February 2022 Vol. 1 Issue 3



# Bishop Laney Sixth Form Careers Newsletter

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Welcome to this special National Apprenticeship Week issue of the Bishop Laney Sixth Form Careers Newsletter! Throughout this issue you will find all things apprenticeships, from information to virtual events. There are lots of hyperlinks in this newsletter so try clicking on pictures to find out more!

This newsletter is for <u>you</u>, so please get in touch with any questions or topics that you would find useful for future issues. We welcome any feedback and ideas, so, please keep in touch by contacting **SNorman@bishoplaney.org** 



### What is an Apprenticeship?

- You are employed and can therefore earn at least the National Minimum Wage while you train
- Apprenticeship are available to people over the age of 16 which can make them very competitive
- School leavers, aged 16, that are interested in applying for apprenticeships will be looking for level 2 or 3 apprenticeships while higher level and degree level apprenticeships often require previous level 3 study (an apprenticeship, A-Levels or other level 3 qualification)
- You are employed by a company, therefore this means that the application process often includes an interview (there are some interview skills hints and tips on page 3 of this newsletter!)

For more information about apprenticeships click here

- An apprenticeship combines on-the-job training with classroom learning (most often the classroom learning is at a college for one day per week, on day release)
- It can take between one and six years to complete depending on the level of apprenticeship



it's important to look at the different levels because they have different entry requirements



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Specifically Level 2 and Level 3 Apprenticeships



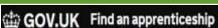




APPRENTICESHIPS

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Specifically Level 4-6 Apprenticeships





**Various Levels of Apprenticeships** 









It's often a good idea to look on individual company websites (many of their websites have careers sections where they advertise jobs and apprenticeships) for example:













### Apprenticeship Events





Welcome to the World of Apprenticeships (Intro to Apprenticeships)

07/02/22 from 1.30pm to 2pm

To register follow this link

CAMBRIDGE REGIONAL COLLEGE GREAT CAREERS STARTERS Cambridge Regional College are visiting Ely College!

Thursday 10th February 2022 during lunch time in Needham's Hall –be sure to go and ask questions

Apprenticeship Q&A Panel Wednesday 9th February 2022 from To register please

Royal Navy Apprenticeships Virtual Experience

Wednesday 9th February 2022 from 6.30pm

To register please click February 2022 Vol. 1 Issue 3

# <u>INTERVIEWS</u>



### **Types of Interview**

### Face-to-Face/Virtual

This is the most common interview where one or two people will ask you questions. They might be the person who will manage you, the course leader or somebody else.

Recently this has been done virtually on websites such as 'Zoom'.

#### Panel

This is an interview with several people who will ask questions. One person may be the 'chair' and be in charge, making sure each person gets to ask a question. They can be common in public sector jobs (e.g. jobs paid for by the government)

### Telephone

Telephone interviews are sometimes used as the first stage in an interview process. The interviewer asks questions that will identify the best people to invite for face-to-face interview.

#### **Assessment Centre**

These can last up to a day. You'll go there with other candidates. As well as one or more interviews, you may also take ability or personality tests and do role-plays or group exercises

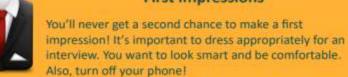
### **Things to Remember**

#### Re-Read



Take a look back at the job/course description and use this to your advantage! Talk about the skills they are looking for in your interview

### First Impressions



# 9 4 3

#### Research

Research the company or university you're applying for, what do they do and why do you want to work/study there? Also, plan your journey to the interview, you don't want to be late.

# 4

### **Body Language**

Only 7% of communication is verbal. Take notice of your tone of voice, facial expressions, gesture and posture which can all make a difference. Remember to smile!



#### **Question Time**

It can be a good idea to prepare questions. Remember, it's your chance to find out about them as much as theirs to find out about you!



### Thank-You

Seems obvious, but some people forget! Thank the interviewer for their time

### **Interview Questions**

Can you tell me a bit about yourself?

Try to focus on your skills, characteristics and successes and how they make you a good candidate in terms of the job/course description

Why do you want to work here/attend this University? Demonstrate that you have researched the company/role/course/University by talking specifically about parts of the job/course that interested you.

Other questions include:

- What do you know about the company/university?
- What motivated you to apply for this job/course?

What are your strengths?

Pick 3 or 4 things desired by the employer/university such as teamwork, leadership, initiative and evidence these.

Similar questions include:

- How would your friends describe you?
- How would you describe your personality?

What are your weaknesses?

You can positively frame your answer by choosing things you have taken steps to improve, e.g. self-confidence issues could have previously led to difficulty accepting criticism - but tell the interviewer that you've learned to embrace constructive feedback Similar questions include:

- How do you respond to criticism?
- How would your worst enemy describe you?

Can you give an example of a time when you had to cope with a difficult situation? This is what is known as a competency-based questions. For this type of question it's a good idea to follow the STAR method.

Other questions include:

- How do you manage your time and prioritise tasks?
  - How do you respond to stress and pressure?

S Describe a situation

Outline the task you were given

Detail what action you took

Summarise the **result** it led to February 2022 Vol. 1 Issue 3

## More to do during Apprenticeships NATIONAL

### APPRENTICESHIP

# **Students**



Test your knowledge with this fun quiz and learn a little more about what roles are available, when to apply and what they might be looking for

Watch this series of short films covering 12 school subjects and the many apprenticeships that they link to—click the image on the right:





This collection of short apprentice story films showcases the breadth and variety of apprenticeships, including Firefighting, Engineering, Broadcasting, Zookeeping and more...

## Parents/Carers



Listen to 'The Parent Perspective' - a podcast about careers by clicking on the image to the left

Or, follow this link to find loads of resources about apprenticeships, such as the examples below:







# **Notice Board**

(Click on each apprenticeship for more Information—these are all apprenticeships that are currently being advertised locally)

### Level 2

**Production Chef Apprentice** Warehouse Apprentice (Publishing House) **Apprentice Beauty Therapist Optical Assistant Apprentice Apprentice Early Years Practitioner Apprentice Hairdressing Technician** 

### Level 3

**Business Administrator Apprentice** Heavy Vehicle Maintenance Apprentice Apprentice Lettings Customer Service Advisor Apprentice IT Technician Mechanical Engineer Apprenticeship Apprentice Dental Nurse

### Level 4/5

Sports Coach Apprentice Software Tester Apprentice Site Technician Apprentice **BMW Sales Executive Apprenticeship Assistant Store Manager Apprentice** Finance Apprenticeship

### Level 6/7

Instructional Design Apprentice **Chartered Building Surveyor Apprentice** Digital Marketing Apprenticeship Civil Engineering Apprenticeship Automation Engineer Apprenticeship Police Constable Apprenticeship