



## The Apprenticeship Application Journey

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- Apprenticeship applicant applies to C&W Chamber Training through the online application process.

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- Apprenticeship applicant is invited to C&W Chamber Training for an interview.

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- Interview takes place, guidance and support is given assessing career aspirations and suitability, Apprenticeship overview explained, maths and English assessment completed.

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- Applicants are approved for an Apprenticeship or signposted to alternative opportunities that may include, College, school or other providers.

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- Follow up after interview:
  - Applicants will be matched to employers for suitable employment opportunities in their area of interest e.g. Accounts, ICT, Hairdressing or Childcare.
  - Applicants also carry out independent job search to gain suitable employment for an Apprenticeship.

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- Interviews are arranged with employers for selected applicants to attend.

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- Employer feedback is gathered and employment offers made to successful applicants by C&W Chamber Training

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- Unsuccessful applicants will be resubmitted to further potential employers with vacancies.
- Feedback and support will be given on how to improve in future interviews.

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- Those who need a little extra help may be referred to a Traineeship.

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- Once employment is secured the Apprenticeship can begin.

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- Support and advice is available throughout the application process from a C&W Chamber Training advisor and online with hints and tips for CV development and interview techniques.

## Introduction

Coventry and Warwickshire Chamber Training is a wholly owned subsidiary of Coventry and Warwickshire Chambers of Commerce and has been delivering high quality Apprenticeships since 1984. We are one of the largest training providers in Coventry and Warwickshire and work with employers across the area to provide high quality Apprenticeships for young people leaving school and college.

The government has increased the age which all young people, in England, must continue in education or training, requiring them to continue until their 18th birthday. This does not necessarily mean staying in school; young people have a choice about how they continue in education or training post-16, which could be through:

- an Apprenticeship
- full-time study in a school, college or with a training provider
- full-time work or volunteering combined with part-time education or training

Apprenticeships offer real jobs with real pay while a young person continues to learn. Coventry & Warwickshire Chamber Training will guide and advise a young person as they move into the world of work, providing all of the information they will need to choose a rewarding career path.

Here are some of the areas in which we offer Apprenticeships

- Children's Care, Learning and Development
- Customer Service
- Hairdressing
- Business Administration
- Teaching Assistant
- Management and Team Leading
- Health and Social Care (Adult Care)
- Accountancy

## What are Apprenticeships?

Apprentices do real jobs for real employers. So they are paid while they learn and gain further qualifications. When entering the workplace for the first time, they will start earning from day one of their Apprenticeship.

There is no set rate of pay for Apprentices; pay is in line with a company's usual terms and conditions, although it will be no less than the national apprenticeship minimum wage, with many employers paying more. As their skills develop, their pay will increase accordingly. As an Apprentice, they will receive the same benefits as other employees of the company.

## Who is eligible?

- Those aged 16+ who have left full-time education
- Those who have ambition and motivation for success

## What does an Apprenticeship involve?

Apprenticeships combine on and off the job training – on the job an Apprentice will work with a supervisor learning skills in the work place and working towards an Apprenticeship qualification.

Off the job, an Apprentice will spend time with Coventry & Warwickshire Chamber Training, building their skills, knowledge and behaviours.

Apprentices also gain key transferable skills - like working in teams, problem-solving, communication and using new technology as well as studying (in most cases) for vocational qualifications, which provides further knowledge and understanding of the relevant job.

The development of English and maths skills are a key aspect of an Apprenticeship and we will assess an individual's starting point, designing a plan of learning based upon existing knowledge to help the Apprentice move to the next level.

## How long do they take?

Apprenticeships typically take between 1 and 2 years to complete, depending on the occupational area and level followed. There is no set time to complete an Apprenticeship, a minimum requirement is 12 months - the length of time taken will depend on the ability of the individual apprentice and the employer's requirements. Apprenticeships can also be started at any point in the year.

## What levels are available?

There are three levels of Apprenticeships available:

- Level 2 (equivalent to five good GCSE passes)
- Level 3 (equivalent to two A level passes)
- Higher Apprenticeships level 4 (equivalent to a HNC/HND)

The level an Apprentice starts at depends upon the job role they are entering and their GCSE grades. We will provide advice and guidance as to the most appropriate route to start at. There are full progression pathways from level 2 to level 3 to level 4 so that an Apprentice can progress in their job role and gain qualifications at higher levels to support their career development.

## What qualifications does an Apprenticeship lead to?

- Skills, knowledge and behaviours relevant to the job role of the Apprentice
- Functional Skills qualifications such as maths and English
- Knowledge qualification such as a City & Guilds

## What are the benefits of following an Apprenticeship?

### Earning a salary whilst learning

There are lots of benefits to doing an Apprenticeship. Doing an Apprenticeship means a young person can earn while they learn and learn in a way that is best suited to them — learning through hands on experience on the job.

### Support during training

The Apprentice will be appointed a dedicated Training Advisor who will work with them throughout the Apprenticeship and provide ongoing support. In addition, a nominated supervisor will provide day to day support in the work place.

### Prospects

Apprenticeships can be demanding but very rewarding. Because Apprenticeships train young people in the skills employers want, they give Apprentices options and choices for their careers. When they've finished, Apprentices can carry on working with their employer, get promoted or go on to higher education.

## What progression routes are available?

There are a range of progression routes which a young person can follow, whether they take the school route, further education through a college or take the work based route through an Apprenticeship.

## What can CW Chamber Training offer?

- Confidential and impartial information, advice and guidance concerning career paths
- Guidance in developing a quality Curriculum Vitae (CV)
- Job matching service to link young people to local employers
- Comprehensive assistance in securing employment with training
- Referral to other agencies for specialist support where appropriate
- An individually designed learning plan to develop your skills
- A dedicated Training Advisor for support throughout the Apprenticeship
- Commitment to support you until your Apprenticeship is completed
- Online support providing you with instant contact with your Advisor
- Provide career pathways which enable a young person to progress from level to level

## What are the stages in starting an Apprenticeship?

### Stage 1

A young person can apply to Coventry & Warwickshire Chamber Training on-line at [www.cw-chambertraining.co.uk](http://www.cw-chambertraining.co.uk) or alternatively complete application form available from us.

### Stage 2

A young person will attend a one-to-one interview at Coventry & Warwickshire Chamber Training, where a Recruitment Advisor will provide them with information, advice and guidance concerning Apprenticeships. They will complete a learning styles assessment so that we can see their preferred way of learning, an assessment of their literacy and numeracy and they will explore different career options if they are not sure of the route they wish to follow.

### Stage 3

Following the initial interview, our Recruitment Advisor will:

- Contact employers who have registered vacancies for Apprentices
- Provide them with your young person's individual details, usually a CV
- Secure appointments for interviews, liaise with employers regarding interview arrangements
- Follow up interview appointments, seeking feedback from employers and young people
- When a young person is successful at the interview stage and they like the sound of the job and the company we will then arrange the Apprenticeship start date
- If they are not successful at this stage, the Recruitment Advisor will continue to work on their behalf arranging further interviews

### Stage 4

Once a young person has successfully secured an Apprenticeship i.e. they have successfully been offered a position by a local employer then Coventry & Warwickshire Chamber Training will arrange a start date and begin to develop an individual training plan. A dedicated Training Advisor will be appointed and a planned start date agreed.

A young person will attend an induction at Coventry & Warwickshire Chamber Training at the start of their Apprenticeship. Thereafter their Training Advisor will visit them in the work place to start their work based learning. Regular visits will then follow, with the young person attending off the job training as agreed.

If a young person is interested, please speak to one of our Recruitment Advisors or email [enquiries@cw-chambertraining.co.uk](mailto:enquiries@cw-chambertraining.co.uk).

## Frequently Asked Questions

- **Will I get a bus pass?** – No you will need to pay for your own transport when you go out to work.
- **Do I have to work every day?** – You will need to work for the amount of hours you're contracted for with your employer and attend the training as per schedule.
- **How many holidays do I get?** – Your employer will discuss the amount of day's holiday you are entitled to. As an apprentice you will be entitled to at least 5.6 weeks per year.
- **Do I have to go to training in the evening or day time?** - This will depend which course you are undertaking on your Apprenticeship, you will be informed of the time and days of attendance required when you are visited by us at your employers but all training will take place in paid working time.
- **Is it a placement?** - No you will be in an employed position by the company.
- **Can I do voluntary?** – No, you will need to be employed to undertake the Apprenticeship.
- **What do I get paid?** – Apprentices are paid from the first day of their Apprenticeship and you will be entitled to the National Apprenticeship Minimum Wage. Many employers may pay more.

## How can you help?

You can assist your young person in successfully securing an Apprenticeship by:

- Ensuring they have suitable clothing and footwear for an interview
- Checking they have the relevant information regarding the company and interview time and date
- Checking they have their CV is relevant and up-to-date
- Supporting them with their travel arrangements, checking public transport times and access
- Being on hand to act out a mock interview to improve their confidence
- Giving them encouragement and support leading up to and after the interview
- Encouraging them to apply for jobs independently
- Telling us if they find employment

