

The MyTutor Guide to Apprenticeships

What life is like as an apprentice, how to work out if it's the right path for you & how to make successful applications.





Introduction

When you finish school, there are a lot of different things you can do and one of them is to start an apprenticeship. You might be wondering what an apprenticeship looks like - and the truth is, the world of apprenticeships has expanded loads in the past few years! An apprenticeship is practical training in a job (with pay!) and often this hands-on experience is combined with study too. If you're interested, you've got a lot of choices - so many that it can feel overwhelming! This guide is here to help you get a sense of what's great about apprenticeships, how to work out if it's the right move for you, and what it's actually like to do one. Plus, we'll get down to the practicals of how to make a cracking application and nail the interview for your dream placement. Let's go!

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Why an apprenticeship?

There are a lot of reasons why an apprenticeship might be right for you. For a start, you'll begin work straight away where you'll build up your experience and skills - all while getting paid. On top of that, you'll make industry contacts in a job that excites you. And you won't have a mountain of student debt from uni to worry about. Depending on what apprenticeship path you take, your studies could be completely funded, even while you earn a degree. You won't have to worry about being alone either, or missing out on having other like-minded people around you. Platforms like Multiverse are there to give you support through your apprenticeship, so you'll be part of a strong community with others who are in the same boat.

To recap, here are just 6 top benefits of doing an apprenticeships:

- + Hands-on job training
- + Getting paid for your work
- + Studying to earn your qualification
- + Making industry contacts
- + No student debts from uni tuition
- + Being part of a community with other apprentices

Apprenticeship Levels

It might be confusing at first to know what apprenticeship levels actually mean, so we'll help you break it down here. There are 4 levels of apprenticeship: intermediate, advanced, higher and degree. Depending on which apprenticeship you go for, there will be different entry requirements, and you'll come out with a nationally recognised qualification level.

So, say you want to do an apprenticeship in Digital Marketing. You'd receive a level 3 apprenticeship qualification. And to get into the programme, you'd need a minimum grade of 4/C on your GCSE in Maths and English.

If you want to find out more about what qualifications you'll get for a specific apprenticeship, and what the programme's entry requirements are, there's a ton of information on [Multiverse](#).

| | Qualification level | Equivalent to |
|---------------------|---------------------|---|
| Intermediate | 2 | GCSE (passes at grades A* - C or 4-9 on new system) |
| Advanced | 3 | A Level passes |
| Higher | 4, 5, 6 & 7 | Foundation and above |
| Degree | 6 & 7 | Bachelor's or masters degree while you work |

Levels of qualification in England, Wales and northern Ireland. *Scotland is a little different with 12 levels. You can find out more about Scottish apprenticeships [here](#).

How to work out if an apprenticeship is right for you

01 Reflect on your interests.

Which activities make you feel interested, curious and happy? What are your strengths? What problems in the world would you like to solve? If there aren't any careers that jump out at you straight away, there are lots of places where you can look for inspiration. You can take a careers quiz on the [UCAS](#) website. You can also have a look on [Multiverse](#), where there's plenty of info on a range of careers that might fit your interests. You can also see what others have said about doing an apprenticeship in Chapter 2 of this booklet.

02 Do your research.

Once you've found a career path you'd like to follow, find out what requirements you need to get into the programme, and what level of qualification you'll come out with after finishing your apprenticeship. It's a good idea to start this step early so that you can make sure you're taking the right GCSEs and A levels now. You might need to pull up your grades, and our expert [tutors](#) can help you with that.

03 Know what you're ready to take on.

Are you ready to work and study? Apprenticeships involve full-time work alongside study (usually in an 80-20 split) which can be exciting, but also intense. It's important to be honest about what you're ready for before you make a big commitment.



From Engineering to Google: Industries and companies that offer apprenticeships

There are loads (and loads) of exciting careers you can get into through an apprenticeship. Below we've included examples of industries that offer apprenticeships, roles within them that you can do as an apprentice, and companies where you can do them. The choices might surprise you!

IT

- + Cyber security
- + Technical sales
- + Developing games
- + Developing websites

Companies: Google, Microsoft, IBM, BPP, JP Morgan

Creative and Design

- + Photographic Assistant
- + Assistant Puppet Maker
- + Assistant Architect
- + Beauty and Makeup Consultant
- + Tailor, Fashion and Textiles Cutter

Companies: Thales Group, ASOS, Headmasters, H Samuel

Business

- + Digital marketing
- + Accounting
- + Software engineer
- + Project management

Companies: BT, Lloyds Banking Group, Network Rail, Barclays, Deloitte

Fashion & Retail

- + Retail Manager
- + Assistant Buyer
- + Digital Marketer
- + Style Adviser

Companies: Amazon, Nestlé, Tesco, Boots, Pret a Manger, Co-Op, Specsavers, Aldi, Greggs

Media

- + Advertising & digital marketing
- + Publishing
- + Broadcast media production
- + Journalism
- + Film production

Companies: BBC, Sky, Google, ITV, Channel 4, Virgin Media

Engineering

- + Civil Engineering
- + Mining
- + Electrical
- + Aerospace
- + Marine
- + Energy

Companies: Rolls-Royce, MBDA, BAE systems, Royal Air Force, Unilever, GSK, Cadent

Life as an apprentice



Isabel Atunrase completed an apprenticeship as an HR Apprentice at Tandem Bank, and she now works as a Talent Sourcer for GoCardless.

+ What apprenticeship did you do and where?

I did a HR apprenticeship via Multiverse with Tandem Bank.

+ How did you find that specific opportunity?

It was an eye opening experience into the world of working. I gained a lot more confidence in myself and my abilities to do a role in HR. I also worked with four other apprentices so it was great to have a mini community that you could go to for support and guidance.

+ What other paths did you consider before you settled on this apprenticeship?

I was thinking about going to the London Fashion Retail Academy to study fashion design.

+ What made you pick that specific profession?

I'm a people person so I wanted to do a role that included interacting with many people and having varied tasks that were interesting and exciting.

+ What was your day-to-day life like when you did your apprenticeship?

My tasks included:

- ★ Assisting with on-boarding of new employees e.g. DBS checks, organising first day packs and preparing them for a successful onboarding all through the ATS system Bamboo HR.
- ★ Organising interviews for hiring managers including panel reviews and assessment centres.
- ★ Conducting phone screens and cultural fit interviews with candidates.
- ★ Developing up to date company organisational charts, market mapping, direct sourcing of candidates and prospecting.
- ★ Organising and planning company tech events and socials.

+ What did you enjoy most about it?

I got to make a lot of connections which have continued to help me in my career to date. I also enjoyed the start-up environment as it was a completely different culture to what I was expecting. It was very laid back and relaxed which was super fun!

+ And what, if anything, did you find challenging about the experience?

Learning how to act in a professional manner in the workplace environment at a young age. This isn't something you are always taught at the start of your career and I had to learn through my mistakes around what to say, how to say it and the right tone that needs to be used in order to develop positive relationships with others.

+ Now that you're a few years into your career, how do you feel doing an apprenticeship affected your success, versus if you'd taken another route?

I believe doing an apprenticeship helped fast track my career to now becoming an experienced recruiter in the Fintech industry. I was able to get relevant experience in HR that I have been able to use in every other role I've done since then. I think if I went down another avenue I would have missed out on a lot of valuable lessons and opportunities that were given to me as an apprentice.

+ What advice would you give your 18-year-old self?

Don't compare yourself and your career journey to others as everyone has different experiences in life and you should be proud of what you've achieved so far and focus on your self growth as an individual.



Jack Stovell completed an apprenticeship as an Accounts Assistant with Sutton Council, and he now works as a Management Accountant at MyTutor!

+ What apprenticeship did you do?

An Accounts Assistant apprenticeship where I spent 1 day a week in a college, studying AAT. Originally I was meant to start on level 2, but as I'd completed A Levels in Business Studies and Maths, my tutor recommended I start on Level 3.

+ How did you find that specific opportunity?

I found my placement on the [government apprenticeships website](#). When I'd been looking in 2011/2012, there'd been a big push for apprenticeships, because they are a good entry point into the corporate world. My parents had thought so too!

+ What other paths did you consider before you settled on this apprenticeship?

I had an unconditional offer from Chichester University to study a combination of computer science, business and psychology. I hadn't quite made up my mind on which combination I'd like! Around that time I was offered a management training position at a Merlin Entertainments resort where I'd worked for 3 years. None of that felt quite right though. Then I thought I could write a novel and I could make millions, alas, it's very hard to write a book.

+ What made you pick Finance?

I'd always enjoyed working with numbers, and it felt like a good path to me. Even if I wasn't quite ready for a full career in finance, having an AAT qualification and work experience in my back pocket showed that I was willing to work and could juggle multiple priorities.

+ What was your day-to-day life like when you did your apprenticeship?

It was a struggle! At first, having a Mon-Fri job was a shock to the system. I was still working on weekends at a previous job too, but I loved working in an office. Back then though, I wasn't allowed to wear headphones while working! That still blows my mind to this day. No radio, no music. Madness.

I was one of the first of my friends to have a "proper" job, so when they were hanging out in the afternoons, I was still working. That was rough, I felt like I was missing out on a lot.

Then there was rush hour. What a time to be alive, I spent so much time on a bus going through Sutton High Street and Cheam Village.

In terms of work, I spent all the time learning, which was fantastic. I've been super lucky in my career with exceptional managers like Ruby. She showed me how her role worked too so I got exposure to higher level work early on. That really helped me grow and prepare for my college exams with the skills I'd gained.

+ What did you enjoy most about it?

Being able to apply my knowledge from college to my work, and vice versa was great, it made it all feel a bit more real.

+ And what, if anything, did you find challenging about it?

I don't think there was anything super challenging, there were always people around to support me if I needed it. My college tutor regularly caught up with my manager, and talked through what I needed more exposure to, how I was getting on, and just generally a nice balance.

+ How do you think doing an apprenticeship affected your career versus if you'd studied Finance at uni first?

For me, if you're working inside a company's finance team, you don't need a degree and having work experience is just as important as the qualifications. Finance uni courses can give you some exemptions from the higher tier accounting qualifications (ACA, ACCA, CIMA). The apprenticeship would have allowed me to start those qualifications earlier by comparison. But everyone's different, and if you're looking for an entry level job, those hiring might want a uni degree to show your commitment to learning something new. But who knows. When I'm hiring people now, I look for candidates' resourcefulness and ability to think for themselves, and I don't worry about whether they have a uni degree, apprenticeship or any other exam/qualifications. There are many different paths you can take to reach the same end goal.

+ What advice would you give your 18-year-old self?

Where to start! Finish writing that book. Carry on playing competitive FIFA - pro gaming is DEFINITELY a career. Record your journey. Chase your dreams. Share your thoughts online. Ask questions, always ask questions. Just ask. The worst they can say is "no". Go with your gut, it's probably right. Work at start-ups - it's creative chaos and gives you lots of opportunities to solve problems. Have THE conversation with your manager/HR/People team about salaries and progression.



Karishma Pathak recently completed an apprenticeship as a Civil Engineering Technician with Transport for Buckinghamshire, and she has recently started her job at a big Civil Engineering firm.

+ **What sort of apprenticeship did you do?**

After completing A-Levels in Economics, Maths and Physics in Summer 2019, I went on to start a Civil Engineering Technician Apprenticeship in September 2019 with a company called Transport for Buckinghamshire, on behalf of a private firm called Ringway Jacobs. This included undertaking a BTEC Level 4 Higher National Certificate in Civil Engineering (Construction in the Built Environment), which is the equivalent of the first year of university, and a Level 4 Apprenticeship Standard as it was a government funded apprenticeship. The apprenticeship lasted 2 years, finishing in September 2021.

+ **How did you decide to go down the apprenticeships route?**

I originally started thinking about apprenticeships when I was in Year 13. I tried to do research on it but my school didn't really encourage it, so I ended up dropping the idea entirely. It got to the summer after A Levels and the idea of doing an apprenticeship was still on my mind, so I went and applied for a few as a back-up option. I got my results and found out I actually received all of my university offers, but still I figured university would end up being quite hard for me, as I would not be able to get the financial support I needed.

I was very confused about what to do, so I went to the interviews for the apprenticeships and that made my decision clear. I wanted to do an apprenticeship! I knew I wanted to go into civil engineering since I was in Year 9, and went on a few work placements over the years to see if I was really interested. It was in my interview when I was speaking to an actual civil engineer who was telling me about the projects I would work on and what work I'd do that made my choice clear.

+ **What was your day-to-day life like on your apprenticeship? What did you learn?**

My day to day life varied a lot during the two years. When I joined, I was thrown into a really big project called East West Rail, which is a railway that is going to connect Cambridge to Oxford. The office I worked in didn't have a lot of experience in railways so it was quite

challenging. I had to do procedures myself that the whole office would then use, which was both daunting and incredibly exciting. Moving onto my second year there, I was given four projects to lead. This again was quite scary being so young and being project lead on various schemes, but I was supported a lot by my colleagues which made things a lot easier. I had to learn quite quickly how to properly manage my time and how to be more efficient with the programs I would use on a day to day basis. I chose a career in engineering because I enjoyed problem solving and analytical thinking a lot, and working made me use them everyday which I loved.

The actual structure of the apprenticeship itself had me working in the office Monday – Thursday, and then on Fridays, I would have day release and would be in College doing my Level 4 HNC course. What I was learning at college was being put into use at work and vice versa. My lecturers were amazing as they would be working as Civil or Mechanical Engineers during the week, so we were getting taught by industry professionals who would tell us about the projects they were working on.

+ **What are you up to now? Where do you see your career going in the next 5 years?**

After I completed my apprenticeship in September of this year, I decided it was time for me to move on. I worked within Highways and I wanted to start exploring other sectors of the industry. I have just accepted a job offer at a Civil Engineering firm which is multi-disciplinary so I'll be working on a lot of different projects. I start in a week and I have already been told that the main project I'll be working on will be the Houses of Parliament!

My five year plan as it stands is to work at this firm for the next year and then next September (2022) I will be starting a 3 year degree apprenticeship to finish my degree. I have already got an offer to do this with Balfour Beatty which is the biggest civil engineering company in the world, so I am excited!

+ **How do you feel your experience and progress compares to your school friends who went to do Engineering at uni?**

I have a few friends who are doing civil engineering at university and when I tell them about the projects I have been working on they get blown away. They tell me about what they are learning on their courses and I get really confused because it has nothing to do with what you actually do at work! I feel that I have gained a lot of experience through the two years on my apprenticeship that is unmatched to any experience I could get at university or on any work placements.

+ **Any other advice for students considering doing an apprenticeship?**

Do your research! Apprenticeships are challenging and can really kickstart your career. Finding the best apprenticeship for you and the right company can make a big difference to your experience. Apprenticeship applications typically open around October/November and January/February so keep your eyes out. Look for companies that are quite large as they will have taken in a lot of apprenticeships and will have a lot of experience on how to support you. I also found working is a lot easier than studying. You are hands-on with what you are doing which makes it easier to learn, so if studying isn't really for you then I would have a look into it!

How to make it happen



How to write a cracking cover letter and CV

As part of your apprenticeship application, you'll probably have to submit a cover letter and CV. Since you're a teen, you might feel worried that you haven't got much professional experience to show. But employers know you're young, and there are plenty of skills you might have picked up from school, clubs, work experience, or part-time work. Keep reading for tips on how to make an application that employers will love.

The cover letter

A cover letter is a formal letter that tells the company you're applying to who you are and why you're interested in working for them. The goal is to convince the person reading your letter that you're the right person for the job, so that they check out your CV and then invite you to an interview.

8 top tips for nailing your cover letter

- + **Research** the company and role as a first step. Find out if it's a good fit for you.
- + **Personalise** where you can with the name of the person who's reviewing your application.
- + **Why them?** Tell them why you want to work for their company - show off your research here!
- + **Why you?** Explain why you're a good fit for the company and job. Here, you can talk about your skills and any work or volunteer experience that make you ready for the job.
- + **Keep it simple.** Instead of using fancy language, aim for each sentence to be as clear as possible.
- + **Be concise.** Stick to a single page (about 3-4 paragraphs), and only include info which proves that you're right for this job (no oversharing!).
- + **Proofread.** Double-check your spelling and grammar (and get someone else to triple-check it for you)
- + **Be yourself.** At the end of the day, this is about you finding the right place to build your career. You want to be real.

Here's a sample cover letter:

Dear Mr Davie,

I am writing to apply to the BBC's apprenticeship scheme in journalism, as advertised on the careers apprenticeship section of the BBC website. I'm eager to begin my career as a journalist. The BBC, with its solid reputation and quality content, makes it an easy first choice for me.

I've got a real passion for stories and have always wanted to be a writer. I entered the BBC's '500 Words' short story competition last spring and though I didn't place in it, I got an email saying that my story made the top 50 entries. Since last summer, I've been making TikTok videos about ways to help save the environment and my channel's beginning to take off, with over 4000 followers. My knowledge and interest in TikTok and Instagram can be a valuable asset to the BBC as these are places people are checking for quality content. I would love to continue developing my story telling skills in social media in the apprenticeship.

On the weekends, I've been volunteering at my local library, helping to stack the shelves and to set up for events like talks with authors. Last year, I worked part-time as a shop assistant in Tesco's and learned a lot about teamwork, which I can see from your ad is something that you're looking for in an apprentice. When it comes to your grade requirements, I've met them by achieving a 5 in GCSE English and in Maths.

Thank you for considering my application, and I look forward to hearing back from you soon.

Sincerely,
Ayesha Evans



The CV

Just like there are lots of different ways to write a cover letter, CVs can also take different shapes. But every CV should be a summary which covers your education history, your skills and any jobs you've had. It also includes some obvious things like your name and address, contact details, and a 1-2 sentence personal statement at the start. The goal of the CV is to convince your employer that you've got what it takes. Let's have a closer look.

6 tips for writing your the CV

- + Have a brainstorm session before you write about all the things you're good at, and what you've accomplished so far
- + Look at other CVs as examples (like the one on the next page) to help you with organising different sections
- + Make sure your email address is professional, avoiding things like skatergirl45453@yahoo.com
- + Keep it short and sharp, preferably 1-2 pages
- + Use a standard font (like Arial or Times) and avoid bright colours
- + Don't lie. Make sure the info you include is all the fabulous true stuff about you
- + Like your cover letter, double- and triple-check your spelling and grammar

Here's a sample CV

Ayesha Evans

Telephone: +44 07783 087456

Email: ayesha.evans@gmail.com

Address: 324 Huntington Road, Nottingham NG1 1AN

PERSONAL PROFILE

An ambitious, hardworking writer, seeking an apprenticeship in journalism.

EDUCATION

Degrassi High School — 2019-2022

A-levels (predicted)

Maths (B), English (B), History (A)

GCSEs

Level 5/B— English, Maths and History, Art and French

Level 4/C— Geography, Physics, Biology and Chemistry

School Activities

- Member of the school gazette, reporting on sports
- Member of the debate team
- Worked on school yearbook, interviewing graduating students
-

SKILLS

- Written communication skills. Writing short stories, and articles for the gazette school paper
- Creative thinking skills. Developing Tik Tok videos about helping the environment
- Teamwork skills. Working on the school paper, and when working at Tesco's
- Public speaking skills. Presenting arguments on the debate team

EXPERIENCE

Part-Time Shop Assistant -

Tesco 2020- 2021

- Taking inventory of stock which involved counting, and bookkeeping
- Working towards tight deadlines to change seasonal shelf from Halloween to Christmas
- Customer service skills when answering a customer's question about where to find an item
- Teamwork in getting tasks done. For example, when the dairy fridge broke down and we needed to move all products to cool storage in the backroom

Volunteer

Mansfield Library (2020-present)

- Assisting the librarian in stacking returned books to their proper places on the shelves, which involves knowledge on cataloguing
- Helping set up for events by arranging chairs, tables and refreshments
- Putting up posters which advertise library services on the notice board

HOBBIES AND INTERESTS

- Creating Tik Tok videos
- Writing short stories
- Helping to save the environment
- Chinese shadow puppets

CERTIFICATES

- CPR First Aid training through St John's Ambulance (May 2021)

The Interview

If you've got an interview, well done! It means that your application has stood out and that the company wants to learn more about you. Before anything else, give yourself a big pat on the back for doing so well with your application.

Right - now that you've had a little celebration - let's get back to business. To a lot of people an interview can feel intimidating, especially if it's their first time. You might be worried about what to say, and whether you'll be able to speak with confidence. Below we dive into some tips on how you can sharpen your interviewing skills, and we also go over some questions you might get asked.

5 tips to help you ace your interview

+ Do your research

You've already collected some info about the job and company after putting your CV and cover letter together. Now, it's a matter of digging a little deeper. Has the company recently been in the news? Is there something new and exciting happening in the industry in which you're applying to that you can mention (in a natural way) during your interview? Read over the job description to remind yourself about what they're looking for. The more you know about the job and company, the more confident you'll be in the interview.

+ Know your strengths and areas where you can improve

The more you know about yourself, the better you can answer questions that come up. Writing your CV and cover letter were important first steps in pinning down some of your strengths and skills and how you can put them to good use for the apprenticeship. Now, it's a matter of saying those lovely things about yourself in a face-to-face interview. Some people find it hard to say nice things about themselves, so it's a good idea to practice saying aloud what your strengths are, how you've done well in the past, and how those skills and experiences have helped prepare you for the job.

+ Look the part

Dress professionally for your interview, even if the company has a relaxed t-shirt style dress code. You still want to make an effort at this stage. Try to maintain eye contact (in a natural way), and get some sleep the night before so that you feel and look fresh in the morning. Bring a pen and paper pad in case you want to jot some notes down. If your interview is online, try and tidy up the area behind you, or else just position yourself in front of a neutral wall.

+ Plan out your day

If you have to travel to your interview, make sure you give yourself plenty of time so that you aren't late. Think about meals too. You don't want to be starving during the interview, or feeling uncomfortably full after a big Nando's lunch.

+ Ask them questions

You're not the only one who has to make a good impression. You want to be sure that the company is right for you. An apprenticeship can be a big commitment, so you want to make sure you'd be happy to move forward if they offered you the job. Make a list of 3 questions you'd like to ask about the job and company before you go in.

8 questions that might come up in an apprenticeship interview

- + An apprenticeship combines full time work and study. Tell us about how you'd organise your time.
- + What is your greatest strength?
- + Tell us about a time when something went wrong, and how you dealt with that challenge.
- + What drew you to apply to this role, and to our company?
- + Where do you see yourself in five years?
- + Tell us about your favourite subject in school.
- + How has your past experience helped prepare you for this apprenticeship?
- + Where do you think you can stand to improve and develop?

Tip. Remember to breathe. Take your time when you're answering. There's no need to rush, and it's OK to ask for a moment to think.



Resources

Where can you find more info on apprenticeships?

You might still have questions about apprenticeships. We hope you do - it means we've got you interested! There are some great places where you can find out more - from career options to the specific requirements for an apprenticeship you're interested in. Here's where you can look:

+ [Multiverse](#)

This is an amazing resource for all things apprenticeship related. You can find out about programmes (and what you need to get into them), careers, and how you can be part of their strong community of apprentices. They offer training, networking, and lots of career-related events.

+ [Springpod](#)

This is an awesome work experience platform that has lots of online courses to prepare you for picking and applying for apprenticeships. They can also help you get a taste of different careers, all without leaving the house.

+ [UK Government](#)

All the basic up-to-date info you need about apprenticeship requirements. There's also a search engine to look through some current apprenticeship vacancies. You can apply directly through the website.

+ [Target Careers](#)

Another great place to look for apprenticeship opportunities. There's info on each employer and role they list, including details on salary, entry requirements and location.

+ [UCAS](#)

You can find out about specific apprenticeships in different parts of the UK, whether that's Scotland, England, Northern Ireland or Wales. You can also take a careers quiz to find a job that matches your interests and skills.