



Choosing an Apprenticeship

We can help you get started



Understanding all the facts when it comes to making a choice is key to making the most of your qualifications and more importantly, your future.

This guide is here to help you with all the important facts regarding Apprenticeships, how you can successfully enrol and how you will benefit from this route. Take the first step in your future today.

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A young woman with long, light brown hair is smiling and looking towards the camera. She is wearing a grey, textured sweater. In the foreground, the back of a person's head and shoulders is visible, slightly out of focus. The background is a blurred indoor setting. The overall tone is warm and professional. A large orange curved shape is on the right side of the image.

Going places

We'll help you get there

Our training, your way

What is an Apprenticeship?

As an Apprentice, you will be earning a salary whilst gaining a nationally recognised qualification. The training you receive will be practical and directly related to the career pathway you are interested in. Designed by employers working closely with training providers, you will benefit from working with our Personal Tutors and experienced staff.

With an average of 23,000 Apprenticeship opportunities listed on **Find an Apprenticeship*** each month, there's an Apprenticeship waiting for you.

97%

**of Apprentices
said their ability
to do the job had
improved**

- gov.uk

Having an Apprenticeship changed my life and made me feel so much happier to be earning, learning and gaining something from it.

- Carmen Young, Apprentice
NHS Sussex Partnership Trust

*www.gov.uk/apply-apprenticeship

A photograph of three people in a meeting. A woman in a white polo shirt is leaning over a table, smiling and pointing at a document. Two men, one in a blue checkered shirt and one in a grey shirt, are looking at the document. The scene is brightly lit, and the background is a plain wall. An orange diagonal shape is on the right side of the image.

It pays to work hard

What you need to know

Our training, your way

Will I get paid?

Yes. As an Apprentice you're entitled to the National Minimum Wage, which is currently £4.30 per hour for Apprentices under 19 and those aged 19 or over in their first year.

You must be paid at least the minimum wage rate for your age if you're an Apprentice aged 19 or over and have completed your first year.

The below shows rates for the National Living Wage and the National Minimum Wage. The rates change every April.

25 and over	21-24	18-20	Under 18	Apprentice
£8.91	£8.36	£6.56	£4.62	£4.30

Will I pay tax?

Yes. If your salary is above the tax threshold, then your employer will deduct it as part of their employers' PAYE process along your National Insurance.

If you are under 25 then you are not required to make a Class 1 secondary National Insurance contribution.

Am I entitled to holiday pay?

Yes. Apprentices are entitled to the same conditions as other employees. You are entitled to not only holiday pay, but you are also entitled to sickness pay and any specific benefits that your employer offers to their workforce in general. These benefits vary from employer to employer.



Working out

What hours will you work?

Our training, your way

How many hours a week will I work?

Governmental regulations are in place to protect workers aged under 18 and these apply to Apprentices, for example:

Apprentices under 18;

- must not exceed 40 hours a week
- must not exceed 8 hours a day
- must be given at least 12 hours off between shifts
- must have at least two consecutive days off a week

Will I have to work evenings / nights?

Apprentices under the age of 18 are not usually allowed to work at night or very early morning; however, there are exceptions to the rule. If you are over 18, it's business as usual.

If you are under 18, you may work between 10pm to midnight and between 4am to 7am if you are employed in the following areas:

- Agriculture
- Retail trading
- Postal or delivery services
- Catering, hotels, public houses or restaurants
- Bakeries

You may also work during the evenings, nights or at weekends if you are employed in a hospital, care home or similar places of work, or even in areas such as advertising, sporting or cultural activities. Remember, this is work-based and if a key part of your job is working evenings, nights or weekends, prepare to roll up your sleeves and get fully involved in the experience. It's all part of your Apprenticeship journey.

A photograph of three people in a meeting. A woman in a blue denim jacket and yellow shirt is in the background, holding a white cup. A woman in a black and white striped shirt is in the middle ground, looking at a document. A man in a blue shirt is in the foreground, also looking at the document. The scene is set at a desk with a laptop, pens, and a clipboard. An orange curved shape is on the right side of the image.

The value of education

How it will work for you

Our training, your way

Choosing what to do next after you finish school can be difficult. How does University compare to an Apprenticeship? Read on and find out what's right for you.

Each scheme has been designed specifically to prepare and enhance you for the particular sector.

How do they compare?

Schemes have been divided into four tiers - Intermediate (Level 2), Advanced (Level 3), Higher (Level 4/5) and Degree (Level 6/7).

Name	Level	Equivalent
Intermediate	2	x5 GCSE passes
Advanced	3	x2 A Level passes
Higher	4,5,6 & 7	Foundation Degree & above
Degree	6 & 7	Bachelors / Master's Degree

University vs Apprenticeships

University

- Undergraduate degrees last between **3 - 4 years**
- Tend to focus on **individual, academic study**
- Over 130 universities in the UK, and **thousands** of courses on offer
- Courses vary from vocational, such as Nursing or Architecture, to more general subjects like English & Geography
- Opportunity to do a **placement**, (or year in industry) to get professional experience
- **Tuition fees**, up to £9,250 p.a. in England

Apprenticeship

- Duration depends on the level of the scheme, lasting anywhere between **1 - 5 years**
- Specific focus on **on-the-job training**
- Apprentices develop **practical skills, alongside qualifications**
- Schemes available in **1,500 different job roles**
- **No tuition fees**. Costs are covered by the employer (with Government funding)
- **Salary paid** for the duration of the programme



Moving up in the world

We'll help you get there faster

Our training, your way

Am I eligible for an Apprenticeship?

There are a number of entry requirements to consider when applying for an Apprenticeship:

Check list

- A learner can only start their Apprenticeship after the last Friday in June of the academic year in which they have their 16th birthday
- They are not enrolled on another Apprenticeship, or another DfE funded FE/HE programme, at the same time as any new Apprenticeship they start
- An Apprentice must not use a student loan to pay for their Apprenticeship (where an individual transfers to an Apprenticeship from a full-time further education or higher education course, and this course has been funded through a student loan, this loan must be terminated)
- Spend at least 50% of their working hours in England over the duration of the Apprenticeship
- Have the right to work in England
- A citizen of a country within the European Economic Area (EEA) (including other countries determined within the EEA or those with bilateral agreements), or have the right of abode in the UK, and have been ordinarily resident in the EEA (including other countries determined within the EEA or those with bilateral agreements), for at least the previous three years on the first day of learning

Employers may ask for two or more GCSE grades (A - C) or equivalent. For some intermediate Apprenticeships, however, no formal qualifications are required. If you don't have GCSEs in English and Maths you'll usually be required to take a basic numeracy and literacy test.

The skills I have learnt during my Apprenticeship will provide me with a head start.

- Annabelle Bailey, Apprentice
The Gym Group

We are passionate about providing opportunities for you to achieve and succeed in the career of your choice.

Do you prefer practical experiences to classroom and textbook learning? Would you appreciate being able to practice, use and develop your skills in a workplace setting and whilst working as part of a team?

How do I choose an Apprenticeship?

Factors to consider

Level – You want the Apprenticeship to be rewarding and challenging, but not so hard that you want to give up. Make sure you pick an Apprenticeship that teaches you new skills.

Sectors – Based on your interests and skills, narrow down your options.

Accountancy. An Apprenticeship in accountancy offers you the opportunity to kick start your career in a dynamic environment with plenty of opportunity for progression. To make the most of your accountancy Apprenticeship you'll have a passion for numbers, a natural analytical flair and great attention to detail.

Adult Care. Apprenticeships in the world of adult care offer you the opportunity to work as frontline staff in a huge industry. To make the most of your adult care Apprenticeship, you'll be caring, positive and want a rewarding career assisting people who need it most.

Automotive. An Apprenticeship in the automotive industry offers you the chance to work in an energetic and constantly developing trade. To make the most of your automotive Apprenticeship, you'll be methodical and love problem solving.

Barbering. An Apprenticeship in the world of barbering offers you the opportunity to work in a creative and friendly environment. To make the most of your barbering Apprenticeship, you'll be creative, friendly and interested in male fashion.

Boat Building. Apprenticeships in boat building, one of the oldest branches of engineering, offer you the opportunity to work in one of the country's most interesting industries. To make the most of your boat building Apprenticeship you'll be technically minded and passionate about working hands-on.

Business Administration. An Apprenticeship in business administration offers you the opportunity to work in a unique business setting, while you learn valuable transferable skills that are vital for any business to run smoothly. To make the most of your business administration Apprenticeship you'll be incredibly organised, work well as part of a team and be able to support others.

Childcare. An Apprenticeship in the childcare industry is a hugely rewarding career and offers you the opportunity to build your career in an energetic, enjoyable and constantly evolving environment. To make the most of your childcare Apprenticeship, you'll be caring, positive and able to stay calm when things get noisy and messy!

Customer Service. An Apprenticeship in customer service offers huge development opportunities for a diverse and successful career. To make the most of your customer service Apprenticeship, you'll have a positive outlook, love working with people and will be a great communicator.

Hairdressing. An Apprenticeship in hairdressing provides the best possible preparation needed to work in today's modern salons. To make the most of your hairdressing Apprenticeship, you'll be creative and passionate about hair & fashion.

Hospitality. An Apprenticeship in hospitality provides opportunities for fast progression, if you're dedicated. To make the most of your hospitality Apprenticeship, you'll need to be energetic, friendly, and committed to delivering excellent service.

Leadership & Management. An Apprenticeship in leadership & management can apply to whatever role or industry you're working in; leadership skills are important for career development. To make the most of your leadership & management Apprenticeship, you'll be organised, responsible and looking to progress, or want to gain qualifications that formally recognise your leadership talents.

Choosing an employer is a big decision and there are a number of aspects to consider.

You'll need to be as well informed as possible as your first employer can help shape your career path. To find fulfilling work and enjoy your job, you'll need to find a place where you fit and have shared goals and values.

How do I choose an employer?

Factors to consider

Work environment – An Apprenticeship takes time to complete. Choose an employer with a work environment that energises you, somewhere you'll enjoy spending your time.

Pay and benefits – The UK maintains a minimum wage for Apprenticeships and some companies will pay more than this. Some will offer additional holiday or other perks.

Progression – Does the company offer progression after the completion of the Apprenticeship?

Reputation – Working with industry leaders offers you the opportunity to learn from the best. Choose a company that is respected in the field.

Training pace – Companies and training providers work together to make sure you get the best possible training experience. Choose a company that alligns with your training needs.

A young man and woman are smiling and working together at a desk. The man is on the left, wearing a red and white plaid shirt, looking at a laptop. The woman is on the right, wearing a blue denim shirt and glasses, looking towards the right. They are both holding yellow highlighters. The background is a bright, modern office setting with a window and some office equipment. The image is framed by a large orange shape on the right side.

Be more awesome

It starts with you calling us

Our training, your way

How do I choose to learn?

An Apprenticeship really does offer you the best of both worlds. You are an employee, with employee's rights, wages and holiday entitlements. You are also a student, committed to learning, and progressing. You'll be earning whilst you learn, and working towards a nationally recognised qualification without accumulating debts!

More than that, you are a member of a team, committed to the values of the business you work for, bringing a fresh perspective, an eagerness to learn and inspiring others as you go.

If this sounds to you like the best possible way for you to learn, progress and get qualified, then speak to us today. We provide flexible, vocational training for young people and adults and are here to support you in achieving your full potential and enjoy a rewarding career.

There are lots of ways to contact us.

You can find us on social media,
call us on freephone **0800 783 2545**
or email us at enquiries@pgon.co.uk



Contact us

Whether you are looking to start a new career or you want to progress in your current career, we can help. Contact us today to see how.

 0800 783 2545
 enquiries@pgon.co.uk
 www.paragonskills.co.uk

