

The Apprenticeships Adviser Guide

Thank you for helping people to consider an Apprenticeship

This Guide is for anyone needing to provide information, advice or guidance (IAG) to those who want to know more about or apply for an Apprenticeship. This includes teachers, careers/IAG advisers, co-ordinators and speakers in schools, plus support service professionals – within the National Careers Service, Jobcentre Plus, or any specialist (e.g. careers) organisation.

To help you we provide the accompanying online **Apprenticeships Adviser Checklist**. The Checklist directs you to information and online resources that will help you advise and guide your student or client around Apprenticeships. This is where, for example, your student or client may be:

Step 1

Just starting out – looking to discover more about apprenticeships

Step 2

Keen to do an Apprenticeship – but yet to be sure which is the right one for them

Steps 3-5

Registering, Searching or Applying for Apprenticeships

Step 6

About to start a new Apprenticeship programme

Step 7

Seeking support around their existing Apprenticeship – and beyond

Over 50 ‘learner’ scenarios – common enquiries around Apprenticeships – are included for you. **Simply follow the suggestions** or **CLICK** on the associated link in the Checklist for resources to support you. Additional suggestions are also included (e.g. referral options to engage extra help and support).

We strongly recommend you become familiar with the links, and explore:

- The Apprenticeships website: apprenticeships.org.uk
- [The Apprenticeship vacancies](#) online system – to help those searching and applying for Apprenticeship opportunities. You can also [register](#) yourself on the system to access all “live” Apprenticeship vacancies.

THANK YOU for helping others on their Apprentice Journey!

NAS welcomes your comments and suggestions.

For any feedback, or questions you may have about this guide – or the accompanying online Apprenticeships Adviser Checklist – please e-mail: iag@apprenticeships.gov.uk

To help us to help you, please include in the Title of your e-mail the reference: **‘Adviser Checklist’**. Thank you.

A Discovering about Apprenticeships

STEP A1: Considering

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| I am considering applying for an Apprenticeship. I know: | Explore apprenticeships.org.uk |
| What an Apprenticeship is? | www.apprenticeships.org.uk/Be-An-Apprentice.aspx |
| Benefits of an Apprenticeship? | www.apprenticeships.org.uk/Be-An-Apprentice/The-Benefits.aspx |
| Key Features of an Apprenticeship? | www.apprenticeships.org.uk/Be-An-Apprentice/Other-Questions.aspx |
| What kinds of Apprenticeships are available? | www.apprenticeships.org.uk/Types-of-Apprenticeships.aspx |
| How Apprenticeships help me progress in different careers? | Check out Careers on relevant Sector Skills Council websites |

There are more than 250 Apprenticeship frameworks – suitable for over 1400 job roles across all industry sectors.

STEP A2: Knowing

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| I have explored Apprenticeships around: | The Apprenticeship Resource Pack – for Teachers and Advisers |
| My becoming an apprentice? | www.apprenticeships.org.uk/Be-An-Apprentice/Other-Questions.aspx |
| The types of Apprenticeships that most interest me? | Sample Real Life Stories of Apprentices in careers you are considering |
| Matching myself to a specific Apprenticeship career? | Considering an Engineering Apprenticeship? – Apprenticeships Tool |
| The online materials to help me find my ideal Apprenticeship? | Brochures and leaflets – Apprenticeships |

B Applying – using the Apprenticeship vacancies (Av system)*

STEP B3: Registering

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| I am aware of the Av system and: I am unsure if, when or how to apply? | www.apprenticeships.org.uk/Be-An-Apprentice/Applying.aspx |
| I now want to apply to become an apprentice. | You can register to search and apply for Apprenticeship opportunities: |
| I am unsure what to do next? | https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/candidate/CandidatesLogin.aspx |
| I have registered myself on the Av System. And: | You can use this Candidate Guide for help in using the Av system: |
| I have activated My Account – and returned to Av? | www.apprenticeships.org.uk/sitecore/content/avtm/Candidate.aspx |
| I am searching for suitable vacancies? | Advisers can also access their own Av system Guide: |
| I am saving my Favourite searches? | Support Service Partner’s Guide – Apprenticeships vacancies |
| I receive Alerts by e-mail and/or texted to my mobile? | If you have Av system queries (e.g. registering) please contact: |
| I have created my Application Form? | nationalhelpdesk@apprenticeships.gov.uk or call 02476 826 482 |

STEP B4: Searching

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| I have built my Application Form on Av. And: I am unsure what to do next? | www.apprenticeships.org.uk/sitecore/content/avtm/Candidate.aspx |
| I need extra help with: Completing my Application Form? | www.apprenticeships.org.uk/Be-An-Apprentice/Applying/Top-Tips.aspx |
| Making suitable searches – showing vacancies relevant to me? | Av Candidates often need to be flexible and experimental with search criteria (e.g. try keywords; ‘all’ vacancies within a post code radius, etc) |
| Finding my preferred Vacancies? Other (e.g. knowing if I am suitably qualified)? | You may call the ‘Provider Contact’ on a specific Av vacancy of possible interest (e.g. to check your suitability, ask questions, tips on applying, etc) |

STEP B5: Applying

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| I have applied – still to be successful: I am awaiting the outcomes of 1 or more applications? | There is much competition for Apprenticeship places. You can be pro-active. Why not seek out other similar suitable vacancies you might apply for? |
| I have been unsuccessful in applying: Once? More than once? | Job Application Forms – National Careers Service You can call the ‘Provider Contact’ on the Av vacancy ask for feedback on why you were unsuccessful, ask questions, or get tips to help you apply successfully in the future. |
| I may need extra help with: Strengthening my Application Form? | www.apprenticeships.org.uk/Be-An-Apprentice/Applying/Top-Tips.aspx You might need help to stand out: identifying your personal strengths, what counts as relevant experience e.g. voluntary work, work experience, etc |
| Being successful with my application – e.g. Interviewing? | Preparing for an Interview – National Careers Service |

C Being an Apprentice

STEP C6: Becoming

Applicant – Successful

I have applied successfully, still to start my Apprenticeship:

For any questions or issues, you can speak with your Provider or New Employer
You can also find out about any particular framework – at any level:
www.afo.sscalliance.org/frameworkslibrary/

I have now STARTED my apprenticeship:

Type / Industry / Job Role: may be at Intermediate Level,
Advanced Level or Higher Apprenticeship

[Apprenticeship Champion of the Year 2012](#)
see [National Apprenticeship Award winners 2012](#)
or visit the Apprenticeships [Hall of Fame](#), showcasing the achievements of England's most successful former apprentices including people like Jamie Oliver, Brian Turner, Alan Titchmarsh, Frances O'Grady, Charlie Mullins, Charam Gill and John Caudwell and Worldskills London 2011 medal winners.

STEP C7: Thriving

I may need help or support in:

My Qualifications, Study and Coursework?

My working environment?

Other – e.g. personal circumstances?

Career Progression within my career or industry sector?

Where possible, speak with your (Training) Provider Assessor and Employer mentor, supervisor or colleagues – they are there to help you. Also – see 'Referral' and 'Useful Links and Support'.

Check out [Careers on relevant Sector Skills Council websites](#)

Referral

If you need extra help

See the [Apprenticeships website Support-and-Advice section](#)

Are you UNDER 19? Why not also...

Speak with your school or college teacher, tutor,
lecturer, careers co-ordinator or adviser. And:

Visit [Careers helpline for teenagers](#)
Start a [LIVE webchat with an adviser](#)

Aged 18 (AND a Jobcentre Plus registered claimant) or 19 PLUS?

Speak with a careers adviser face-to-face
or over the phone by calling 0800 100 900. And:

Seek Careers Advice – [National Careers Service](#)
Talk LIVE to someone on <https://forums.nationalcareersservice.org.uk/>

D Useful Links and Support

ANYONE can additionally get help by:

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| Visting our Questions and Answers page | Q&As – Apprenticeships or download the How to write a winning Apprenticeship Application guide |
| Networking around Apprenticeships using Twitter | Follow us on Twitter |
| Networking around Apprenticeships using Facebook | www.facebook.com/apprenticeships |
| Engaging your own Apprenticeships Mentor (if 16+) | Apprenticeship Mentors at Horsesmouth |
| * If you are applying via an employer website – outside Av? | Contact the Human Resources (HR) Department of the employer |

D1 For those with SPECIALIST NEEDS:

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| I would like Disability Employability Support | |
| Access to Work programme | Access to Work – practical help at work |
| Work Choice | Work Choice – supporting disabled people in employment |

D2 For those wanting to be ACTIVE or INVOLVED around Apprenticeships:

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| I would like to: | |
| Receive the Apprentice Newsletter | Subscribe to the Apprentice Newsletter |
| Participate in skills competitions | Visit the WorldSkills UK website |
| Volunteer my support to others by: | |
| Speaking in schools | Inspiring the Future |
| Becoming an Apprenticeships mentor | Apprenticeship Mentors at Horsesmouth |

D3 For PROFESSIONALS who advise and guide (e.g. Teachers, Specialist Career Advisers, Speakers etc)

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| Explore the Partners section of the NAS website: | Partners – Apprenticeships |
| Register yourself – as a Partner – on the Av System | Apprenticeship vacancies: Login |
| Access support for me to help Candidates use Av system | Support Service Partner’s Guide – Apprenticeships vacancies |
| Employ a new apprentice | Contact Us – Apprenticeships |

National Apprenticeship Service (NAS) welcomes your comments and suggestions:

For comments and suggestions about the NAS website at www.apprenticeships.org.uk, please e-mail website@apprenticeships.gov.uk

For your comments, suggestions or any questions about using this Apprenticeships Adviser Checklist:

Please send an e-mail – with the Title of your e-mail containing the reference ‘Adviser Checklist’ – to: iag@apprenticeships.gov.uk