

# APPRENTICESHIPS:

## Earn as you learn

### What is an apprenticeship?

An apprenticeship is a combination of paid work and paid training in your chosen career. The paid work is called "on-the-job" and the paid training is called "off-the-job".

On-the-job is working for an employer, usually on a full-time basis, with the other members of staff to support the everyday needs of the business. The off-the-job component of an apprenticeship is to learn the heart of the job and become a competent, full-time member of staff. A minimum of 20% of the working week will be spent on off-the-job activities.

### How long is an apprenticeship?

Apprenticeships vary in length, but in general they are a minimum of 12 months while most are likely to be about 24 months or longer. An apprentice must undertake the minimum time requirements to fulfil the apprenticeship funding criteria.

### Who can study for an apprenticeship?

You can study for an apprenticeship at any age. Some will study straight from school around age 16 while others will use an apprenticeship to change their career later in life. These career pathways will help you decide what career may suit you:

- [www.vtct.org.uk/pathways](http://www.vtct.org.uk/pathways)
- [www.itecworld.co.uk/pathways](http://www.itecworld.co.uk/pathways)

### Where can you study?

You can study with a private training provider or a further education college. Your training provider and employer will support you with your apprenticeship. Some training providers will take apprentices once a year (usually in September) and some will run a roll-on-roll-off programme that allow starts throughout the year.

We would encourage you to speak with someone from the training provider to get all your questions answered. You can also find your answers by visiting their website for more details. Not sure what training providers are in your area where you can study? You can find training providers that offer VTCT apprenticeships through our website: <https://www.vtct.org.uk/find-a-centre/>.



### Off-the-job training

It will depend on the training provider that is supporting you as to how the educational component of an apprenticeship is delivered. Some will ask the apprentice to attend the training provider academy to receive training and some will provide the training in the workplace.

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### How to find an employer:

Once you have made your choice as to the type of career you want to follow, there are three ways to find a supportive employer:

1. You locate an employer yourself. Find a business that you would like to work for.
2. Use one of the many websites that can offer support like <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>
3. Use your training provider to support you with finding an employer

### What level of qualification is an apprenticeship?

Apprenticeships start at level 2 (which is equivalent to a GCSE). Apprenticeship then raise to level 3 (equivalent to an A level) and above (level 4, 5, 6 and 7). The higher the level, the more in depth the knowledge and skill. Some apprenticeships must start at level 2 to provide a foundation level of skill and knowledge and some can start at level 3 or above. It will depend on the type of apprenticeship you choose as well as your current level of education and skill.

### Who will pay for the apprenticeship?

There are two methods of securing funding for an apprenticeship:

1. The UK government through the Education and Skills Funding Agency
  2. An employer using their own 'Levy funds' that have been set aside for apprenticeships specifically.
- Both methods of funding will be sorted for you. Training providers have experts that deal with all aspects of funding and they will apply for funding on your behalf.

### What will I earn?

Your salary will depend on the employer you work for, but there is minimum wage in place.

Age	From 1 April 2018 (current) Rate per hour
25 and over (National Living Wage)	£7.83
21 and over	£7.38
18 to 20	£5.90
Under 18	£4.20
Apprentice (all apprentices under the age 19 AND any apprentice regardless of age, in first year of apprenticeship)	£3.70

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### Required equipment and approximate costs

Depending on the apprenticeship you may need equipment to support your training and everyday work activities. VTCT specialises in hair and beauty apprenticeships and for both industries you will need tools for your trade. The cost of these tools will vary depending upon the quality of the products you choose. It's good to plan for your start-up costs as they are usually anywhere between £100 - £250. Think of this as an investment in your future career. Buying quality equipment that will last will be important.

### An example of an apprenticeship:

VTCT specialises in hairdressing apprenticeships. This is an example of an introductory apprenticeship at level 2 that will lead to a junior stylist role within a salon:

- VTCT Level 2 Diploma for Hair Professionals (Hairdressing). The qualification at the heart of the apprenticeship is a level 2 qualification. It has all of the skills and knowledge that reflect the job:
  - Consultation
  - Shampoo and treat the hair
  - Cut hair using a range of techniques
  - Colour and lighten hair using a range of techniques
  - Style and finish hair using a range of techniques to create a variety of looks
  - Underpinned by health and safety and customer service
- The apprentice must also study for a GCSE in maths and English (if not already achieved)
- The apprenticeship is 24 months in length
- The first 12 months will be developing knowledge and skills necessary for achieving assessments for the qualification
- The second 12 months will be about refining the skill and technique to the best of your ability
- At the end of the apprenticeship, the apprentice must undertake an End-point Assessment (EPA) which is a trade test of skills and knowledge
- When the apprentice passes the EPA they will achieve both the qualification certificate and the apprenticeship certificate.

For more information about apprenticeships please visit: [www.vtct.org.uk/apprenticeships/](http://www.vtct.org.uk/apprenticeships/)