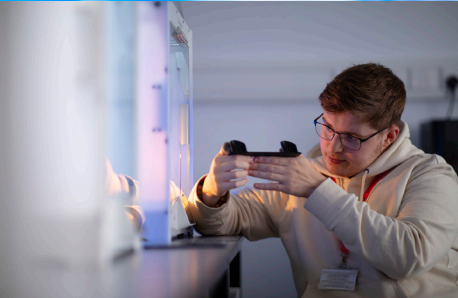


# WHAT IS AN APPRENTICESHIP?



For further information, please contact the Apprenticeships Recruitment Team  
on 01522 876284 or [apprenticeships@lincolncollege.ac.uk](mailto:apprenticeships@lincolncollege.ac.uk).

# What is an Apprenticeship?

## A smarter way to launch your career

An apprenticeship offers a unique opportunity to earn while you learn. It's a real job with structured training, where you'll gain hands-on experience, work alongside skilled professionals, and achieve a nationally recognised qualification.

Apprenticeships typically last a **minimum of 8 months**, depending on the level and subject area. Throughout your apprenticeship, you'll build valuable skills and knowledge both in the workplace and through dedicated learning sessions, preparing you for a successful future in your chosen field.

## How it works?

Alongside your normal work, you'll spend a portion of your week doing **off-the-job training**. This training could take place in College, online, or in your workplace - anywhere you're learning new knowledge and skills related to your role.

Each apprenticeship standard has a **minimum number of off-the-job** training hours you'll need to complete. Your training provider and employer will agree this with you at the start.

You'll then demonstrate your learning through an **Apprenticeship Assessment** (End-Point Assessment), which leads to a nationally recognised qualification.

## An Apprenticeship includes:

- Being an employee earning a wage and getting holiday pay
- Working alongside experienced staff
- Gaining job-specific skills
- Having hands-on-experience in a sector/role of interest
- Getting time for training and study related to your role (at least 6 hours per week of your normal working hours)
- Developing your English and Maths skills in line with your Apprenticeship's requirements and personal circumstances
- Formal assessment which leads to a nationally recognised qualification

## Who can apply?

An Apprenticeship is a great paid work opportunity for people **over the age of 16** who are:

- Starting their career
- Looking to progress or upskill in their current job
- Looking for a career-change
- Not already in full-time education

You'll need to have the **right to work and live in the UK**, and usually spend at least 50% of your working time in England.

## Good to know:

From **January 2026**, funding for **Level 7 (Master's level)** apprenticeships will only be available to apprentices **aged 21 or under** when they start their training.

# Apprenticeship levels

Different Apprenticeship levels equate to different qualification levels.

An Apprenticeship can start at any level, but some may require:

- Previous qualifications such as English or Maths GCSEs at Grade 4 or higher or FS L2 in English and Maths
- Additional training in English or Maths to ensure the Apprentice is at the right level
- Minimum of GCSEs at Grade 4 or higher in Maths and English are essential for all Level 3 Apprenticeships

One of the following qualification levels will be achieved depending on the Apprenticeship level:

- Level 2: Intermediate Level Apprenticeship (GCSE equivalent)
- Level 3: Advanced Level Apprenticeship (A Level equivalent)
- Level 4, 5 and 6: Higher Apprenticeship (Foundation degree level)

Tip: If you already have relevant qualifications or experience, your training may be shortened through Recognition of Prior Learning (RPL) - your provider will check this with you.

## How do I apply for an Apprenticeship?

You can't apply directly for an Apprenticeship...you must find a vacancy or an employer first.

## How to Become an Apprentice

It is easy to apply for an Apprenticeship with us at Lincoln College. Follow the below steps as a guide:

### Step 1: Decide which is the best career choice for you

It is important to have a think about what industry you would like to train and work in. From Engineering to Hairdressing, we have a wide range of Apprenticeship routes for you!

Our **Career Coach** site can help you choose the right career and includes other useful tools such as a CV builder and a self-assessment questionnaire which can help you relate your hobbies and interests to the world of work -

**Home - Careers - The Library at Lincoln College UK**



If you are still not sure and would like some advice, you can always contact our expert and friendly team who will be happy to discuss your future career goals and assist you in choosing the right path for you.

The Apprenticeship Information, Advice & Guidance Team are available to call on 01522 876284 or email at: apprenticeships@lincolncollege.ac.uk

### Step 2: Find an Employer

You will need an employer, who is willing to offer you an Apprenticeship, before you can start your training. Finding a relevant Apprenticeship employer is your responsibility, although Lincoln College are here to assist you with this.

## Apply for vacancies

The first step is to find an Apprenticeship vacancy (similar to a job vacancy) with a local firm. You can find an Apprenticeship Vacancy on our live Apprenticeship Vacancies page [www.lincolncollege.ac.uk/apprenticeships/vacancies](http://www.lincolncollege.ac.uk/apprenticeships/vacancies)

If you are a school leaver then you can start applying for these over the summer in your final year of GCSEs.

In addition to the College vacancies, all accredited Apprenticeship vacancies can be found on [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)



## Vacancy Application

Apprenticeship vacancies receive many applications, so it's important to stand out from the crowd! When applying for a vacancy, think about how your skills and experience relate to the job and the organisation.



You can find useful information on completing a good application by following this link: <https://nationalcareers.service.gov.uk/careers-advice/application-forms>

It's always a good idea to secure work experience or do some volunteering to show you are keen, driven and hard-working.



## When you've found an employer

Once you have successfully been recruited by an employer you will need to confirm that you are ready to begin your Apprenticeship programme.

The Apprenticeship Team can help you through that process, they can also help your employer too if they haven't had an Apprentice or used us as a training provider before.

Just email [apprenticeships@lincolncollege.ac.uk](mailto:apprenticeships@lincolncollege.ac.uk) to notify us and we can start producing the enrolment paperwork.

## Available Apprenticeships

Please see table (right) for a list of our available apprenticeships.

In addition to the Apprenticeships offered at Lincoln College, there may be additional ones available and all course outlines can be found at: <https://skillsengland.education.gov.uk/apprenticeships/>



## Our Apprenticeships

	Level 2	Level 3	Level 4	Level 5
Accountancy	•	•	•	
Bricklaying	•			
Customer Service and Administration	•	•		
Carpentry & Joinery	•	•		
Civil Engineering	•	•	•	
Childcare	•	•		
Dental Nursing		•		
Early Years & Teaching Assistant	•	•		•
Electrical Installation		•		
Engineering Operations / Fitter	•	•	•	
Fire Security Alarm Systems		•		
Furniture Manufacturing	•	•		
Hairdressing	•			
Hospitality & Catering	•	•		
Leadership & Management		•		•
Manufacturing Engineering	•	•	•	
Motor Vehicle Service and Maintenance		•		
Painting & Decorating	•			
Plumbing/Gas & Low Carbon		•		
Property Maintenance Operative	•			
Warehousing & Logistics	•			

Courses and levels subject to change - please visit lincoln College website for up-to-date listings

[www.lincolncollege.ac.uk](http://www.lincolncollege.ac.uk)

# Creating an Account

Go to: [www.findapprenticeship.service.gov.uk/apprenticeshipsearch](http://www.findapprenticeship.service.gov.uk/apprenticeshipsearch)  
Select **'Create an Account'**.



Complete all the sections here. You will need a valid email address and a password.

(\*Password requires upper and lowercase letters, a number and at least 8 characters)

Select **'Create Account'** at the bottom of this screen and you will be emailed an activation code. (You will need to log in to your email account to retrieve this before continuing and you may need to check your junk email folder in case it goes in there)

## Find an apprenticeship

Search and apply for an apprenticeship in England

Search [Saved searches](#)

**Keywords (optional)**  
Can include job title, employer or reference number

All

**Your location**  
Enter postcode, town or city or [use current location](#)

LN2 5HQ

**Within**  
15 miles

**Apprenticeship level**  
All levels

**Only show**  
☐ Disability Confident

[Reset search options](#)

Enter the 6-character code in the box that says **'Activate your Account'** then select the **Activate the Account** button. You must activate your account within 30 days or you will have to start the process again.

You are now ready to search and apply for vacancies. You can search under categories by using the **'Browse'** tab. Ensure you put at least a 15-mile radius in the **'within'** box. This will then search for vacancies within a 15-mile radius of your home postcode and bring up a list of current vacancies.

When you see the search results, this will include the vacancy title, the employer's name, a short description of the vacancy including the closing date and a map showing you where the vacancy is and the distance it is from your selected location. Click on the job title to see further details.

## Search results

We've found 10 apprenticeships in your selected area.

[Receive alerts for this search](#)

**Edit search** [More filter details](#) **Sort results**

**Keywords (optional)**  
- Refine search -  
ADMIN

**Your location**  
LN2 5HQ  
[Use current location](#)

**Within**  
15 miles

**Apprenticeship level**  
All levels

**Only show**  
☐ Disability Confident

**Apprenticeship in Business Administration** [Star](#)  
ACORN PARTITIONS & STORAGE SYSTEMS LTD  
(Added 29 Aug 2023 - 1 position available)



We are looking for a responsible Apprentice in Business Administration to perform a variety of administrative and clerical tasks. Duties of the apprentice include: providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

Distance: 4 miles • [Journey time](#)  
Closing date: 16 Oct 2023  
Possible start date: 13 Nov 2023

**Accounts Administration Apprentice** [Star](#)  
JCT600 LIMITED  
(Added 08 Aug 2023 - 1 position available)

This is an exciting opportunity to join JCT600 Audi Lincoln as an accounts administration apprentice. This role supports all areas of finance, in particular purchase ledger and cashier. You will be responsible for the processing of sales and the payment of all purchase invoices as well as the reconciliation of all supplier statements.

Distance: 3.7 miles • [Journey time](#)  
Closing date: in 4 days  
Possible start date: 02 Oct 2023



You can apply by selecting the '**Apply for Apprenticeship**' button (there is one at the top and bottom of the page). This will then take you to the application form if the employer is using this service. Some employers advertise here but you will automatically be redirected to the employer's website to apply. This is likely to be very different to the application form that this guide has explained, although all of the advice given here should also help you when completing other applications.

**TIP:** Check **Find an Apprenticeship** regularly as new vacancies are posted daily. This will give you the best chance of being one of the first applicants and prevent you from missing out on a great opportunity before the closing date. If you wish to receive an alert whenever there is a new vacancy that matches any '**saved searches**' go into your '**settings**' and tick the box for email/text alerts. You will still need to check the site regularly (at least weekly) to ensure you do not miss anything or to continue with any applications you have started but need to finish before the deadline date. You can also choose to receive other notifications in your account settings by ticking the relevant boxes.

You will see that the details you put in when you started to create your account are automatically entered. If these are not correct they can be changed in '**settings**'. You will then need to add the following:

- Your education details including the name of your secondary school plus dates you started and when you will finish
- Under qualifications click the '**yes**' box which will then allow you to add any subjects you have already qualified in and also any GCSE subjects you are currently taking.
- Use the drop-down list to select the qualification and add the date you completed it or are due to complete it.
- Type in the subject (don't forget to use capital letters!)
- Add the grades achieved or are predicted to achieve by selecting the '**predicted grades**' box, but remember to edit this once you have received your '**actual**' grades. (You can include things like Duke of Edinburgh, Sport or Dance Awards, Asdan, St Johns Ambulance etc.)
- Ensure you press the '**save this qualification**' button after each entry you make
- Continue by adding any work experience details (either paid or voluntary)
- Then add any training courses you may have attended.

## **STAND OUT FROM THE CROWD - HOW TO GET NOTICED – WRITE AN OUTSTANDING APPLICATION**



**You then need to answer three ‘about you’ questions which are:**

## **What are your main strengths?**

The job advert needs to be the starting point for you to complete the ‘**Strengths**’ section. By reading it carefully, you can start to identify the skills and attributes that the employer is looking for. The first place to look for the ‘**buzz words**’ you will need to include in your application is in the ‘**Apprenticeship Summary**’ section of the job advert. This section will contain information about the kinds of tasks that you would be expected to complete. The second place to look for ‘**buzz words**’ is in the ‘**Requirements & Prospects**’ section at the bottom of the advert. Print off the job advert and then circle the relevant words that you can use in this section by giving examples of your skills and qualities in your application.

This is a very important part of the application form and you need to put in a lot of work to get this right. Remember to give examples of your strengths if you can. For example, if the employer asks for ‘**Good communication skills**’ then you need to tell them that you have ‘**Good communication skills**’ but also think about how you could evidence this. For example, you could say something like:

‘I feel that I have very good communication skills. As keen team members of a local football team, we must communicate constantly when on the pitch to ensure that everyone can work together to win the game. I have been praised by the team captain for the way that I communicate effectively on the pitch, saying that I am calm, motivational and fair’

There are a variety of ways you can describe yourself and your strengths. Try using the following:

‘I am...’

Skilled at...

Excellent at...

Extremely good at...

Qualified to...

A skilful...

Able to...

Talented at...

I developed...

Competent in...

Very good at...

Familiar with...

Experienced in...



## *What skills would you like to improve during this Apprenticeship?*

You only need to write a good paragraph of a few sentences that answer this question, but in a clever way and linked directly to the job that you are applying for. For example, if you were going for a job in the IT Industry you could say something like this:

*'I would like to improve my knowledge and awareness of the latest programming techniques being used in the workplace which could then increase efficiency and decrease costs to the employer'*

Or if you were going for a job in hairdressing you could say something like this:

*'I would like to improve my knowledge of the latest cutting and colouring techniques being used within the fashion industry and how these could be adapted to suit high-street fashion trends'*

## *What are your hobbies and interests?*

Be careful about what you write in this section. You need to remember that the employer will use this section (and all of the application forms) to start to create an impression of the kind of person that you are. It is quite likely that if you are invited for an interview, the employer will use this section to help 'break the ice' and make you feel more comfortable in your interview. They might start by asking you something like:

*'I notice from your application form that you are interested in films. What was the last film that you saw and what did you like about it?'*

**TIP:** If you have an interesting or unique hobby or interest then include it in this section, but be careful about over-embellishing or 'making up' a hobby or interest as you don't want to get caught out and be asked about it at the interview, then not be able to talk about it honestly.

## *Education*

The next section of your application form asks you to input the last school or college that you attended. Don't worry if you haven't been at school or college for several years as it won't affect your application.

## Qualifications

The qualifications section enables you to enter all of the qualifications that you hold or are currently undertaking.

**TIP:** Remember to include all of your predicted grades and any other qualifications or grades that you hold. e.g. sport, music, dance, drama, Duke of Edinburgh, Asdan, St Johns Ambulance etc.

## Work Experience

This section enables you to enter all of your work experience, whether this is paid or unpaid work.

When you start typing in the box that says 'main duties' you will notice that a character count will appear underneath the box. You have 200 characters to describe the main duties that you completed.

If you can't remember the exact dates then you can select the approximate dates.

**TIP:** Practice writing your statement in a Word document first, then you can cut and paste it into the box when you're happy with how it reads:

- Remember to check the spelling and punctuation.
- Make sure you focus on tasks that you undertook that might be relevant to the types of jobs that you are applying for in the future

## *Other typical 'employer' questions that you might see could include:*

- How do you plan to commute to the workplace/college?
- What attracted you to this role?
- Why do you feel you are a suitable candidate for this role?
- Why are you interested in completing an apprenticeship?
- Where do you see yourself in 5 years?
- What experience of dealing with customers do you have?
- What qualities do you think are important in this job role?
- What do you think makes the difference between a good customer experience and an excellent one?

When you have completed all the sections you can then select 'save & continue'.

You will now see the completed application form and you need to check it to ensure it has the correct information and NO spelling or grammar mistakes! When you are happy it is correct you can press the 'submit application' button.

This information will now stay in the application form for any future jobs you apply for, but remember to update and change your application form each time so that it is relevant to the job that you are applying for.

## *Final checklist:*

Before you submit make sure you...

1. Check the closing date for applications to be submitted
2. Ask someone to read your application to check for spelling and grammar mistakes
3. Include some examples of your skills, not just a list of strengths
4. Check your application is relevant to the job advert and that you have used some of the 'buzzwords.'
5. Save a copy of your application
6. Print off a copy of the job advert and your application
7. Check the location of the job that you have applied to. Check that you have answered all of the questions.

## *What happens next?*

Once your application is submitted it will be looked at by Lincoln College Apprenticeship Recruitment Team and if you are shortlisted you will be put forward to the employer for review. If they are interested in you then an interview will be set up. If you are successful you will be notified and a start date agreed upon. If you are not shortlisted you will be informed via your Find an Apprenticeship account.



**For further information, please contact the Apprenticeships Recruitment Team  
on 01522 876284 or [apprenticeships@lincolncollege.ac.uk](mailto:apprenticeships@lincolncollege.ac.uk).**

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