



St. Crispin's Sixth Form

Apprenticeships Information and Guidance





Apprenticeships Information and Guidance

Apprenticeships are an excellent way to gain practical work experience while earning a salary and studying towards a qualification. This guide provides an overview of apprenticeship application process to use in conjunction with the Aspire for Apprenticeship programme run at the start of Year 13.

Please click on a link below to take you directly to the page of information you require.

We highly recommend you read the entire booklet to gain an overview of the entire process.

If you have any questions, the Sixth Form team are here to support so please reach out to them.

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Types of Apprenticeships

There are different levels of apprenticeships available depending on your qualifications and career aspirations. Each apprenticeship level varies in duration, typically taking between 1 and 6 years to complete.

Type	Equivalent To	Time to Complete	Entry Requirements	Common Industries
Intermediate Apprenticeship (Level 2)	5 GCSEs (grades 9-4/A*-C).	12-18 months	Suitable for those with few or no formal qualifications.	Retail, construction, hospitality, and administration.
Advanced Apprenticeship (Level 3)	2 A-Levels.	18-24 months	5 GCSEs (grades 9-4/A*-C) or an Intermediate Apprenticeship.	IT, engineering, accounting, and healthcare.
Higher Apprenticeship (Levels 4-5)	Foundation degree or higher national diploma.	2-4 years	A-Levels or an Advanced Apprenticeship.	Legal services, project management, cybersecurity, and civil engineering.
Degree Apprenticeship (Levels 6-7)	A full bachelor's (Level 6) or master's degree (Level 7).	3-6 years	A-Levels or a relevant Higher Apprenticeship	Software development, finance, healthcare, and aerospace engineering.

Remember:

- Each apprenticeship will have different entry requirements
- Please note that you will be applying for Level 4 and above apprenticeships based on the qualifications you will have at the end of Year 13.
- Do check entry requirements carefully and consider whether starting at a lower level and progressing upwards would work for you.

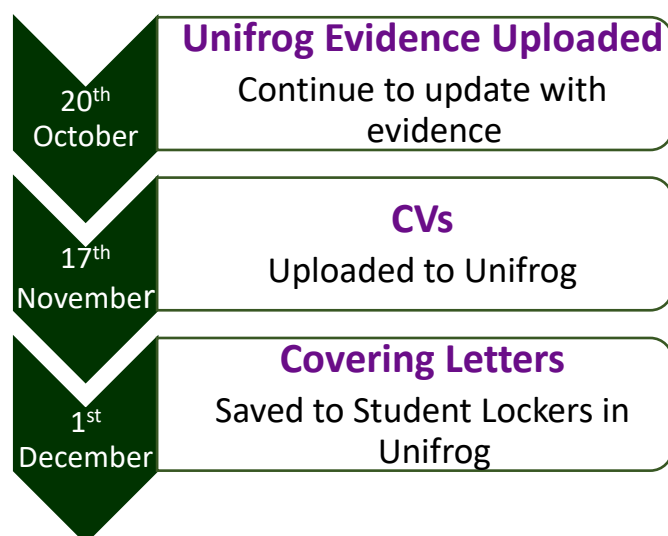
Timeline

Unlike UCAS applications, there is no fixed timeline for apprenticeship applications—each one opens and closes at different times throughout the year. To stay ahead, regularly check websites and job listings for new opportunities and register for alerts if possible.

If you have specific companies in mind, research their apprenticeship opening dates and keep track of deadlines.

Sixth Form Internal Deadlines

To help keep you on track, we have set internal deadlines, these are in place to allow the Sixth Form Team to support you throughout the application process.





The Application Process

Step 1: Research, research, research...

Finding the right apprenticeship requires you to be highly proactive in your research and planning. Below are some ideas on how you can explore available opportunities:

- **Use Online Apprenticeship Platforms:**

- Visit www.gov.uk/apply-apprenticeship to browse official apprenticeship vacancies.
- Check industry-specific websites such as Not Going to Uni, RateMyApprenticeship, and UCAS Apprenticeships.
- Explore LinkedIn and Indeed for company apprenticeship listings.
- Login to your Unifrog account and create an apprenticeship short list to see updates and information on relevant opportunities.



- **Visit Employer Websites:**

- Many companies advertise apprenticeships on their career's pages. Some well-known employers offering apprenticeships include:
 - BT, BBC, and Sky (Media & Communications)
 - NHS (Healthcare)
 - PwC, Deloitte, and KPMG (Finance & Accounting)
 - Rolls-Royce and BAE Systems (Engineering & Manufacturing)
 - Civil Service Careers
- Research companies in your preferred industry and apply directly through their recruitment portals.

- **Attend Apprenticeship Fairs & Open Days:**

- Similar to the Y12 UK and Apprenticeship Search Fair trip in March, find other open days and spend time talking to employers.
- Sign up for virtual and in-person events to network with employers and ask questions.

- **Speak to Career Advisers:**

- If you would like to arrange a 1:1 with our in-school careers advisor please speak to your Head of Year who can arrange this for you.

- **Network with Professionals & Alumni:**

- Use LinkedIn or school alumni to connect with current apprentices and gain insights into different career paths.
- Attend industry-specific networking events to meet potential employers

- **Sixth Form Weekly Newsletter:**

- Check for advertised apprenticeship opportunities, webinars and online work experiences.



Step 2: Create your CV and Covering Letter

Purpose of your CV

Your CV is your personal marketing document. It tells an employer:

- Who you are
- What you've done (even if limited)
- What skills you can bring to their team
- Why you want the apprenticeship

It's not an issue if you do not have loads of experience! Employers know you are just starting out—they are looking for **potential**, **attitude**, and **motivation**.

Some CV's might be requested instead of completing a full online application. Always be prepared as all applications will vary. Make sure your CV style is in line with the industry you are applying to.

Ensure it looks professional, has a clear layout and covers all of the items below. Keep fonts simple and professional.

CV Layout - Ideal Order

- Put your name at the top – do not use CV as a title!
- Contact Information
- Personal Profile / Personal Statement
- Key Skills
- Education
- Work Experience / Volunteering
- Achievements / Certifications
- Hobbies & Interests (optional)
- References

See what to include in each section below:

George P*****
ADDRESS
PHONE
EMAIL

PERSONAL SUMMARY:
I am a 17 year old student studying Business, Media and History in the sixth form at The Duston School. I have previously gained 9 GCSE passes at grades 5-7. I am looking for a Degree Apprenticeship in business marketing, finance or production management.
I also run my own small business creating custom shoe designs to order.

EDUCATION:
The Duston School, Northampton.
A Levels (predicted 2021)
BTEC Level 3 Business (Distinction*) Media (A) History (B)
BTEC
Business Level 2 Distinction *

GCSEs:

Maths	7	English Literature	6
Combined Science	7	English Language	5
History	6	Graphics	5
Citizenship	6		

PART-TIME EMPLOYMENT:
Northampton Saints Rugby Club August 2019 - Present.
Waiting 3 corporate boxes on match days - delivering food and drink during the day.
Delicious Catering August 2018 - March 2019.
Waiting private social events, weddings etc. serving customer's food and drink.

INTERESTS:
I have created my own shoe customisations business. This involved setting up an online presence to gather the appropriate supplies such as paint and business cards, and learning the fundamentals of setting up a small business including budgeting and working out the cash flow of the business.
I played for Falcons FC for 4 years. It involves attending training every Wednesday, and playing most games on Sundays.

Contact Information

This will be at the top of your CV and include your full name, phone number, personal email address and your LinkedIn profile name (if you have one).



Tips!

- Check your voicemail message is appropriate if a potential employer calls.
- Ensure your personal email is a version of your name or something sensible.
Partyanimal@gmail.com may make your friends laugh but won't be appealing to a potential employer. First impressions make a difference!

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Personal Profile

This is a short introduction that explains who you are, what you are looking for, and what makes you a great fit for an apprenticeship. Keep it enthusiastic, confident, and to the point.

Example

Motivated and hardworking college student with a passion for IT and hands-on learning. Currently seeking an apprenticeship where I can build practical skills while contributing to a professional team. Known for being a quick learner, team player, and enthusiastic about developing new skills.

Key Skills

List 6–8 relevant skills. These can be soft skills and basic technical skills depending on your area of interest.

Examples

- Communication
- Teamwork
- Time management
- Problem-solving
- Microsoft Office / Google Docs
- Basic coding (e.g. Python, HTML)
- Customer service
- Willingness to learn

Education

List your most recent qualifications first. For your Sixth Form subjects, list them all and include predicted grades, plus details of specific modules you wish to highlight to the employer.

You can list all of your GCSE subjects or summarise (as in the example below) selecting particular subjects which are relevant to the role you are applying for.

Example

St. Crispin's School, Wokingham – Level 3 Courses

CTEC in Business – Predicted D* (2026)

Relevant Modules: Marketing, Finance, Entrepreneurship
History – Predicted B (2026)

Maths – Predicted C (2026)

GCSEs (2024): 9 subjects including Maths (6), English (7),
Science (6, 6)

Work Experience / Volunteering

This can be from:

- Part-time jobs
- Work experience
- Volunteering

For each experience list the following:

- Job Title / Role
- Company / Organisation Name
- Dates (e.g. July 2023 – Aug 2023)
- 2–4 bullet points showing what you did and learned

Example:

Customer Assistant – Co-op Food Store

July 2023 – August 2023

Provided friendly customer service.

Replenished stock and maintained clean displays.

Worked with a team during busy summer period.

Developed time management and communication skills.

Achievements & Certifications

These help your CV stand out. You should include:

- Duke of Edinburgh Award
- Training and Online courses (e.g. First Aid, Google Digital Garage)
- School awards
- Sports captain or club roles



Hobbies & Interests

These show personality and helps employers connect with you. Use hobbies and interests to highlight skills and experience relevant to the role e.g:

- Member of local football team – shows teamwork & dedication
- Building PCs – links to tech apprenticeships
- Baking, music, art – shows creativity and patience
- Reading business blogs – indicates an interest in business.

Example:

Enjoy building and repairing electronics at home, often using Arduino kits.
Active member of my school's STEM club, working on group engineering challenges.
Play five-a-side football weekly, building teamwork and communication skills.

References

You don't need to list contact details of your references. Simply write: References available on request or include the Head of Sixth Form email address.

Tips!

- **Tailor your CV** – match the language in the job advert
- **Use positive action words** – e.g. “developed”, “supported”, “organised”
- **Employers are looking for various qualities and characteristics in a potential employee.** Use the following list of words to help when describing yourself, in an application or at interview:

- Adaptable	- Decisive	- Highly motivated	- Positive
- Ambitious	- Dedicated	- Honest	- Practical
- Analytical	- Dependable	- Imaginative	- Pro active
- Articulate	- Determined	- Insightful	- Punctual
- Assertive	- Diplomatic	- Independent	- Reliable
- Astute	- Effective	- Innovative	- Resourceful
- Capable	- Efficient	- Intuitive	- Responsible
- Calm	- Enjoy a challenge	- Knowledgeable	- Supportive
- Confident	- Enthusiastic	- Leadership skills	- Tactful
- Committed	- Fast learner	- Loyal	- Team player
- Competent	- Flexible	- Methodical	- Tenacious
- Cooperative	- Focused	- Organised	- Thorough
- Calm	- Friendly	- Patient	- Trustworthy
- Creative	- Good communicator	- Perceptive	- Versatile
- **Check grammar & spelling** – if you're not sure use tools like Grammarly or ask one of the Sixth Form Team to review it.
- **Keep it to one or two pages** of A4
- **PDF format** – always send as a PDF unless asked otherwise

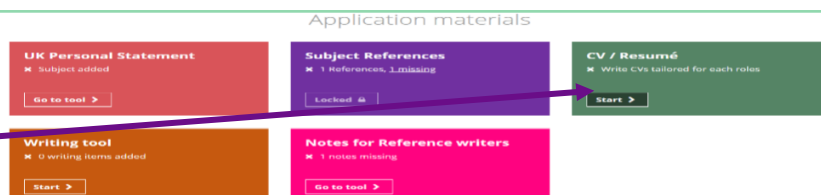
You have now completed your CV – well done!

If you would like more support whilst creating your CV then login to your Unifrog account to record your CV on there. Detailed instructions on how to do this are on the next page.

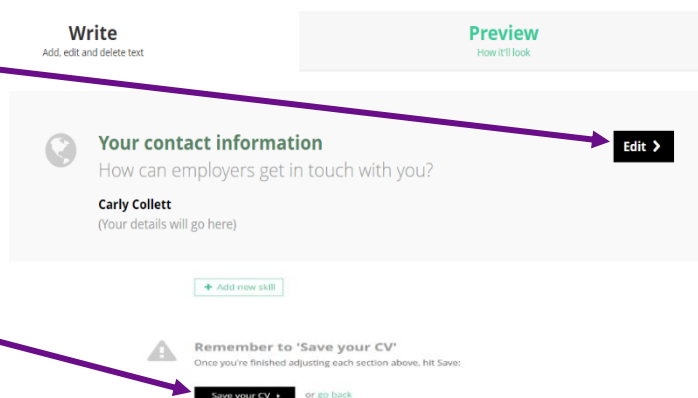


Recording a CV on Unifrog

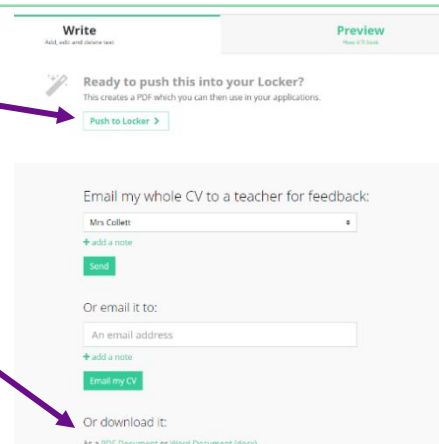
- Scroll down to the 'Application Materials' section.
- Select 'CV/ Resume'.



- Select 'Edit' for each of the seven sections and type the information directly into the box provided.
- Take the time to read through the prompts provided in each section which explain what to include and also include examples.
- Whenever you add anything to each section, ensure you select 'Save to CV'.



- Once you have completed each draft, you should select 'Push to Locker' and have your work saved in your locker of documents.
- When meeting with staff, they can access your CV in your locker and offer feedback.
- You can also download your final version straight from your locker and attach it to online apprenticeship applications or print it.
- You have the option to email your CV to staff/ family. Please only do this having already agreed a request for feedback via email.



Covering Letters

Understand the differences between a UCAS personal statement and a covering letter

If you have one, you can adapt your UCAS personal statement to use for covering letters but be aware they are very different documents. The table below highlights these differences:

UCAS Personal Statement	Covering Letter
Why do you want to study this course/subject?	Tailored to a specific job
Academic, how have qualification and studies helped prepare you for the course.	Professional and practical
What have you done outside of education, and why are these experiences useful?	Targeted to job description
Structured and clear sections	Structured and clear sections



Covering Letter Structure

Intro – Why you are writing: I am writing to apply for the [job title] at [company name], as advertised on

Paragraph 1 – Why this job / company?

Show you have done your research. Mention values, projects, or goals you align with.

Paragraph 2 – Why You?

Use 2-3 highlights from your personal statement that match the job. Add specifics. Evidence/experience

Paragraph 3 – Prove you are the person for the job

Reflect language of the job advert. Highlight results, achievements, and how you can contribute, tailor to this role

Professional Close - Thank you for considering my application. I look forward to the opportunity to discuss my fit for the role.

Your Name
Address
Email address
Phone Number

Date

Hiring Manager
Precision Dynamics Ltd
Company Address

Dear Name of Hiring Manager,

I am writing to apply for the Engineering Apprenticeship at Precision Dynamics Ltd, as advertised on your company website.

I am particularly drawn to this opportunity because of Precision Dynamics' commitment to innovation and sustainability in the engineering sector. Your recent work on renewable energy systems and community infrastructure projects demonstrates a strong alignment with my own values of environmental responsibility and practical problem-solving. The opportunity to work with a company that is shaping the future of engineering while investing in the development of young talent is something I find genuinely exciting.

Currently studying A Levels in Physics, Maths, and Design & Technology, I have always been fascinated by how things work and how engineering can be used to improve everyday life. I recently completed an Extended Project Qualification (EPQ) on sustainable energy solutions, which involved designing a prototype for a low-cost wind turbine. This experience developed both my research and technical skills, and deepened my passion for engineering as a career. I have also taken part in a local STEM programme where I worked with a team to build a programmable robot, developing teamwork and practical electronics skills.

I believe I would be a strong fit for this apprenticeship due to my hands-on experience, my enthusiasm for learning, and my determination to contribute meaningfully. I am confident in my ability to adapt quickly, work collaboratively, and bring a strong work ethic to the role. Your apprenticeship scheme offers the ideal combination of practical experience and formal training that I am looking for to begin my career in engineering.

Thank you for considering my application. I look forward to the opportunity to discuss my fit for the role in more detail.

Yours sincerely,

Your Name

How to Adapt Each Letter

- Identify transferable skills
- Match your experience to job description
- Use keywords from the job description
- Mirror the company's language

Top Tips

- Research the company
- Show you care and understand what they do
- Think like the recruiter - what would they want to read
- Keep it concise – one page only



Step 3: Apply

When you're ready to apply for a vacancy, if you are applying via www.gov.uk/apply-apprenticeship website, click onto **Apply for apprenticeship**, this will take you to the application form for the vacancy selected.

You will be asked to log in or register. Please use your personal email address as your school email address will be turned off after results day.

If you are applying direct to a company the exact process may vary but the tips below will still be relevant.



Tip!

Before you start, make sure you have to hand anything that might help you such as your:

- ✓ CV
- ✓ Covering letter/ Covering letter adapted from UCAS Personal Statement
- ✓ Any practice application forms you have completed
- ✓ Certificates of achievements

Remember to click save draft if you are not completing all of the application form at once.

Types of information you may need to complete an application:

- **Education:** List the school you are attending.
- **Qualifications:** Add all qualifications you have or are currently working towards (including EPQ). Don't forget to save each one after entering.
- **Work Experience:** Include both paid and unpaid work.
 - Describe your main duties.
 - Note dates of when you completed your WEX. Approximate dates are acceptable if you can't remember exact ones.

- **About You – Strengths:** This is a key section—take your time to make it strong. Highlight skills like communication, teamwork, or leadership using real examples. This is one of the hardest things to do.

Examples:

- Communication: Presented in assemblies, spoke at open evenings, answered calls professionally.
- Teamwork: Effective communication on the football pitch; praised for being motivational and fair.

Buzzwords: Use the job advert to identify keywords (skills/tasks) the employer is looking for.

- Look in the apprenticeship summary, requirements, and other info sections.
- Try to include these words with real-life examples in your answers.

- **About You – Skills to Improve:** Write a short paragraph on what you want to learn in the role, tailored to the industry. For example for an IT role: "Improve my understanding of current programming techniques to boost workplace efficiency."
- **About You – Hobbies & Interests**

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Choose interests that reflect positively on you. Avoid ones that could raise concerns.
Examples:

Hobby	Employer Might Think
Playing football, keeping fit	Likely to be reliable and take fewer sick days
Instagram/TikTok	Might look up your account—ensure it's professional
Talking on WhatsApp	Might worry about distractions at work
Socialising/Partying	Could assume you may call in sick after weekends

- **Interview Support Needs:** Always fill in this box—even if you don't need support. Acceptable responses: "No thank you" or "Not applicable."
- **Employer-Specific Questions:** Via the gov.uk website each employer can ask up to two extra questions. Answer these thoughtfully, using the job ad and company research. Show how you're a great fit and what you know about the role/industry.
Common examples:
 - Why are you suitable for this role?
 - Why an apprenticeship?
 - Career goals in 5 years?
 - Experience with customers?
 - Qualities important for the role?
 - What defines excellent customer service?



Tips!

- Remember to update and change your application form so that it is relevant to the job that you are applying for.
- Make sure you double check that all your answers are relevant to the current application.
- Remember to print off or save a copy of the job advert and your application as you will need them to prepare if you are invited for interview.

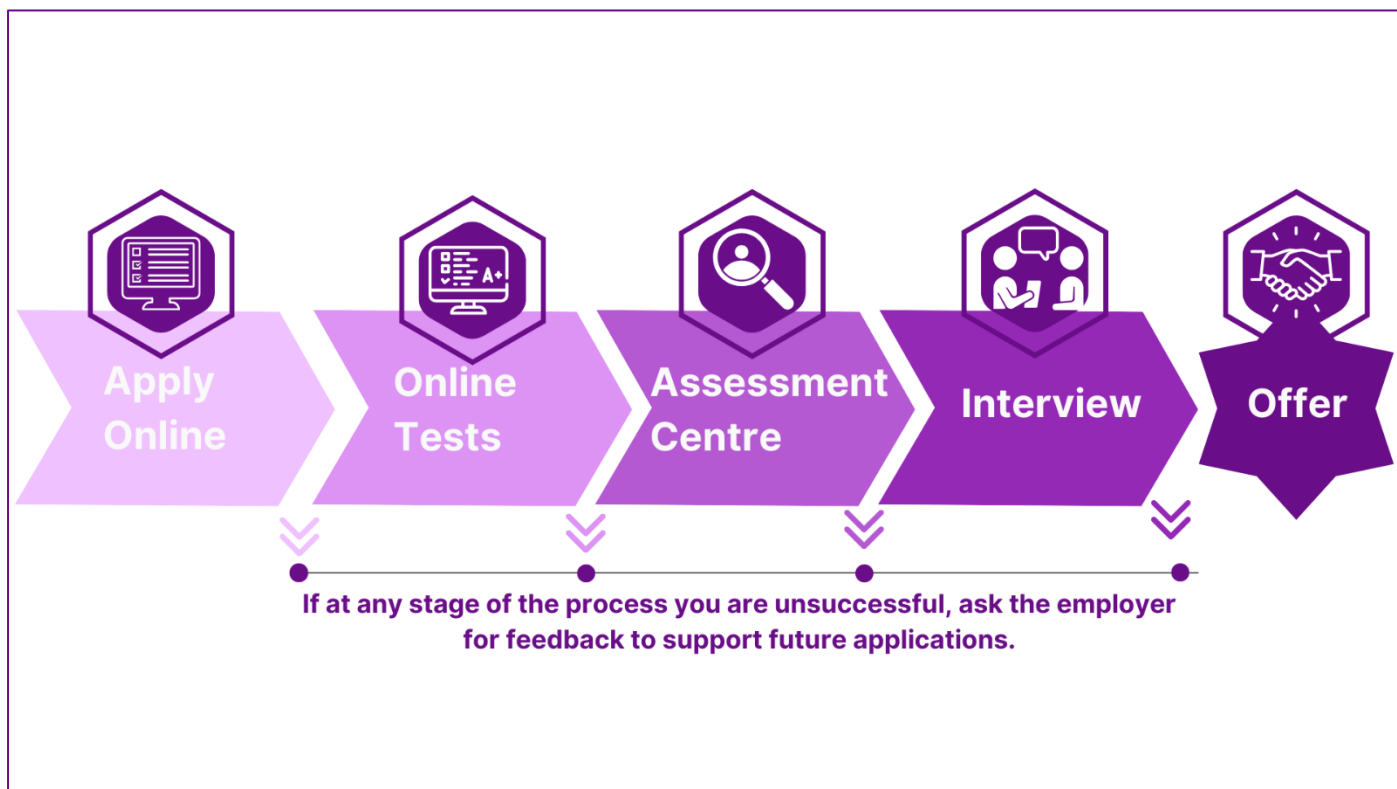
International Students

Within the advert or person specification it should say '[Right to Work](#)' in the UK, e.g., valid work visa, settlement status if European, citizenship or British National. Non-UK nationals must have been ordinarily resident in the UK for at least three years, and not resident for the purposes of education.



What Happens After You Apply?

For each application, you will go through a series of selection stages—though not all companies follow the exact same process. Typically, you'll progress through a pathway similar to the one shown below. If you're unsuccessful at any stage, be sure to request feedback to help you improve for future applications.



Guidance for Online Tests

Once your application has been reviewed you may be invited to complete online tests, which often assess your;

- Numerical reasoning – basic maths, interpreting graphs/tables.
- Verbal reasoning – reading comprehension, identifying logical conclusions.
- Logical/ abstract reasoning – pattern recognition, sequences.
- Situational judgment – work-based scenarios to test decision making
- Technical skills – depending on the apprenticeship (e.g. engineering, finance, IT).

Preparation

Login to your Unifrog account and visit: www.unifrog.org/student/know-how/direct/an-introduction-to-psychometric-tests for further details and links to sample tests.

There are many other resources out there to support you in preparing for online tests.

These include:

- [Practice Aptitude Tests](#),
- [JobTestPrep](#)



- [AssessmentDay](#).

Start with untimed practice, then move to timed to simulate the real test.

- Brush up on core skills:
 - For math: percentages, ratios, basic algebra.
 - For verbal: read short articles and summarise key points.
 - For logic: try puzzle games or brain training apps.
- Use YouTube: There are many free tutorials on aptitude test strategies and walkthroughs.

Guidance for Assessment Centres

Assessment centres are often part of the selection process for Apprenticeships. They allow employers to assess your potential, skills, and suitability for both the role and the learning journey ahead.

Key tips include:

- **Preparation:** Research the company and the apprenticeship programme. Understand the skills and behaviours they are looking for, and practice activities like group tasks, presentations, and basic problem-solving exercises.
- **Professionalism:** Dress smartly, arrive on time, and be respectful to everyone you meet. Show enthusiasm for both the job and the opportunity to learn.
- **Communication:** Speak clearly and confidently. Listen carefully in group discussions, share your ideas, and support others – teamwork is key.
- **Willingness to Learn:** You are not expected to know everything. Focus on showing that you are eager to grow, take feedback on board, and develop new skills.
- **Positive Attitude:** Be engaged, stay focused, and don't worry if something doesn't go perfectly – resilience and attitude matter as much as performance.

Doing well means showing that you are ready to start a career journey and committed to making the most of the apprenticeship opportunity.

For further information log into Unifrog and visit: www.unifrog.org/student/know-how/direct/a-guide-to-assessment-days



Invited for Interview

Being invited to an apprenticeship interview means you have successfully passed the initial application stage and the employer sees potential in you. It is an opportunity to demonstrate your enthusiasm, skills, and willingness to learn.

Prepare by researching the company and role, reviewing your application, and practicing common interview questions. Dress appropriately, arrive on time, and be ready to discuss why you're interested in the apprenticeship and how it aligns with your career goals. Show a positive attitude, communicate clearly, and highlight your eagerness to develop and contribute.

Use this checklist to help prepare for interviews and make a positive first impression.

Prior to interview

- ✓ Research the organisation and job that you are applying for.
- ✓ Prepare at least 2 or 3 questions that show an interest in the job and organisation.
- ✓ Work out how to get to the interview and how long the journey will take –arrive at least 10 minutes early
- ✓ Prepare answers to some typical interview questions e.g. 'why do you want this job?'
- ✓ Prepare examples of when you have used skills relevant to the job

Interview dress code

- ✓ Make sure you have a shower and brush your teeth
- ✓ Wear clean, ironed clothes and ensure shoes are polished/clean
- ✓ Dress more formally than the company's day-to-day dress
- ✓ Wear subtle perfume/aftershave and ensure any make up is suitable for work.
- ✓ Remove chewing gum prior to interview

Body Language and Behaviour

- ✓ Shake hands firmly and smile when you meet anyone.
- ✓ Sit when offered a seat and make sure you sit up straight (no slouching!)
- ✓ Make eye contact but avoid staring
- ✓ Be respectful, positive and attentive – to anyone you meet, including reception and security staff
- ✓ Avoid negative behaviour (yawning, fidgeting, arm crossing etc)
- ✓ Take a copy of your CV application form and job advert with you
- ✓ Switch off your phone
- ✓ Speak clearly, using proper grammar, don't use slang words or swear
- ✓ Answer questions clearly and concisely, if you need time to think take a drink of water.
- ✓ Use the interviewers name
- ✓ Demonstrate your knowledge of the company and the key skills they are looking for when you answer.

Closing the Interview

- ✓ If they ask if you have any questions - ask about the team, company culture, or next steps—showing you're engaged and thinking ahead (don't just ask what the salary is!)
- ✓ Reaffirm your interest in the role and the company. Let them know you're excited about the opportunity and confident that you're a great fit for the role.
- ✓ Thank the interviewer for their time and mention you're looking forward to hearing from them.