

Apprenticeship Talent Pool Application Guide



What is an apprenticeship?
Tips to help you prepare for an interview
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What is an APPRENTICESHIP?

An apprenticeship combines practical hands-on experience, with training and study at college. You will work towards gaining a nationally recognised qualification.



Structure:

We offer apprenticeship standards from Level 2, all the way through to Level 6. These are categorised as Intermediate, Advanced, Higher and Degree Apprenticeships. It will depend on the job role and the apprenticeship standard as to which level you start at.

Target Audience:

Apprenticeships are open to anyone over the age of 16 who are not in full-time education and are looking to upskill in their current job or looking for a career change.

Duration:

Apprenticeships vary in length and can range from 13 to 42 months.

Salary:

An apprentice will earn a salary, and the minimum will be the National Minimum Wage for Apprentices which is £6.40. From April 2025 the NMW for apprentices will be £7.55. However, some employers will pay more than the minimum wage

Entry requirements:

All apprenticeships have a different entry criterion, with some requiring GCSE English and Maths or A Levels. As the entry criteria varies, we advise having a look at our apprenticeship webpage or speaking to one of our team for more information.

Tips to help you prepare for an INTERVIEW

Research the company and the role:

- It is essential to understand the company's mission and values.
- You should read the job description or advert thoroughly, so that you know how your background, experiences, and skills align with the role and the company.

Practice common interview questions:

You are not going to be able to predict every question, but you can prepare for common ones like:

- "Tell me about yourself"
- "Why do you want this apprenticeship?"
- "What are your strengths and weaknesses?"

Prepare questions:

Asking questions at the end of the interview is useful to demonstrate your interest in the role and the company. Some good examples include asking about:

- Day-to-day responsibilities
- Opportunities for growth
- Company culture.

Highlight your experience:

You should be prepared to discuss some experiences that show how your skills and knowledge align with the role.

Use the "STAR Technique" to highlight where you have demonstrated the required attributes in a previous job or experience. STAR stands for:

Situation e.g. The situation was that we were working for a major client, and we came up with a problem.

Task e.g. As an administrator I was in charge of organising the timeline and that all the documents were accurate.

Action e.g. I created a timetable for my manager.

Response e.g. We were able to resolve the issue.

Tips:

- Dress according to the company or the job role that you have applied for.
- Bring any documents requested by the company, such as Photo ID.
- Body language is important during the interview.

How to write a CV



Format and template:

- Summarise your education, skills, and work experience in the correct format.
- Try and limit your CV to one side of A4.

Writing the CV:

- Use a consistent and professional font (eg, Aptos size 12).
- The personal statement goes at the top of the CV under the title, which should be your full name.
- Use section headings in bold.
- When you list your education and work experience, order it from the most recent at the top to the oldest one at the bottom.
- The personal statement should be a short paragraph telling the employer who you are, which role you are applying for and explaining why you are the right candidate for the job.



Things to include:

- Contact details at the top of the page.
- Profile/short personal statement.
- Education and qualifications.
- Work experience or volunteering.
- Skills and achievements.
- Any other qualifications and courses related to the job role.

CV tips:

- Double check grammar and spelling.
- Match your CV to the employer's job description by linking it to words from the advert.
- Use bullet points when describing work or volunteering experiences.
- Don't include your home address in your CV.

Tips and tricks for writing your APPLICATION

Education and qualifications

Include all qualifications and grades you currently hold. You should include your predicted grades if you have not yet taken your exams.

'I am currently studying a Level 3 Business course with Abingdon and Witney College and am due to finish in 2025. I also have 6 GCSEs including English Literature (grade 5), English Language (grade 5), Maths (grade 4), Business (grade 5), Science (grade 4), French (grade 4).'

Why are you interested in an apprenticeship?

'I enjoyed studying Business at GCSE and found the marketing and communication units interesting. I continued studying Business at college and I believe an apprenticeship is a great next step for me as it will allow me to develop my knowledge and skills in a working environment.'

'I would like to develop my communication skills further and increase my confidence when completing tasks and helping the team to complete projects. I am also keen to learn more about business operations and understand how the theory from college links to the workplace and day to day tasks.'

Consider what you would like to learn from an apprenticeship or any skills you are hoping to develop. This is also a good opportunity to link your application to any specific apprenticeships!

Work or volunteering experience

Include any employment or work experience that you have and details of tasks or responsibilities. You should include any transferrable skills you have gained within your application.

'As well as studying Business Studies, I have a part time job in Tesco as a customer service assistant. This involves taking payments, serving customers and stocking shelves which has given me confidence in communication and organisation. I have also completed one week work experience in a Business Administration role where I worked across multiple departments including finance, HR and marketing. I really enjoyed my time working at this company and working as part of a small team.'

Commuting

'I will be using public transport to get to the workplace and am looking to commute up to 1 hour by bus. I live close to the Abingdon campus so could walk.'

Consider how you plan on getting to the workplace and college. Some employers will want to know this information in the application form.

Skills and Strengths

Prepare a list of skills and strengths to add to your application and if possible, link them to the job description.

'During my work experience, I was able to learn how to use systems quickly, allowing me to complete tasks to a high standard and against agreed deadlines. I am also confident in my ability to communicate in person and over email and phone. This skill is something I have continued to develop through my work experience.'

'I believe my communication and team working skills will allow me to contribute to your company values of working to support colleagues and providing excellent customer service. I am particularly keen to attend recruitment events and support the recruitment team by providing administrative support and promoting job vacancies.'

Consider the company

When applying for specific vacancies, research what the company does and their values. Include within your application how you would be a good fit and why you are interested in their job role.

Application Top Tips:

- Highlight your experience and skills
- Ask someone to proofread your application
- Check your application to make sure there are no spelling or grammar mistakes
- Include why you are interested in the relevant subject/apprenticeship
- Answer all questions in detail and use full sentences
- Link your application to the job role you are applying for

Ways to apply for an APPRENTICESHIP

Apprenticeships work a bit differently to a normal college course. Employers will advertise an apprenticeship through us, and you then apply to the job vacancy and go through an application process.

If you are successful, normally you would then be enrolled onto the advertised course for roughly one day a week, spending the other four at work.

If you would like to know more about the apprenticeships that we offer, please visit our [website](#) to browse what we offer.

We also recommend keeping an eye out on our apprenticeship [vacancies](#) page.

It may also be useful to set up a profile on the [Gov.uk](#) website which you can use to apply for apprenticeships when they are advertised. If you have any doubts about the application process, we advise sending an email to the apprenticeship inbox and our team will be able to give you more information.

In some circumstances, there are additional ways to secure an apprenticeship. If you can find an employer who is willing to take you on as an apprentice then we can enrol you as an apprentice directly, rather than going through a competitive application process.

So, if you find an employer, make sure they get in contact with the apprenticeship team, and we can explore this option.

Useful links:



abingdon-witney.ac.uk/apprenticeships

www.findapprenticeship.service.gov.uk

<https://abingdon-witney.ac.uk/apprenticeship-vacancies>

