



The College of  
Animal Welfare



# A Guide to Apprenticeships



**Apprenticeships**

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“ Choose a job you love, and you will never have to work a day in your life. ”

Find out more about the apprenticeships we offer on pages 12

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# An Introduction to Apprenticeships



## What is an apprenticeship? ✓

An apprenticeship is a training programme where you gain practical skills and knowledge by working in a real job, whilst studying a nationally recognised apprenticeship programme at the same time.

## Quick Facts ✓

- ✓ **Get paid:** You will earn at least the National Minimum Wage for Apprentices, however many employers pay more.
- ✓ **Get a real job:** You will ideally be employed for at least 30 hours per week, however there is the option to work less.
- ✓ **Study at all ages:** There is no upper age limit for studying an apprenticeship, but you must be at least 16 years of age.
- ✓ **Full time course:** The minimum length of an apprenticeship is 12 months, however many last longer.

Learn more about apprenticeships on pages 6-7

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# What are the benefits of an apprenticeship?



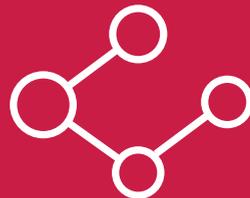
## NO COURSE FEES

Your training costs will be covered by your employer. You won't have to pay a penny!



## PROFESSIONAL TRAINING

You will gain professional skills that are recognised and respected around the world!



## DEVELOP NETWORKS

You will gain amazing insight into your industry and develop professional networks!



## GO ON TO HIGHER STUDY

Many apprentices go on to study a higher level apprenticeship, or study at university.



## BRIGHT CAREER PATH

Many apprentices stay with their employer, gaining more responsibility and a higher salary!



## BECOME ONE OF THE TEAM

You will receive a regular income, paid holiday and all the other benefits that come with a job!

# More about Apprenticeships



## Apprenticeship Levels

There are four levels of apprenticeship: **Intermediate**, **Advanced**, **Higher** and **Degree**. Many apprentices begin at Intermediate and work their way up.

## Entry Requirements

To be an apprentice you need to be:

- Aged 16 years or over
- Living and working with England
- Living within an EU country for at least the last three years
- Not already undertaking a similar course at a similar level or above
- Not already receiving government funding for an alternative qualification

Entry requirements vary depending on the job and apprenticeship course. Common requirements include having GCSE grades C/4 or above (or equivalent) in English and Maths.

## Assessment

Apprenticeships are assessed by a combination of methods. These may include observations, reflective logs, a portfolio, written assessments and examinations.

Apprenticeship courses can be delivered in many different ways. Common terms that you may come across include:

-  **Day release:** Attend college one day per week
-  **Block release:** Attend college in blocks, for example one week at college every month
-  **Blended learning:** A mixture of studying both via online learning and face-to-face in college
-  **Distance learning:** Study outside of the classroom using online materials, with virtual support from a tutor
-  **Work-based learning:** Learn in the workplace full-time and receive support from an assessor who will visit you
-  **Functional Skills:** In addition to the main apprenticeship programme, you will study Functional Skills qualifications in English and Maths unless you're exempt

**20%** of your time will be spent studying "off-the-job"

Off-the-job training is learning taking place outside of the normal day-to-day duties which supports achievement of your apprenticeship. For example this could be...

-  Taught sessions at college
-  CPD/training events
-  Online learning/webinars
-  Writing assignments
-  Tutorial support at work
-  Mentoring/tuition at work

# How to find an apprenticeship



Before you can start your apprenticeship, you need to gain employment. There are several ways you can do this:

## SEARCH VIA THE 'FIND AN APPRENTICESHIP' WEBSITE

Many training providers post their apprenticeship vacancies on the government's "Find an Apprenticeship" website at:

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

On this website you can search by location or keywords to find your ideal vacancy. Once you have found an apprenticeship that interests you, create an account via the website to apply!



### WEBSITES & NEWSPAPERS

Search for apprenticeship vacancies in your local newspaper or on online job boards.



### ATTEND FREE CAREER EVENTS

Attend free careers events run by your local school, library or job centre to discuss vacancies.



### MAKE DIRECT CONTACT

Contact companies directly and see if they would consider taking on an apprentice.



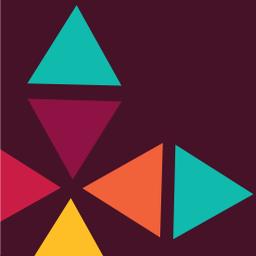
“ I have loved the independence and confidence I have gained during my time as an apprentice, I'm achieving, earning and learning and I couldn't have asked for better support. I have now secured a permanent role with Health Education England. ”

## Lucy Clare

National Project  
Support Officer  
for Volunteering

*Health Education  
East of England  
Apprentice  
of the Year*

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# Applying for an apprenticeship



## Tips for your CV

### DO

-  Make sure your details are up-to-date.
-  Include your email and phone number.
-  Choose a font that is simple and easy to read.
-  Include any academic achievements
-  Align your CV to the apprenticeship you're applying for
-  Spell check your CV
-  Include any work experience, volunteering or hobbies
-  Follow a logical format: Personal details, personal statement, education, work history, skills, achievements, hobbies

### DON'T

-  Lie about your achievements
-  Use an unprofessional email address
-  Forget to add your contact details
-  Add negative information
-  Handwrite your CV
-  Use unusual colours and fonts
-  Include details that might discriminate against you

# Tips for your interview



## RESEARCH THE COMPANY

What size are they?  
What products/ services do they offer? The company website is a good place to start!



## PREPARE FOR COMMON Qs

Most questions fall into four main categories: you, your work experience, why you want the job and your competencies.



## PREPARE QUESTIONS

Most interviewers will ask if you have any questions. Prepare some questions that you want to ask.

## What to think about on the day...

- ✓ Dress appropriately, be clean and presentable
- ✓ Take a pen and notebook with you
- ✓ Speak clearly when answering questions
- ✓ Pause and take time to think about questions
- ✓ Smile and shake hands with the interviewer
- ✓ Don't forget to thank the interviewer for their time

# Apprenticeships at CAW



We offer apprenticeships in a variety of subjects, including...



Animal Care



Horse Care



Veterinary Care



Veterinary Nursing



Customer Service



Leadership & Management



Business Administration



Medical Administration



Accountancy

**Visit our website for more information  
about our apprenticeship programmes**

[www.caw.ac.uk/courses/apprenticeship-courses](http://www.caw.ac.uk/courses/apprenticeship-courses)



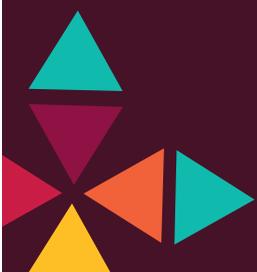


“ I really enjoyed the different assignments that were set. I would recommend an apprenticeship as it really helps you through your qualification by gaining experience on a daily basis. I now have a permanent full-time job at the Heathrow Animal Reception Centre. ”

## Shannon Summerell

Animal Care  
Apprentice

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Huntingdon \* Leeds \* North London \* Edinburgh \* Wigan

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