

Ely College Careers Newsletter

CONTENT:

Dates For Your Diary

What is an Apprenticeship?

Where to Find Apprenticeships

Apprenticeship Events

Interview Skills

Other Apprenticeship Activities/Events

Current Apprenticeship Vacancies

Ely College Website—Apprenticeships

Useful Contact Details

Welcome to this special National Apprenticeship Week issue of the Ely College 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 **you**, 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 either CEIAG@elycollege.co.uk OR SNorman@elycollege.co.uk



DATES FOR YOUR DIARY

National Apprenticeship Week	7th—13th Feb 2022
Morgan Sindall—Intro to Construction	Monday 7th Feb 2022
Work Pays—Intro to Apprenticeships	Monday 7th Feb 2022 1.30-2pm
Morgan Sindall—Meet the Trade Apprentices	Tuesday 8th Feb 2022
KEITS—Apprenticeship Webinar	Tuesday 8th Feb 2022 from 11am
West Suffolk College—Discover Apprenticeships	Wednesday 9th Feb 2022 6-8pm
IBM—Apprenticeships Q&A	Wednesday 9th Feb 2022 4-5pm
Royal Navy—Apprenticeships	Wednesday 9th Feb 2022 from 6.30pm
Morgan Sindall—Applying for Apprenticeships	Thursday 10th Feb 2022
Cambridge Regional College—Online Apprenticeship Information Evening	Thursday 10th Feb 2022 5.30-7pm
Cambridge Regional College—Visiting Ely College	Thursday 10th Feb 2022 Lunch-time
Morgan Sindall—University Apprenticeships	Friday 11th Feb 2022

All of these events are optional and can be booked via links on page 2

**IT'S NATIONAL
APPRENTICESHIP
WEEK**
#BuildTheFuture
#NAW2022

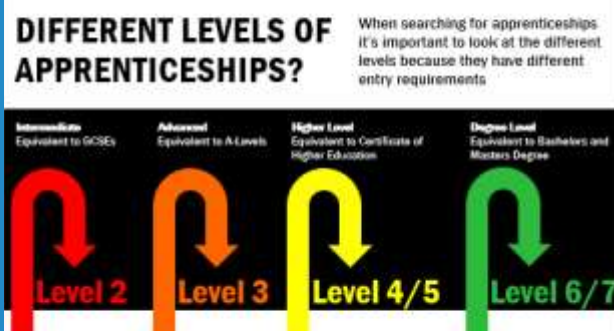


What is an Apprenticeship?

- You are employed and can therefore earn at least the National Minimum Wage while you train
- Apprenticeships 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



WHERE TO FIND APPRENTICESHIPS

Specifically Level 2 and Level 3 Apprenticeships



Various Levels of Apprenticeships

Specifically Level 4-6 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

KEITS Keeping Excellence in Training Standards

Apprenticeship Webinar

8th February 2022 from 11am (Open to parents and pupils)

Join the meeting on Google Chrome through [this link](#)

CAMBRIDGE REGIONAL COLLEGE GREAT CAREERS START HERE

Online Apprenticeship Information Evening

Thursday 10th February 2022

Book your ticket [here](#)

SPEAKERS for schools **MORGAN SINDALL** GROUP

07/02/22— Intro to Construction
08/02/22—Meet the Trade Apprentices
09/02/22—Meet the Technical Apprentices
10/02/22—Applying for Apprenticeships
11/02/22—University Apprenticeships

To join any of the above sessions (morning, afternoon or evening) please register at [this link](#)

Once you have registered you can book individual sessions where the arrow is pointing!

FORM THE FUTURE

Parent Workshop— How to have a careers conversation with your child

Sign up [here](#) for various dates

Intro to Construction [Morning](#) [Afternoon](#) [Evening](#)
Meet the Trade Apprentices [Morning](#) [Afternoon](#) [Evening](#)
Meet the Technical Apprentices [Morning](#) [Afternoon](#) [Evening](#)
Applying for Apprenticeships [Morning](#) [Afternoon](#) [Evening](#)
University Apprenticeships [Morning](#) [Afternoon](#) [Evening](#)

WEST SUFFOLK COLLEGE

Discover Apprenticeships Information Evening

Wednesday 9th February 2022 from 6pm to 8pm

To register for this event follow [this link](#)

work pays and change the difference

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 START HERE

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

IBM

Apprenticeship— Virtual Q&A Panel

Wednesday 9th February 2022 from 4pm to 5pm

To register please [click here](#)

ROYAL NAVY

Royal Navy Apprenticeships Virtual Experience

Wednesday 9th February 2022 from 6.30pm

To register please [click here](#)

INTERVIEWS



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

You'll never get a second chance to make a first impression! It's important to dress appropriately for an interview. You want to look smart and be comfortable. Also, turn off your phone!

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.



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

T Outline the task you were given

A Detail what action you took

R Summarise the result it led to

More to do during NATIONAL APPRENTICESHIP WEEK 2022

Students

THE APPRENTICESHIP
QUIZ 2022!

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:



Apprenticeships 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](#)

FINDING AND APPLYING FOR APPRENTICESHIPS

Home > Students > Careers Education, Information, Advice & Guidance (CEIAG) > Finding and Applying for Apprenticeships

You can find even more useful information and links about finding and applying for apprenticeships on the Ely College and Bishop Laney Sixth Form website [here](#)

Including useful videos, links to other useful websites and general apprenticeship information

	Level	Equivalent education level
Intermediate	2	GCSE
Advanced	3	A Levels or Extended Diploma
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree



CAREERS TEAM



Mrs. Rachael Mustill
Assistant Principal and Year 11 Achievement Lead
RMustill@elycollege.co.uk AND Year11House@elycollege.co.uk

Dr. KJ Norton-Berry
Assistant Principal and Careers Lead
KNorton-berry@elycollege.co.uk AND CEIAG@elycollege.co.uk



Miss. Sophie Norman
Careers Co-ordinator and Advisor
SNorman@elycollege.co.uk AND CEIAG@elycollege.co.uk



Mrs. Gina Garrett
Scott House Student Support Assistant and Work Experience Co-ordinator
GGarrett@elycollege.co.uk AND ScottHouse@elycollege.co.uk