeships are not available in every sector. If you have a specific career in mind, they may not be suitable for you. Likewise, if you are not sure what career you want, university may be a better option. There are thousands of university courses to choose from and a degree in any subject will give you a variety of skills that can be transferred to any job role.

ARE THERE APPRENTICESHIPS/DEGREES LOCAL TO YOU?

If there aren't any vacancies close to where you live, you will have to move away from home.

You would not be entitled to live in student accommodation, as you would at university, you would need to find somewhere to live.

YOU MIGHT HAVE A DIFFERENT LIFESTYLE TO YOUR FRIENDS

Depending on what your friends decide to do next, your lifestyles could become quite different.

As an apprentice, you will be expected to work full-time – for example from 9am-5pm, Monday to Friday – and you will have around four weeks of holidays per year. In comparison, university students have a relatively low number of contact hours and have time off at Christmas, at Easter and during the long summer holiday.

As an apprentice, you may have to turn down some social invites however you will be earning a salary – that means when you do have time off you could treat yourself to a nice summer holiday!

IMPORTANT THINGS TO CONSIDER

DO YOU NEED TO ADDRESS ANY GAPS IN YOUR QUALIFICATIONS OR WORK EXPERIENCE IN ORDER TO MEET THE ENTRY REQUIREMENTS?

Some apprenticeship vacancies may require specific qualifications or work experience in order to apply.

If there are gaps in your skills and experience, you may have to undertake some work experience or gain a particular qualification and apply at a later date.

DO YOU NEED TO BE IN A RELEVANT ROLE BEFORE YOU START AN APPRENTICESHIP?

Some higher and degree apprenticeships require you to be employed in the sector before you can apply. If so, you may have to undertake a Level 3 or even a Level 2 apprenticeship and gain some experience at the company before you are eligible to apply for a higher or degree apprenticeship.

Level 2 is equivalent to GCSEs and Level 3 is equivalent to A levels. This means you will be repeating qualification levels you already have, although you will be gaining relevant industry experience.

TASK...



TEST YOUR KNOWLEDGE

THINK YOU'VE GOT THE BASIC IDEA ABOUT
HIGHER AND DEGREE APPRENTICESHIPS?

Try the quiz...

<https://amazingapprenticeships.com/apprenticeships-quiz>
to test out your knowledge.



FIND OUT MORE

LOCAL EDUCATION PROVIDERS OF DEGREE APPRENTICESHIPS...



+ UNIVERSITY OF GLOUCESTERSHIRE
www.glos.ac.uk/apprenticeships



+ GLOUCESTERSHIRE COLLEGE
www.gloscol.ac.uk/apprenticeships



+ CIRENCESTER COLLEGE
www.cirencester.ac.uk/apprenticeships



+ GLOUCESTERSHIRE COLLEGE
www.gloscol.ac.uk/apprenticeships



HIGHER EDUCATION
& UNIVERSITY CENTRE
+ SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
www.sgscol.ac.uk/apprenticeships



+ UNIVERSITY OF GLOUCESTERSHIRE
www.glos.ac.uk/apprenticeships

LOCAL EDUCATION PROVIDERS OF HIGHER APPRENTICESHIPS...

USEFUL LINKS...

+ GROWS
[www.grows.ac.uk/
apprenticeshipsvideo](http://www.grows.ac.uk/apprenticeshipsvideo)

+ UCAS
www.ucas.com/apprenticeships

+ NATIONAL APPRENTICESHIP SERVICE
www.apprenticeships.gov.uk

+ AMAZING APPRENTICESHIPS
www.amazingapprenticeships.com

+ PROSPECTS
www.prospects.ac.uk