

Welcome to the Spring Term edition of our newsletter! Despite the recent lockdown and school closures, I am pleased to say the world of careers and opportunities has not slowed down as businesses continue to promote their apprenticeship and virtual experiences, and colleges and universities seek to interview prospective students online for September entry.

With this in mind, you will find in this edition advice on the college interview as well as a big focus on apprenticeships, how they work, how to find opportunities and how to apply. This time of year, many well-known, as well as small to medium sized businesses, kick off their apprenticeship scheme application process for young people finishing school this summer. So, if you are interested in taking this route, read on and get ready! To assist with applications, we have some helpful advice on creating a winning CV.

Finally, with the news of the cancellation of exams this summer, we have put together some key advice and try to answer the concerns we are hearing from the year 11 and 13s we are currently working with.

We hope you find this edition helpful and reassuring. There are lots of great opportunities out there. Enjoy!

Natalie Papworth
 Founding Director
 Innervate Career Services

Key Features

- **Innervate Careers Service**
- **How to Cope with Cancellation of Exams**
- **Virtual Events & Work Experience**
 - HSBC UK Work Experience Programme
 - Investment 2020 Insight films to careers and apprenticeships
 - Barclays Lifeskills virtual work experience
 - Law virtual work experience
 - Springpod – Excellent work experience opportunities in various sectors and roles
 - Architecture and Design Work Experience
 - London Job Show – 29 & 30 October 2021
 - University Open & Taster Days
- **College Interview? Tips and help**
- **All about Apprenticeships**
- **Creating a CV Do's & Don'ts and essence of what to communication with your CV**
- **Transferable Experience and Skills to include in a CV**
- **Linking your Education to Skills to take Forward**

Apprenticeship Opportunities:

Finance, Banking & Accountancy

- PwC Apprenticeships
- NAO Accountancy Apprenticeship
- EY Apprenticeships

Engineering, Mechanical and Electrical

- Network Rail Engineering Apprenticeships
- Thames Water Apprenticeships
- BAE Systems Apprenticeships

Information Technology

- Cisco Technology Apprenticeship
- Accenture Technology Degree Apprenticeship

Communications & Electronics

- BT Electronics Technician

Construction

- Balfour Beatty Civil Engineering Degree Apprenticeship
- Rail Plan Engineering Advanced Level 3 Apprenticeship

Healthcare

- Nuffield Heath Healthcare Apprenticeship

Hair & Beauty & Barbering

- Rush Hairdressing
- O'Connor of Sunninghill Barber apprenticeship

IT/Technology

- Vodaphone Level 4 & 6 Apprenticeships
- IBM Apprenticeships

Business & Management

- McDonalds Management Degree Apprenticeships

Catering & Food Manufacturing

- Greencore Higher and Degree Apprenticeships - Heathrow

Childcare & Education

- Busy Bees Childcare Apprenticeships

Business

- Human Resources Degree Apprenticeship with BP
- Software Development Apprenticeship Level 4 with BP
- AON Employee Benefits Level 3 Apprenticeship
- UniLaver level 3 & 4 – Business Associate Apprenticeship & Professional Accountancy Apprenticeship

Energy & Utilities

- Cetrnica Smart Energy Expert Apprenticeship

Engineering

- WSP Rail Engineering Degree Apprenticeship
- Finning Engineering Apprenticeship Level 3

Horticulture

- Wisley Gardens Horticulture Operative (Level 2)
- Wisley Gardens Horticulture Supervisor Apprenticeship (Level 3)
- The Royal Parks Horticulture Apprenticeship Scheme – Bushy & Richmond Park, & London locations

Science & Engineering

- GlaxoSmithKline Data Analytics & Data Scientist Degree Apprenticeship
- Engineering Apprenticeship (level 3)
- Laboratory Science (Consumer) Apprenticeship (Higher)



Schools



Teachers



Young people



Career advisers



Parents/Carers

COVID-19 (CORONAVIRUS) UPDATE SERVICE

As schools are currently closed due to COVID-19, Innervate Career Advisers are now available to work with and support young people via phone or video call.

How to arrange an appointment:

Speak to your school's careers contact or send an email to info@innervatecareers.com

Our service

As a service, we are here to support young people with their career planning and future goal setting by helping them determine their next steps in terms of post-16 and 18 options. Our career guidance will enable students to understand more about local provision, decision-making and transition skills, as well as to begin the all-important journey to discovering their potential and aspirations for the future.

What is Career Guidance?

Career Guidance is a process that enables individuals to consider their options and opportunities moving forwards, identifying any potential barriers to success and investigating the reality of working life and the route into jobs and careers. The process enables students to explore their ideas, consider their priorities and what is important to them, then set clear, realistic and time-managed goals and actions.

Why now?

Despite the school closures, the process of educating, exploration and the development of self-awareness, opportunity awareness and decision making that encompasses career management can still be a priority in young people's lives.

Continued service

From the beginning of the summer term, we are offering students the ability to have a telephone or video call with a qualified Innervate Career Adviser. There will be no charge to students or parents if your school currently works with Innervate Career Services.

The adviser will be able to provide the student with a 40 minute call and replicate the in-school career guidance process. Calls will be recorded and monitored in case there are any concerns regarding safeguarding or quality.

Students will also receive a career action plan which will summarise the key points for discussion from the career guidance call, key resources and the agreed goals and actions the student will identify, with support from the career adviser.

How to arrange a career guidance call Speak to your school's careers contact or send an email to info@innervatecareers.com

Please note, your contact details will only be used for the purpose of the career guidance call and will not be shared with any other parties outside of Innervate Career Services.

For further information about Innervate Career Services and the support we offer, please visit www.innervatecareers.com

For students who were due to be taking their GCSE and A level exams this summer, this can be a stressful time. Here are some answers to frequently asked questions:

Will I still be able to go to college or sixth form this September?

If you have applied to college or sixth form this September then it is most likely you have been offered a conditional place. This means that as long as the GCSE grades you receive this summer meet the minimum requirements, then you will be able to start the courses/ subjects you have selected.

If you are concerned that you may not get those grades, it is important you look to see if the college or sixth form offer any courses/ subject qualifications at a lower level which require lower grades. For colleges that offer this, you will probably be offered a place at enrolment to do this as an alternative. If your college and sixth form does not offer any lower level courses then consider applying to other colleges that do, as a backup and plan B.

Will I still be able to go to University this September?

If you have heard back from all your universities and chosen your firm and insurance places, then you should be aware of the conditional offers of these places and the minimum grades you need to achieve. As long as these are achieved you will have a university place. If they are not achieved and the university is unable to offer you a place, then you will be able to find an alternative university place through clearing.

If you or the universities you applied to have declined your place, then you can apply to new universities through Extra on the UCAS website.

It's concerning that I may not be rewarded the grades I could have achieved through exams. What can I do?

This is an understandable concern. The Department for Education, your school and your teachers will be doing everything they can to ensure students receive the grades that reflect their abilities and effort, as would have been demonstrated in their exams. Your current school work is still on-going so it is important you continue to work hard and complete work set. If you have any concerns, speak to your teachers.



I feel so unmotivated. Will I have a future? Will there be work opportunities for young people?

Yes and yes. These are challenging times to our purpose and motivation, but you will be able to move on. In terms of the economy, there will be some industries and careers that are affected more than others. This is where flexibility comes in.

For example, if you were planning a career in the travel industry, this can still be your goal but perhaps delay this and consider working towards developing skills and experience in other areas that will eventually support your application to the travel industry, such as jobs in customer services, sales and administration.

In terms of motivation, take one day as it comes. Make shorter more accessible goals, such as completing assignments and school work, that will help towards your final grade. Try virtual activities such as reading or watching talks or videos on things you plan to study in the future. See <https://www.mooc.org/>

Take the time to research career ideas and make the most of this time where life is slow and quiet to reflect on your future direction, what you really want and how you can get there.



Seneca Learning for GCSEs and A Levels – Free for Students, Teacher and Parents

Seneca Learning provides free materials for students taking GCSE's or A Levels.

There is also a section for Teachers with tools, you can also utilise Microsoft Forms and Google Forms to create your own quizzes and test students.

The Parents section provides support in finding out about your children's learning and also provides a student's point of view with their 'Try as a student!'

Website: <https://senecalearning.com/en-GB/>

Autumn Term Yr 10, 11 & 13 Virtual Events & Work Experience



Parents/Carers



Young people



HSBC UK Work Experience Programme

The UK Work Experience Programme is for students looking for a work experience placement with a leading global bank. The programme provides opportunities to gain some hands-on experience, develop your knowledge of banking and financial services, and explore the careers available at HSBC in the UK. Students should note that this is an unpaid work experience programme.

For: Full-time secondary school or college students

Duration: One week

Areas: Commercial Banking, Compliance, Digital Business Services, Global Banking & Markets, Human Resources, Marketing, Procurement, Wealth and Personal Banking

Location: UK

Applications are currently open

Applications close: 21 February 2021

For information and to apply:

<https://www.hsbc.com/careers/students-and-graduates/student-opportunities/uk-work-experience-programme>



Insight Films to Careers/apprenticeships in Investment Management.

Find out what it is like to be an apprentice for major companies M&G, Fidelity and Schroders. Understand apprenticeship recruitment processes and gain a real insight from the apprentices themselves:

M&G: [Click here to view film](#)

Fidelity: [Click here to view film](#)

LifeSkills

Created with BARCLAYS

BARCLAYS LIFESKILLS | VIRTUAL WORK EXPERIENCE: FREEFORMERS

Students get to see the inner workings of Freeformers, a 'digital transformation' agency, and actively work with different departments on one exciting project, helping them solve problems and complete real-life tasks.

Find out more: www.barclayslifeskills.com/i-want-virtual-work-experience/school/virtual-work-experience



THE LAWYER PORTAL | VIRTUAL WORK EXPERIENCE

Traditionally, work experience for law students has taken place within an actual law firm or barristers chambers. However, some law firms have paved the way for a new kind of virtual work experience for law students to allow them to see what life at a law firm might be like from the comfort of their own homes.

Find out more: www.thelawyerportal.com/free-guides/law-work-experience/virtual-work-experience-for-law-students/



Completing some relevant work experience placements, while you're still at school, can offer a host of benefits that help you discover and get started in your future career faster.

Springpod has some fantastic virtual work experience from [Marketing](#), [Finance](#), [Healthcare](#) to [Journalism](#) work experience.

[Click here](#) to explore and sign up for various WEX opportunities

Architecture and Design Work experience



<p>THE DESIGN WORK EXPERIENCE (PART A)</p> <p>The Farnsworth House</p> <p>This task will give you those initial SketchUp skills which will help you when you come to model your House for a Celebrity in the second task.</p> <p>View the brief and download resources</p>	<p>THE DESIGN WORK EXPERIENCE (PART B)</p> <p>House for a Celebrity</p> <p>This task is a fun way of putting together a brief, choosing a site, interpreting your client's style and taste while developing and using your 3D modelling skills.</p> <p>View the brief and download resources</p>	<p>THE TECHNICAL WORK EXPERIENCE</p> <p>Proposed House Extension</p> <p>This task involves the design and construction of a new build contemporary extension onto the rear of a semi detached family home.</p> <p>View the brief and download resources</p>
---	---	--

The two work experiences:

The Design Work Experience – This experience is made up of two tasks, the first to get you familiar with SketchUp and the second to design a house for a celebrity. (Approximate time to complete – 30 hours)

The Technical Work Experience – Our newest work experience task is to design and construct a new-build contemporary extension using Revit. (Approximate time to complete – 30 hours) [Click here to join](#)



London Job Show 29 & 30 October 2021

Visit:

<https://www.londonjobshow.co.uk/shepherdsbush/>
to register free

University Open Days & Taster Days

To find out about university open days (Virtual currently) either go direct to their website Click on icons to search for all University open and taster days.

Virtual taster days are being offered by Universities, google specific university 'virtual taster days'





Parents/Carers



Schools



Teachers



Not experienced an Interview before?

You may have some anxiety about your college interview and this is only natural. However, the college interview is not like a job interview. In most cases the college will be offering you a place at the college. But it is still important to take the interview seriously and do your best to impress your interviewer as some courses are popular and therefore you will be judged by the interviewer as to your suitability.

Suitability is an important aspect of the interview. The interviewer will spend time asking why you want to take the course/s and qualifications you have applied to do. This is so they can make sure it is the right course, subject and qualification for you. It is important that you know why you want to do this course at this college so make sure you spend the time beforehand to think this through.

Colleges will look at your school reference. They will consider things like attendance, punctuality and behaviour. This is not to say that if you have issues in the past they won't offer you a place, but if you get asked about it, be honest and say that you are working on this. Then make an effort back at school to improve these things!

Honesty is important with grades too. Ultimately you don't want to be offered a place on a course that requires grades you cannot achieve. However, if you know you can achieve those grades with more effort and motivation with your coursework and revision, what are you waiting for? Get going!

Questions the college interviewer could ask you....

Why are you interested in this course?

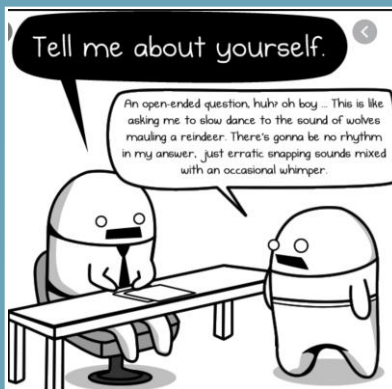
Think about why you have chosen this course, subject/s and type of qualification. Have you studied the subject before? If not, think about what you know about it and why it appeals to you.

What are your future plans?

Consider if the course and subject feature in your career plans. If not, then maybe you know you would like to do something related to it in the future.

What subjects do you enjoy the most at school?

Think about your reasons why you enjoy them... what topics you have enjoyed the most and why.



It can be a daunting Question!

.....

Just be you!

Do you work best in groups or on your own?

Be honest... and explain why in a positive way. E.g. I work best on my own and I feel this will be helpful for independent study and coursework.

What do you do in your spare time?

Try not to go for clichés like I enjoy socialising with my friends, listening to music and playing computer games. Most people do! Think about any activities you do like sport, performing arts, babysitting, part-time jobs...

What relevant activities do you do above your school work that relate to the course?

Do you do extra reading in any of your subjects or extra activities? For example if you are taking English, do regularly read novels? If you are taking IT do you use software packages to help you create websites etc

Questions you can ask

It is always good to have a couple of questions you can ask. This will help you find out more about your potential experience at the college

How would my work be assessed?

How many students will there be in my group?

Are there clubs and extra-curricular activities I can get involved in? Are there any sports facilities at college?

What careers are possible after completing this course? Or: What do most students go on to do after this course?

What are college hours? Will I have independent study time within my timetable?

Will there be a chance to go on work experience and/ or field trips?

Relax and enjoy your interview. Get there in plenty of time. If you cannot make it for whatever reason call and explain and make sure the college gives you an alternative interview date and time.

Good luck!



Schools



Teachers



Young people



Career advisers



Parents/Carers



Parents/Carers

Autumn Term Yr 10, 11 & 13 Looking Ahead



Young people



Apprenticeships

If you are one of the many young people interested in apprenticeships, now is the time to be actively looking for opportunities as many companies are launching their schemes for young people finishing school this summer

What is an Apprenticeship?

- As an apprentice you work for an employer
- Get paid to work and undergo a period of training where you will learn a particular workplace skill or set of skills
- Work towards a qualification which you can use to access future jobs
- Apprenticeships last between 1 and 5 years
- Apprenticeships can go onto a further level of training or secure a job in a relevant industry
- Guaranteed at least £3.50 per hour – it's not uncommon to be earning in the region of £150 to £260 per week for an advanced apprenticeship
- Salaries for higher apprenticeships usually progresses year on year starting between £7-20K and completing on £18 to £26K

Apprenticeship Levels

LEVEL 5

Proven experience in the Subject or qualifications at Level 4 or 4 required

QUALIFICATIONS

Degrees

DEGREE

APPRENTICESHIPS

LEVEL 4

Advanced Level qualification Or substantial experience In the subject is required

QUALIFICATIONS

foundation Degrees, HNCs, HNDs

HIGHER

APPRENTICESHIPS

LEVEL 3

Advanced Level Qualifications or experience In the subject is required

QUALIFICATIONS

A Levels, NVQs, National Diplomas and Certificates Access to HE

ADVANCED

APPRENTICESHIPS

LEVEL 2

Intermediate Level where Some experience may Be required

QUALIFICATIONS

GCSEs (Grade 4-9) NVQs First Diploma

APPRENTICESHIPS & TRAINEESHIPS

LEVEL 1

Foundation Level with Entry Level Qualification or for Beginners with limited Previous experience

QUALIFICATIONS

NVQs, Introduction Diploma GCSEs (Grade 1-3)

TRAINEESHIPS

ENTRY LEVEL

No Qualifications Previous experience needed

QUALIFICATIONS

Basic literacy and numeracy and other awards



Is an apprenticeship right for me?

Yes

- ▶ if you want to go out to work
- ▶ if you want to learn but be in the workplace
- ▶ if you want further vocational qualifications
- ▶ if you are interested in the types of apprenticeships available

No

- ▶ if you are best suited to purely academic learning/ academic career
- ▶ if the career you have identified requires an academic qualification/ degree
- ▶ if you do not feel ready for the working world –longer days, less holidays, boss, customers/ clients

How can I find out about apprenticeships?



Over the following pages we have listed lots of current apprenticeship opportunities but here are some key websites:

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

<https://amazingapprenticeships.com/vacancies/>

<https://www.notgoingtouni.co.uk/> Not going to Uni website with advertised apprenticeships

<https://www.indeed.co.uk/Apprenticeships-jobs> Indeed website

<https://www.getmyfirstjob.co.uk/> Apprenticeship search

<https://www.e4s.co.uk/> Student job search site

Particularly helpful for 6th form students:

<https://www.allaboutschoollleavers.co.uk/>

<https://www.studentladder.co.uk/>

General support and advice as well as opportunities:

<https://successatschool.org/advice/apprenticeships>

Finance, Banking & Accountancy



Flying Start Finance Degree Apprenticeships University of Reading

Accounting: The Accounting Flying Start degree programme lasts four years and will fast track your career in Business and Accounting. The programme will put you on track to becoming an Institute of Chartered Accountants in England and Wales (ICAEW) Chartered Accountant – you'll complete 80% of your ICAEW exams, and will be just over a year away from qualification once you graduate.

You'll have three term-long paid work placements with us, built into the university's academic year, so you'll still have the whole summer off to enjoy. As well as earning a competitive salary, you could have some of your living costs supplemented if you are relocated on placement.

What you'll need:

You'll need to have at least a 136 UCAS tariff (excluding General Studies).

[Accounting Degree Programme](#) – Click here for information and to apply



National Audit Office Accountancy Apprenticeship London – Y13

Deadline 8 March 2021 September start

[Click here for information and to apply:](#)
[NAO Accounting Apprenticeship](#)



Ernest & Young Apprenticeships Reading, London

Business Academy - If you're already considering an alternative to university, this programme will help you build the skills you need for a head start on the EY Business Apprenticeship.

https://www.ey.com/en_uk/careers/students/programmes/schools/ey-business-academy

Apprenticeships available in Assurance, Tax, Business, Technology
Explore their opportunities:
https://www.ey.com/en_uk/careers/students/programmes/schools

Engineering, Mechanical & Electrical



Network Rail Level 3 Engineering Apprenticeships

Network Rail apprenticeship programmes, although they will be accepting applications in January 2021 it is currently on hold. However, you can register your interest and will be alerted when they become live.

Apply for their Engineering Level 3 with training at their dedicated training centres and then go on to working from a depot specialising in distribution and plant, overhead lines, signaling, telecoms track or off track

For information and to apply:

<https://www.networkrail.co.uk/careers/early-careers/apprenticeships/level-3-engineering-apprenticeship>



Thames Water Apprenticeships

Thames Water apprenticeship schemes are now open and offer various positions at level 3 and above in various locations including Camberley, Surrey, Hammersmith and Guildford

- Mechanical and Electrical Engineering Apprenticeship (Level 3)
- Electrical and Instrumentation Engineering Apprenticeships (Level 3, GCSE Entry)
- Mechanical and Electrical Engineering Apprenticeships (Level 3, GCSE Entry)
- Science Apprenticeships (Level 6 A Level Entry)

Visit: <https://corporate.thameswater.co.uk/careers/Apprentices> for information and to apply

BAE SYSTEMS

Degree Apprenticeships Frimley & Farnborough

Various apprenticeships at Farnborough and Frimley:

Engineering, Submarines,
Internal Auditor
Business Development
Project Management
Higher apprenticeships in
Finance
Procurement

To find out more [click here:](#)

IT & Technology



Technology Degree Apprenticeship

August Start Deadline 28 Feb 2021

- Qualifications matter, but a passion for technology and the desire to learn are even more important.
- You should have or be studying towards achieving at least 2 A Levels (excluding General Studies or Critical Thinking) or a BTEC Level 3 or equivalent.
- You should also have a minimum of 5 GCSE grades A* to C or grade 4-9, including English & Maths, as an indicator of your learning. For info and to apply:

<https://jobs.cisco.com/jobs/ProjectDetail/Apprentice-Program-Feltham-UK/1316450>



Technology Degree Apprenticeship

September Start - Deadline 30 April 2021

Accenture is one of the world's leading consulting and technology organisations, [Click here](#) for information and to apply

Communication & Electronics



BT Electronics Technician

London - Level 3

You'll join a team that supports and maintains the internal network in our telephone exchanges, radio stations and data centres and be responsible for establishing and maintaining communications systems. You'll do this using a range of different physical and remote tools, to install hardware and software. Your day to day can range from finding faults, to dividing cables between two digital distribution frames.

For Details and application [click here](#):
For all available opportunities [click here](#)

Construction



Civil Engineering Degree Apprenticeship (Y13)

Visit: <https://www.balfourbeatty Careers.com/job-detail?detail=uk098-degree-civil-engineering-site-apprenticeship-2021-south-east>

Rail Plant Engineer (Level 3 Y11)

Visit: <https://www.balfourbeatty Careers.com/job-detail?detail=uk127-apprentice-rail-plant-engineer-effingham-surrey>

National Defence – Engineering, Business



Level 3 (Y11) & Higher/Degree (Y13) Apprenticeships

September 2021 Start

About AWE

For 70 years, AWE has supported the UK Government's nuclear defence strategy and the Continuous At Sea Deterrent. They also use nuclear know-how and technical expertise to provide innovative solutions that support the UK's counter-terrorism and nuclear threat reduction activities.

Roles Available

- Business Administration Apprenticeship
- Civil Engineering Degree Apprenticeship - Ballistics & Seismic
- Chemistry Laboratory Technician Apprenticeship
- Control and Instrumentation Apprenticeship
- Control and Instrumentation Technical Author Apprenticeship
- Electronic Degree Apprenticeship
- Electronic Maintenance Apprenticeship
- Infrastructure Technician Apprenticeship
- Manufacturing Engineering Degree Apprenticeship
- Mechanical Maintenance Apprenticeship
- Mechatronic Maintenance Apprenticeship
- Nuclear Engineering Degree Apprenticeship
- Physics Laboratory Technician Apprenticeship
- Precision Machining Apprenticeship
- Project Controls Apprenticeship
- Quality Inspector Apprenticeship

[For information and application click here](#)

HEALTHCARE



Healthcare Apprenticeship

Level 3 School Leaver

As a Healthcare Apprentice in Nuffield Health Ward you will:

- Put patient care first, you will enjoy time to really get to know the people who are Nuffields patients. By understanding them as individuals, you can better meet their needs.
- Use your organisational skills to the full, as you take responsibility for administrative duties.

[Click here](#) for information and to apply

Apprenticeships

Hair & Beauty

RUSH
HAIR & BEAUTY

British award winning hair and beauty experts,
visit us in salon or shop online

School Leaver Hairdressing Apprenticeships

Responsibilities of a Rush Hair Assistant:

- Attending the Rush Academy 1 day a week to complete your NVQ Level 2 qualification.
- To assist hair stylists with the styling and colouring of client's hair.
- Learning the correct techniques for shampooing and conditioning client's hair and carrying out head massages.
- Learning about retail products and advising clients how to maintain salon professional hair at home.
- Passionate about the hair industry and up to date about current trends and products.
- keep up to date with the latest trends, techniques and hairdressing industry news, this will grow your personal knowledge.

For information and contact:

<http://careers.rush.co.uk/apprentices/>

Or apply through Government apprenticeship Website:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/421215>

Barber Apprenticeships Intermediate September Start

Click here for information and apply directly

<https://centreforapprenticeships.co.uk/vacancy/1537599/>

Click here to apply on Government Apprenticeship Website:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/425944>

IT & Technology



Vodafone Level 4 & 6 Apprenticeships Y13

Vodafone apprenticeship applications are now open for
September 2021 Start:

- Software Developer (Level 4)
- Cyber Security (Level 6)
- Data Analyst (level 6)
- IT Consultancy (Level 6)
- Network Engineering (Level 6)
- Project Management (Level 6)
- Software Engineer (Level 6)

For information and application details [click here](#)

IBM IBM Apprenticeships

Open 8 Feb – Register Interest:

<https://www.ibm.com/uk-en/employment/entrylevel/>

Hospitality and Catering



School Leaver



Management Degree Apprenticeship

McDonalds Management Degree Apprenticeship is an opportunity to gain real-life management experience following their structured and industry recognised training programmes, while at the same time studying towards a degree qualification with Manchester Metropolitan University.

Principle Responsibilities:

From day one you'll be rolling up your sleeves as part of a restaurant team, learning how every aspect of their restaurants work from preparing food in the kitchen to serving customers on front counter!

Once you've learned the basics, you'll quickly start developing your management skills following their management development programme. The first year of your apprenticeship will be completely focused on training you up to be a shift manager, managing teams of up to 50 people, while working towards a Level 3 Apprenticeship (Hospitality Supervisor).

The following four years will be spent working towards a BA (hons) degree in Business Management and Retail from Manchester Metropolitan University (MMU) and chartered manager status with the Chartered Management Institute (CMI). During this time you'll gain hands-on restaurant experience; creating staff rotas, managing accounts and business planning.

Throughout the five-year programme you will gain loads of practical experience and progress through different management roles. You'll help make real business decisions and could even go on to manage your own restaurant.

To apply you'll need to have 104–112 UCAS points (A level grades BCC – BBC) or equivalent alternative qualifications.

You will also need GCSE grade C or 4 in English and Maths.

Location: as this is a restaurant-based position McDonalds are recruiting apprentices in all locations across England

[Click here for information and to apply](#)

Catering & Food Manufacturing

Greencore

Higher & Degree Apprenticeships

Heathrow September 2021

Are you passionate about, food-safety and hygiene? Are you interested in food production and quality assurance? Find out more with their [Technical Degree apprenticeship](#).

Apprenticeships

Childcare & Education



Childcare Apprenticeships

Sept 2021 Start

Deadline or applications 30 June 2021

It will be expected that apprentices progress from Intermediate Level 2, onto an Advanced Apprenticeship at Level 3, completing both qualifications within 36 months. This starts your progression of career at Busy Bees, hopefully going on to fulfil senior positions within our nurseries.

Successful candidates may be put forward to a Centre of Excellence (Nursery Site) and this may involve travelling to other nursery sites during and after completion of the apprenticeship. Please find below some of your duties and expectations as an apprentice:

- Involvement in planning stimulating activities for the children in your care in line with the EYFS
- Assisting in delivering a high level of quality childcare maintaining a professional and positive outcome for both children and staff
- Building effective relationships with children, parents and team members
- Ensuring each child's individual needs are met
- Contributing to the safeguarding of all children
- Actively work towards the apprenticeship frameworks provided by BB Training with an expectation of completion within the agreed timeframe
- Be enthusiastic and proactive in developing own skills within the workplace
- Demonstrate commitment to continued professional development
- Communicate with their line Manager regarding the activities and progress within the room

Apprenticeships available at:

Egham: Click here:

<https://busybeestraining.co.uk/vacancy/childcare-apprenticeship-at-egham>

Thames Ditton:

<https://busybeestraining.co.uk/vacancy/childcare-apprenticeship-at-thames-ditton>

Twickenham: <https://busybeestraining.co.uk/vacancy/childcare-apprenticeship-at-twickenham-teddington>

Guildford: <https://busybeestraining.co.uk/vacancy/childcare-apprenticeship-at-guildford>

Click here for all locations:

<https://busybeestraining.co.uk/apprenticeship-vacancies>

Apprenticeships at British Petroleum



Human Resources Degree Apprenticeship

To excel as an HR professional, you need to understand business strategy, how the business works and how to get the best out of people to support business goals. On BP's HR degree apprenticeship, they'll pay for your business management degree. You'll have the opportunity to take everything you learn from your studies and apply it directly to the business, which will help you develop your career as an HR professional in a world-leading multi-national organisation.

Click here for info and to apply:

<https://www.bp.com/en/global/corporate/careers/students-and-graduates/locations/united-kingdom/apprenticeships/hr-degree-apprenticeship.html>

Software Development Apprenticeship (Level 4 – Y13)

Developing, improving and crafting new products and services, you'll focus on at-scale enterprise software development products using Java, C#.Net or Node.js. You'll also be involved in rapid application development on low-code platforms such as Salesforce, Service Now and Microsoft PowerApps. In addition, you'll look at responsive mobile/web development using React Native, Xamarin and similar frameworks.

Click here for info and to apply:

<https://www.bp.com/en/global/corporate/careers/students-and-graduates/locations/united-kingdom/apprenticeships/software-development-apprenticeship.html>

Business



Employee Benefits Level 3 Apprenticeship

September Start – Deadline 1 March 2021

Locations

Farnborough

The role

Aon's 18-month level three employee benefits apprentice programme provides you with the communication, marketing and client-facing skills you'll need for a long, successful career in employee benefits consulting — as well as supporting you through the Certificate in Financial Services qualification. You'll be able to take on plenty of on-the-job, business skills and technical training — this will help you learn how to provide innovative solutions that meet their clients' needs.

After the apprenticeship, what's next?

All apprenticeship roles are permanent positions with Aon. Once you've completed your 18-month apprenticeship, you'll continue to grow your career as an employee benefits consultant, as well as continuing your studies for the Certificate In Financial Services.

For information and to apply:

<https://www.aon.com/careers/uk/apprenticeships-5.html>

Apprenticeships

Business



South East Vacancies Level's 3 & 4 Apprenticeships At Unilever September start, Deadline: 31 March 2021

Business Associate Level 3 (Y11/13): Unilever's mini-MBA focuses on the development and improvement of a range of business services, as well as providing an introduction to project management. Over the course of the programme, you will learn the important knowledge, skills and behaviours you need to know to be successful in the workplace.

Requirements

Have or are predicted GCSEs in English Language and Maths at grade 5 or above.

Professional Accountancy (Y13) Apprenticeship will have responsibility for creating, verifying and reviewing accurate and timely information for a finance team in Unilever. Apprentices in finance will learn about systems and processes, regulation and compliance and will build good business awareness.

Requirements

Have or are predicted a minimum of 2Bs and 1C at A-Level including Maths or equivalent.
Have GCSEs or equivalent at level 4 or above in Maths and English.

Data Analyst Apprenticeship : The Data Analyst programme provides leading industry training for aspiring and junior data analysts so they can master data wrangling and analysis techniques. It also covers elements of data science, including Python and an introduction to machine learning.

Requirements

Have or are predicted GCSEs including English Language and Maths at grade 5 or above. Have or are predicted a minimum of one A-level or equivalent.

Click here for information and to apply to all roles:

<https://careers.unilever.com/uk/en/business-technology-apprenticeships>

Energy & Utilities



Apprentice Smart Energy Expert Staines & Sunbury

Smart Metering is probably new to you, this apprenticeship will provide you with training at one of Centrica's Learning Centre's to give you the technical skills and knowledge you'll need. You'll then be ready to go to customers' homes in your own fully equipped van, with the latest tablet and mobile phone at your fingertips.

Career progression via cross skilling in new trade roles such as – Heat Pump Engineers and Electric Vehicle Charging Point Engineers as well as Gas Service & Repair Engineers.
For information: [Click here](#)

Engineering Apprenticeships



Rail Engineering, Guildford Degree Apprenticeship September start, Deadline: 30 April 2021

What will the apprentice be doing?

As a rail engineering apprentice based in Guildford you will assist in supporting engineers in the production of civil designs using CAD and other specialist software, support teams with application of BIM practices, coordinating the data on projects and getting involved in testing innovative new approaches for presenting your designs to the business. Where practical, you'll get the opportunity to visit site, carry out site inspections and see the projects you're working on, coming to life.

What training will the apprentice take and what qualification will the apprentice get at the end?

You will attend London South Bank University to study a Rail Engineering degree apprenticeship and gain a BEng, as well as your Incorporated Engineer status with your chosen professional institution. You will also be enrolled onto a bespoke internal development programme to support you to attain the knowledge, skills and behaviour that will help you successfully achieve your apprenticeship.

What is the expected career progression after this apprenticeship?

As this is a permanent position, after gaining your degree, WSP will continue to be committed to your learning and development throughout your career with us. You will have the opportunity to gain Chartered status with your chosen professional institution, as well as the chance to study towards a Masters degree.

Entry requirements:

- You'll be in your final year or have completed either your A Levels (or equivalent qualification type) with grades BBB or above. If you would like to study engineering you will need a grade B minimum in Maths or Further Maths with a Physical Science. If you have studied a Level 3 BTEC Extended Diploma you will need grades DDM or above in a related subject including Level 3 Mathematics and Physical Sciences.
- You'll have five GCSEs (or equivalent qualification type) at grade C / Level 5 or above which must include English, Maths and Science. If you would like to study engineering you will need at least a grade B / Level 6 in Maths.
- Click here for information and to apply through 'Get my First Job'
<https://www.getmyfirstjob.co.uk/discover/job/124496/1/engineering-and-manufacturing/northampton/rail-engineering--degree-apprenticeship-guildford>



Engineering Apprenticeships Level 3 (Y11/13)

Open for Sept Start Deadline 28 Feb 2021 - Slough

https://www.finning.com/en_GB/company/careers/our-people/apprenticeship.html#

Apprenticeships

Horticulture



Wisley Gardens

Applications open Aug 2021 Start
Deadline 1 March 2021

Two-year programmes

- **Horticultural Operative Apprentices (L2)** spend two years working alongside experienced horticulturists in Wisleys prestigious RHS Gardens. This experience gives a real understanding of the seasonal work involved in an ornamental garden. There is nothing like getting your hands dirty to grow your knowledge and confidence
- **Horticultural Supervisor Apprentices (L3)** This experience gives learners a real understanding of the seasonal work involved in an ornamental garden and an understanding of how garden teams carry out their work for the benefit of everyone

For information and to apply: <https://www.rhs.org.uk/education-learning/qualifications-and-training/work-based-training/rhs-apprenticeships>



The Royal Parks Horticulture Apprenticeship Scheme
Applications open Aug 2021 Start
Deadline 8 March 2021

The Royal Parks Apprenticeship Scheme is an ideal way to begin a career in the horticultural and park management industry. This is a unique opportunity to work in London's historic parkland.

As a Royal Parks apprentice, you'll work and learn in one of London's finest parks and get paid while you complete your education. When you finish the course, you'll be qualified as a skilled gardener and you'll have gained a vast amount of experience from working in one of the UK's most famous parks - [Hyde Park](#), [St James's Park](#), [Bushy Park](#), [Richmond Park](#), [The Regent's Park and Primrose Hill](#), [Greenwich Park](#), or [Kensington Gardens](#).

These parks are widely recognised as among the best of their kind in the world.

For application to:
Bushy Park:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-/572257>

Richmond Park:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-/572265>

For all opportunities: <https://www.royalparks.org.uk/get-involved/the-royal-parks-apprenticeship-scheme>

Science & Engineering



GlaxoSmithKline

Higher Apprenticeships Y13 - Brentford

- [Data Analytics \(Consumer\) Apprenticeship](#)
- [Data Scientist Degree Apprenticeship](#)

Level 3 Apprenticeships Y11 – Maidenhead

- [Engineering Apprenticeship](#)

Higher Apprenticeship Y13 – Maidenhead

- [Laboratory Science \(Consumer\) Apprenticeship](#)

What time of year do apprenticeship opportunities open?

Applications for some companies tend to open for Apprenticeship recruitment between September and March/April. Closing dates typically fall between late October and early May.

However apprenticeships are advertised all year round for immediate starts and ongoing recruitment, especially within sectors such as construction, childcare, hair & beauty, automotive mechanics, for example:

[Apprentice Dental Nurse](#)

Synergy Dental Medical & Skin Spa
(Added 10 Nov 2020 - 1 position available)

We have an exciting opportunity for an Apprentice Dental Nurse to join our friendly and busy dental practice. We are a dental practice with a well-established and friendly team. We would love you to join us as an Apprentice Dental Nurse.

Distance: 0.5 miles ▶ [Journey time](#)

Closing date: 11 Jun 2021

Possible start date: 12 Jun 2021



[Apprentice Electrician](#)

Mit Build And Renovations Limited
(Added 20 Jan 2021 - 1 position available)

West Byfleet based construction company looking for ambitious and enthusiastic apprentice to work alongside qualified technicians and undertake NVQ electrical qualification.

Distance: 1.6 miles ▶ [Journey time](#)

Closing date: 20 Feb 2021

Possible start date: 22 Feb 2021



Apprenticeships can be competitive, to ensure next steps and keep options open, it is always advised to secure a college course while you search and apply.



What is a CV for?

- Providing prospective employers a summary of you as a potential employee, your skills, experience and qualifications
- A means of applying for a particular job position or future opportunities
- To persuade an employer to offer you an interview

CV Do's:

- Keep your CV to a maximum of two pages
- Keep your CV current and up to date
- Use positive language – suggest what you can do and what you have the potential to develop
- Create a CV which is easy to read, logical and well word-processed
- Always check for spelling and punctuation mistakes – get at least three different people to read it
- You do not need to be good at everything - show what you are specifically good at
- Stick to white or cream paper, a font size between 10 and 12, clear font type with pages stapled together – presentation is the number one reason employers may bin your CV
- Tailor your CV to the job role – this does not mean making things up, but highlighting key skills, personal qualities and experiences that the employer/ job role is looking for

CV Don'ts

- Never make things up
- Provide every small detail of your life so far - the average employer will take 30 seconds reading your CV
- Use too formal language or jargon words
- Avoid saying what you do not have experience of
- Never send a CV to an employer without a cover letter (see cover letter section)
- Try not to use a CV wizard or builder – create your own document

Typical CV format

- Contact details
- Personal profile
- Key skills and achievements
- Education and qualifications including training courses
- Employment history including work experience and voluntary experience
- Personal/ Interests
- References

The essence of what you want to communicate with your CV

The following three areas are crucial to creating your CV, but also form the essence of what you will want to communicate in an interview in order to successfully achieve the job:

- Your skills
- Your experience of work/ or transferable experience
- Your personality

Your Skills

Include:

- Communication skills – being able to talk, listen and present information
- Interpersonal skills – being able to relate to other people, mix well, interested in people
- Numerical skills – being confident with numbers, basic arithmetic, maths etc
- Analytical skills – being able to analyse information and make sense of it
- Problem solving skills – being able to offer solutions to problems, being able to work through tasks
- Team work skills – the ability to work with others to achieve something
- Leadership skills – being willing to take responsibility, and encourage others
- Information technology skills – the ability to use computers at basic or advanced levels
- Initiative skills – the ability to work on your own without constant supervision
- Organisational skills – the ability to organise your time and work to deadlines

Rather than listing that you have any or all of these skills it is important to do the following

1. Think of examples where you have used these skills and work this into your CV content
2. Identify the main two or three relevant skills that you possess and that are also most relevant for the job role

TAILOR IT TO THE ROLE

INCLUDE EXAMPLES

AVOID CLICHES

For help for interview techniques, apprenticeship process and much more visit:



Creating a Winning CV/Application cont...



Parents/Carers



Schools



Teachers

Your experience of work/ or transferable experience

Think about the work related experience you have had and if you feel you have very little, consider transferable experience such as helping out at a school fete, organizing a charity event or having to present in your lessons to the rest of your class. Even being a captain for a sports team provides experience of leadership, communication and responsibility. Dealing with a difficult customer during your Saturday or summer job is good transferable experience and equals customer service experience.

Your personality

It can be quite challenging to talk about and sell yourself. Some people feel they are being boastful and proud. However, you have to allow yourself to shine. Besides if you do not, others will and they will get the job! To help you on your way, ask a few friends and family members to list words or describe how you are as a person. Ask them to be honest and not suggest you are anything you are not.

Key skills and achievements

Aim for three to four bullet points with your best skills or achievements and give evidence at the same time. Remember show how and why. E.g.:

- Organisational Skills, developed through college coursework and co-ordination of staff charity bake sale at my recent part-time job
- Chosen to represent my school at the Regional Science Awards where my team came 3rd.

Skills

Remember to always have an example of when and how you have used your identified skill:

- A good organiser
- Able to work unsupervised
- Flexible and receptive to new situations
- Effective under pressure
- Able to communicate with people at all levels
- Dependable team member
- Reliable and punctual
- Numerate/good head for figures
- Able to learn and apply new skills quickly
- Confident and concise communicator
- Able to maintain a high standard of work
- Good written communication skills
- Excellent attendance record
- Confident personality
- Ability to demonstrate initiative
- Good team leader
- Ability to maintain accuracy under pressure
- Organised and logical thinker
- Able to set and achieve personal goals
- Computer literate
- Excellent telephone manner
- Sound administrative skills
- Able to supervise others effectively
- Possess common sense
- Can solve problems and resolve queries
- Can work to tight deadlines and time tables
- Able to delegate effectively
- Innovative and imaginative
- Good listening skills and sensitivity to others needs
- Able to lead and motivate others
- Good practical skills
- Able to use hand tools/machinery
- Able to work from written instructions
- Good customer service skills

CV Power Words

Accurate	Confident	Helpful	Reliable
Active	Consistent	Honest	Resourceful
Adaptable	Creative	Imaginative	Responsible
Analytical	Dedicated	Independent	Self-motivated
Ambitious	Dependable	Innovative	Sensitive
Articulate	Discreet	Keen	Skilled
Artistic	Dynamic	Logical	Successful
Bilingual	Efficient	Loyal	Systematic
Business minded	Energetic	Methodical	Tactful
Calm	Enterprising	Motivated	Tenacious
Capable	Enthusiastic	Observant	Thoughtful
Considerate	Experienced	Organised	Thorough
Commercially minded	Expert	Persistent	Trustworthy
Committed	Flexible	Perceptive	Versatile
Competent	Friendly	Proficient	Willing
Competitive	Hard-working	Practical	



Creating a Winning CV/Application



Parents/Carers



Schools



Teachers

Linking your Learning in Education to skills to take forward:

SPORT:

Demonstrates Team work, dedication, fitness, competitiveness, reliability

MUSIC, DRAMA & THEATRE

It takes a lot to stand up in front of people and perform, demonstrating confidence, self-presentation, collaboration, attention to detail and creativity.

LANGUAGES

Demonstrates lateral thinking, dedication, willingness to learn, problem solving and patience,

SCIENCE

Demonstrates Critical thinking, communication, data analysis, problem solving, research, attention to detail and numeracy. Also, curiosity, drawing techniques and organisation

ART, DESIGN & TECHNOLOGY

Demonstrates confidence, creativity, independence, research, project management and self-reflection skills

ENGLISH SKILLS

Demonstrates communication, creativity, critical thinking, textual analysis, cultural sensitivity and data analysis.

HUMANITIES & SOCIAL SCIENCES

Skills learnt with teamwork, motivation, interpersonal and communication skills, commercial and cultural awareness, self-awareness, organisation skills. Along with evaluation and analysis skills.

IN FACT ALL LEARNING PROVIDES TRANSFERABLE SKILLS FOR LIFE!

Example: linking in Learning to Business Careers:

Leadership – have you been a member of a team or group? Maybe in PE or Drama, or other subjects or a member of a Sports/Activity Club?

Think of an example of when you have kept team spirit up, supported team members, suggested strategies or a course of action. Planned group activities. These are leadership skills you already employ!

Marketing your ideas? Ever tried to 'sell' your ideas, maybe in DT, designing a product? In English with creative writing – telling your story to make it believable? Created a visual representation of your work?

Project Management Skills?

Have you worked on a project at school, had to plan ahead? Considered deadlines? Could be in science, art, DT,

Catering. Working to a timeframe takes planning!



Activities where generating skills and strengths

- Learning an instrument
- After school subject club
- Fishing
- Helping family
- Cooking/ Baking
- Band
- Drama
- Dog walking/ looking after your pet
- Blogging/ vlogging
- Following inspiring influencers
- Reading
- Helping neighbours/community
- Computer club
- Duke of Edinburgh
- Singing
- Writing
- Learning a language
- St John's Ambulance
- Learning sign language
- Leadership role
- Playing a sport for fun
- Scouts/ Guides
- Enterprise activity
- Watching talks on different topics
- Playing sport for a team
- Arts & Crafts
- Charity
- Public speaking & debating
- Camping
- Volunteering

Extra activities to boost your career skills and your CV:

- National Citizen Service – runs experiences and programmes to engage, untie and empower young people, building confidence to achieve Find out more on their website: <https://wearencs.com/what-is-ncs>
- Duke of Edinburgh Scheme : <https://www.dofe.org/do/>
- Young Enterprise Programmes – Helping Young people to succeed and equipping them with work skills, knowledge and confidence : <https://www.young-enterprise.org.uk/what-we-do/>
- BBC School Report – Plan and produce your own news feature, developing presentation, research, initiative and technical skills: <https://www.bbc.co.uk/schoolreport/16223788>