

Is an apprenticeship right for you?

What does an apprenticeship involve?

- Apprentices are **employees of an organisation**, who are completing a **related learning programme** alongside their employment position.
- Apprenticeships last for a **fixed amount of time**, depending on the programme. (e.g. 12 months, 18 months).
- During an apprenticeship, the apprentice should develop **knowledge, competencies and behaviours** relevant to the field they are employed in.
- Apprentices develop skills at work, and through **off-the-job training**.
- Upon completion, apprentices receive a qualification, which may lead to a full-time position with the same employer, further opportunities elsewhere in a relevant field, or the opportunity to progress to a higher level apprenticeship.

What commitments do apprentices have to make?

- As an employee of an organisation, apprentices usually fulfil a **full-time role** within the organisation
- Apprentices must **be punctual, act professionally, and follow workplace rules and regulations**.
- As with most full-time jobs, apprentices usually start on a **probationary period**. This means that certain standards of performance, professionalism and punctuality must be met for employment to continue after the probationary period.
- Apprentices must complete work related to their learning programme. This can include **written work, portfolio development, and exams**.

What support is available to apprentices?

- Youthforce apprentices have an **assigned tutor**. Typically, tutors meet apprentices every 4-6 weeks to **review their progress, set work, and discuss any other relevant issues**.
- In the workplace, apprentices have a **mentor**. This is somebody who already works for the organisation and is assigned to provide **ongoing support and development** at work.
- Apprentices with **additional learning needs or disabilities** are eligible for extra support. This could be in the form of **reasonable adjustments** in the workplace, or **extra funding** for your training provider to pay for suitable facilities or resources.
- If employers and training providers are not aware of additional needs or disabilities, they usually can't provide the support required. For this reason, **candidates are encouraged to be open about any additional needs they may have**.

What can you expect from Youthforce?

The following stages outline the typical journey from application to starting an apprenticeship, including advice on what happens if you are not successful. If you have any questions about an application, please feel free to contact our office on 01273 776 779, or email us:

applications@youthforce.co.uk

Initial application

- Prior to submitting your application, it is a good idea to think about the criteria specified in the job description, as well as whether the apprenticeship would be workable on a practical level for you. Among other things, please consider the following:
 - Academic qualifications;
 - Attitude to learning;
 - Commute distance, time and cost;
 - Wages;
 - Living situation;
 - Eligibility to work in the UK;
 - Personal commitments.
- If you feel that an apprenticeship is right for you, complete and submit our [online application form](#).

Telephone interviews

- After submitting your application form, you can expect to receive some form of contact from our Talent Acquisition team within 2-3 working days; usually this will be a phone call. The phone call is to help us get an understanding of your background, experience, qualifications, and why you applied.

Youthforce CV/Workshops

- If you pass the telephone interview, you will be asked to complete a Youthforce CV which, essentially, is an application form for the employer. It is also possible that you will be invited to a Youthforce workshop. Workshops are sessions led by Youthforce, which allow you to meet other applicants and complete assessment activities relevant to the position you have applied for. Workshops offer us a chance to get to know you a little better and assess your relevant skills for the position face-to-face.
- If you do not pass the telephone interview stage, Youthforce will offer you constructive feedback as well as advice and guidance on how to strengthen your application, either for another apprenticeship, or other employment opportunities.

Shortlisting

- If you pass the above stages, it is likely you will be shortlisted for a position. At this point, Youthforce will pass your Youthforce CV and telephone interview/workshop notes, to the employer for them to decide on whether they would like to interview and/or trial you for the position.
 - If you do not progress to shortlisting, don't worry - this does not mean you will be discarded by Youthforce! We provide all applicants with structured, informative feedback, as well as advice and guidance on a range of topics. Many apprenticeships are competitive, meaning that in most cases some candidates will be successful and some won't. If you aren't successful with one apprenticeship, there may be others that you can be considered for.

Interviews/trial days

- If an employer selects you from a shortlist, you will then be invited for an interview and/or a trial day.
- Usually, employers combine an interview with a trial day which gives you a chance to meet other employees, as well as get a taste for the workplace and the role.

Job offers

- After a trial day, the employer will decide whether to offer you the position. If you are not offered the position, as before, Youthforce will be able to offer you advice and guidance to better prepare you for future interviews and/or trials with employers.
- If you are successful, a job offer will be made, usually conditional on pre-employment checks. This typically includes reference checks from previous employers or places of study and may also include a DBS check.
- Alongside accepting a position with the employer, Youthforce will also arrange an apprenticeship enrolment (sign-up). This process involves a meeting with your tutor and mentor, outlining the course delivery model, and completing necessary enrolment paperwork.
- After completing pre-employment checks, you will begin your apprenticeship with your employer, with Youthforce as your training provider. The aim of our training is to ensure that you are equipped with the skills to perform your workplace role, as well as put in place the foundation for further learning and development. You will be assigned to one of our specialist tutors who will guide you for the entirety of your apprenticeship, setting your coursework assignments.