



Apprenticeships Suffolk

#BuildTheFuture
#BeSuffolksFuture



OUR SERVICE

- Apprenticeships Suffolk provide impartial support, advice and guidance to all Small to Medium Sized Businesses in Suffolk to create apprenticeship opportunities.
- We work with aspiring apprentices who are ready to take their next step and explore the apprenticeship route.
- We can also signpost you to other services and opportunities that best suit your needs.
- We support both employer and apprentice throughout the apprenticeship journey.



What is an apprenticeship?



- Low paid
- Employed to do a full time job and study for nothing
- Off-the-job training but no time for courses and I don't get time...
- Not getting knowledge, skills or experience.
- Stay in that role till I die...
- Apprenticeships take forever to complete and I can never make a career out of it
- Not really like getting a job
- A bit of a joke.
- Only for people who can't get into uni.

MYTHS!!!



What really is an apprenticeship?

- Earn while you are learn! Many companies offer great perks too!!
- Employed to do a real full-time job whilst studying for a real qualification.
- Paid off-the-job training (6 hours of your working week towards your apprenticeship qualification)
- Gaining and demonstrating knowledge, skills and behaviours in the world of work.
- Progression onto another apprenticeship or a pathway into a future career. Many Managers and Owners were Apprentices.
- Apprenticeships take 1 to 5 years to complete depending on the level.

Outdoor Activity
Instructor

Level 3

Teaching Assistant

Level 3

Operational
Firefighter

Level 3

Plumbing &
Heating Engineer

Level 3

Criminal Investigator

Level 6

Business Administrator

Level 3

Which of these are
Apprenticeship qualifications?

Customer Service
Practitioner

Level 2

Midwife

Level 6

Animal Trainer

Level 4

Fashion Studio Assistant

Level 3

Paramedic

Level 6

Game Software
Developer

Level 7

Horticulture &
Landscape operative

Level 2

Autocare
Technician

Level 2



Apprenticeship Levels:

Level 2 (Intermediate Apprenticeship)

- Equivalent to 5 GCSE's 4 – 9

Level 3 (Advanced Apprenticeship)

- Equivalent to 2 A-levels

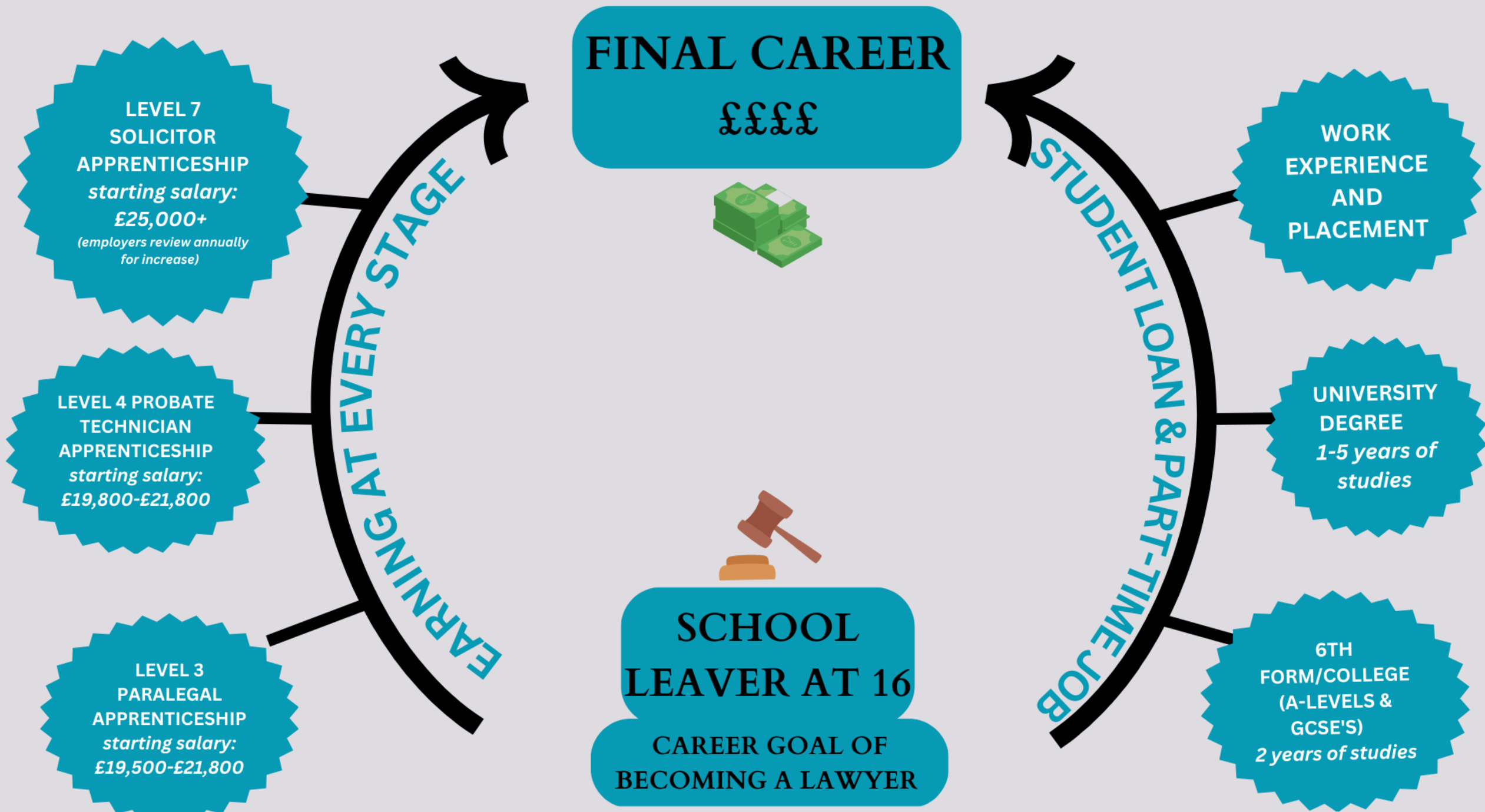
Level 4 & 5 (Higher Apprenticeships)

- Equivalent to foundation degree level

Level 6 & 7 (Higher Degree Apprenticeships)

- Equivalent to a full degree (6) or a Masters Degree (7)

You can find all of the apprenticeship standards approved for delivery on the [Institute for Apprenticeships](https://www.institute-for-apprenticeships.org.uk) website



Inclusive apprenticeships

Inclusive apprenticeships are designed to break down barriers and create employment opportunities for people with cognitive, physical, mental health and sensory disabilities.



Inclusive Apprenticeships provide:

- An alternative and flexible approach to mainstream education, which is tailored towards the individuals chosen career path
- A supportive environment for learners to develop the skills and experience needed to succeed in their chosen careers.
- The hours and duration of the apprenticeship can be adjusted to accommodate the individuals needs
- Additional support to help you succeed!

Apprenticeship Entry Requirements

Entry level 3 up to level 2
functional skills in Math and
English (unless exempt)



Apprenticeships Suffolk are working with local employers to raise awareness of inclusive apprenticeships and to create opportunities for the SEND community. Look out for our new pin badge to highlight inclusive opportunities!

Apprenticeships Suffolk Pilot Projects

Pathway to Apprenticeships




An extension of the current service Apprenticeships Suffolk provide to those individuals who are not apprenticeship/work ready yet due to barriers preventing them from achieving a sustainable apprenticeship opportunity. Therefore, providing a service with 121 support and group activities to create a wraparound holistic support and mentoring service to build on employability skills and confidence to progress into an apprenticeship opportunity.

PATHWAY TO APPRENTICESHIPS





Inspire are supporting Apprenticeships Suffolk by providing 1-2-1 coaching sessions to assist you on your apprenticeship journey.

For more information please email:
apprenticeships@suffolk.gov.uk



Inspire can help you improve your employability by supporting you with:

- Developing life skills
- Building confidence
- CV writing & interview practice
- Wellbeing support



SWAPS PROJECT



SECTOR WORK BASED ACADEMIES

Steadfast Training are supporting Apprenticeships Suffolk by delivering SWAP programmes across Suffolk and supporting local businesses across the county with their recruitment needs.

SWAPS are 6 week programmes that are split into 3 main components:

- Accredited Training in Employability and Sector Specific Qualifications
- Work Experience/ Employer Engagement
- Guaranteed job interview

If you are unemployed and looking for an apprenticeship or work opportunity you could be eligible for one of our available SWAP programmes.

For more information please email:
apprenticeships@suffolk.gov.uk






SWAPS (Sector Work Based Academy)



Sector-based work academies help prepare those receiving unemployment benefits or currently not in work to apply for apprenticeship or employment opportunities in different areas of work. These 6 week placements are designed to help meet our employers immediate and future recruitment needs as well as to recruit and support candidates with the right skills through a 3 stage approach combining practical and learning methods all with a guaranteed job interview at the end.

Work Experience & Transferrable Skills

- Why does work experience matter?
- What is work experience?
- What are transferrable skills?
- Why do they matter?
- How do I get work experience?



Example..

This is Billy. His dream is to become a paramedic. Lets see how he can achieve this goal through an apprenticeship pathway.



**Apprenticeship:
Level 6 Paramedic
(integrated degree)**

**Apprenticeship: Level 4
Associate Ambulance
Practitioner (AAP)**

**Apprenticeship: Level 3 Ambulance
Support Worker (Emergency,
urgent and non-urgent)**

**Research
and Work
Experience**

Example - Childcare



This is Jacob – he wants to run a nursery. What are the steps he should be taking?



Apprenticeship: Level 5 Early Years Lead Practitioner (24 months)

Apprenticeship: Level 3 Early Years Educator (18 months)

Apprenticeship: Level 2 Early Years Practitioner (12 months)

Research and Work Experience

Famous apprentices

Gordon Ramsay

TV star Gordon started his successful career as a catering apprentice



David Beckham

David was an apprentice in the football Youth Training Scheme before he went on to global sporting (and fashion and advertising!) fame.

Sir Alex Ferguson

Former Manchester United manager Sir Alex Ferguson actually started his career as a shipyard apprentice!



Functional Skills Qualifications

Functional skills are a key component in all apprenticeship standards. Functional skills are qualifications taught to post-16 and adult learners, which teach them how to apply practical Maths and English skills to real-life and vocational contexts.



You will be required to complete an initial assessment in maths and English with your Training Provider or College to identify what level you are working at. For intermediate apprenticeships you will be required to have at least a Level 1 Functional Skills maths and English and will be working towards a Level 2 alongside your apprenticeship. For advanced and higher apprenticeships, you will be required to have your Level 2 Functional Skills maths and English.



For an apprentice with a EHCP these rules may differ and discussed with the individual.

TO DO LIST:

- ✓ **Consider your interests - What is it you want to do in the future?** You can access online career/ personality quizzes to help you discover possible career options based on your interests, skills and attributes. Examples of these can be found on "[I can be a...](#)" and "[The Buzz Quiz](#)" websites.
- ✓ **Do your research** – How can I get into my preferred industry? What qualifications/ experience will I need?
- ✓ **Attend career events** (virtual or in person). Set up a LinkedIn profile.
- ✓ Find local employers and approach to request some **work experience**.
- ✓ [Build your CV](#) and cover letter for job applications.
- ✓ Consider doing a **Pre-apprenticeship programme** or **traineeship**
- ✓ Register on [National Apprenticeship Service gov.uk](#) for current apprenticeship opportunities.
- ✓ **Register with Apprenticeships Suffolk** where you will receive ongoing support from our Participant Advisor. You will receive our Wednesday Weekly which shares are current live job vacancies, and you will be invited to apply to new opportunities within our service.

You can also download the free YOJO App to search for live apprenticeship opportunities in Suffolk and build your CV!





How to refer to Apprenticeships Suffolk:

Contact us page on our website: [Home - Apprenticeships Suffolk](#) or scan the QR code on the leaflet.

Send us a completed Apprenticeships
Suffolk Referral form

to: apprenticeships@suffolk.gov.uk

We can provide you with our referral form for future use.

Once we receive the completed referral form our team will arrange a call to go through next steps.

Follow us on...



Or visit our website at: www.apprenticeshipssuffolk.org

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THANK YOU!

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