

# Apprenticeships in a Nutshell

Apprenticeships are a great way for young people to gain skills while working – ‘earning while learning’. They used to be mainly for traditional trades, but this is definitely no longer the case. Scottish apprenticeships are supported by the Scottish Government and respond to industry to fill skills gaps and create a closer link between education and employers. There’s an incredible variety on offer and many of them are in sectors where there is a real shortage of suitably skilled workers. Employers recognise the benefits to them of a truly diverse workforce.

Scottish apprenticeships provide flexible, practical opportunities for young people to pursue work-based learning that suits their needs, goals and aspirations, while giving them first-hand experience of the world of work. Whether a young person is still in school or looking at their options once they leave, an apprenticeship could be for them. This guide tells you everything you need to know about apprenticeships so you can help them get on the right path to a bright future.

There are three types:

**Foundation Apprenticeships**  
combine learning and training with school subjects

**Modern Apprenticeships**  
combine paid work with training

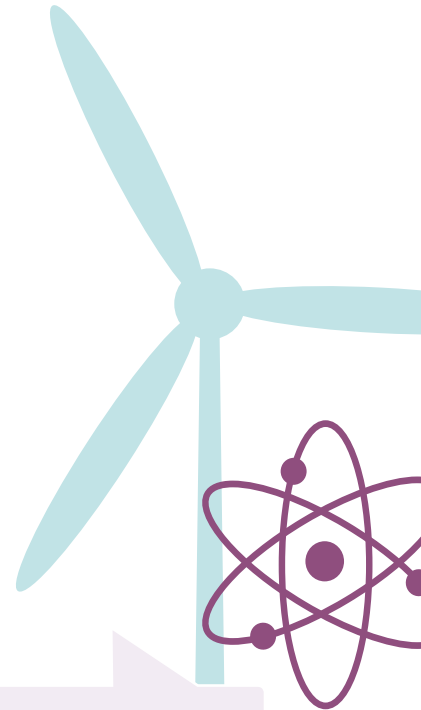
**Graduate Level Apprenticeships**  
combine paid work with learning up to masters level

All three types share the same aim: to give young people the skills and knowledge they need to develop a career in their chosen industry. Apprentices earn industry-recognised qualifications. They can go on to further study or more advanced training, and to rewarding, well-paid careers.

## Getting started

The [apprenticeships.scot](http://apprenticeships.scot) website is full of tips, videos and case studies of young people who have taken the apprenticeship route. It also has an up-to-date list of what’s available in your area.

Another good place to start is the **My World of Work** website. It explains how to match strengths and interests to school subjects and future careers. It also has tips and tools for writing CVs, filling application forms and preparing for interviews.



They don't treat you like children or students. They treat you like you're working in the actual place.

MONISHA, FOUNDATION APPRENTICE IN FINANCIAL SERVICES WITH BARCLAYS



It's the best of both worlds. You gain an academic qualification with on-the-job training - you're earning while learning.

MOHAMMAD, LAB TECHNICIAN MODERN APPRENTICE WITH GLASGOW UNIVERSITY SCHOOL OF CHEMISTRY

I feel my apprenticeship has given me a starting point which will help me through a journey for a lifetime. It has given me such confidence.

BETHANY, GRADUATE LEVEL APPRENTICE IN CIVIL ENGINEERING WITH BALFOUR BEATTY



Skills  
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## Foundation Apprenticeships

A work-based qualification for secondary-school pupils

- Foundation Apprenticeships are designed for school students, usually starting in fifth year and studying for Highers and Nationals, and are an ideal way for young people to gain experience and an industry-recognised qualification in areas of key growth sectors.
- Some of Scotland's biggest organisations are involved, including Scottish Water, the NHS and local authorities.
- They're a great way for young people to try out a career and see if it's right for them.
- Apprentices spend part of the school week at college (or a learning provider) and with an employer, to gain practical work experience as well as an industry-recognised qualification at SCQF Level 6 - the same level of learning as a Higher.
- They normally take up to two years to complete.

### How does it work?

Time out from school will be included in the apprentice's class timetable alongside the other subjects they're studying. This time out, usually a couple of afternoons a week spent in a local college (or at a learning provider) and with an employer, gives them the chance to learn the skills of their chosen field, develop useful industry contacts and gain hands-on experience in the workplace.

Even if this taster shows this is not the right career for them, they will still have gained an industry-recognised qualification and developed general skills such as timekeeping, problem-solving and teamwork – which all employers want to see in the people who work for them.

### Who pays?

There's no cost to the apprentice or their family.

What surprised me when I started was how much you got treated like adult. It has built my confidence right up.

CALLUM, FOUNDATION APPRENTICE IN ENGINEERING WITH SCORE EUROPE

I wanted to become a nurse when I was older, so I thought a Foundation Apprenticeship would be a good qualification for that.

HEATHER, FOUNDATION APPRENTICE IN SOCIAL SERVICES AND HEALTHCARE

When I started I was pretty scared because I was going into a completely different place where I didn't know people. But you get so much support from the teachers, from the lecturers, from everyone.

MONISHA, FOUNDATION APPRENTICE IN FINANCIAL SERVICES

Both technically and commercially, we have a group of young people who are better trained, better educated and better ready for work than we have ever seen before.

BOB WATERSON, MANAGING DIRECTOR OF GREENFOLD SYSTEMS

Foundation Apprenticeships are available in a range of subjects which relate to growth sectors:

- business skills
- civil engineering
- creative and digital media
- engineering
- financial services
- hardware and system support
- scientific technologies
- social services and healthcare
- social services – children and young people
- software development
- *accountancy (under development)*
- *food and drink operations (under development)*

### Where can a Foundation Apprenticeship lead?

Armed with new skills, more confidence, an industry-recognised qualification and a track record of practical experience, a young person will have excellent options on completing a Foundation Apprenticeship.

- **They could gain accelerated entry to a Modern Apprenticeship**, if it's in the same subject area as their Foundation Apprenticeship. If it's in a different subject, they'll already have experience of learning on the job, which looks good to employers who are recruiting Modern Apprentices.
- **They could go on to study for a degree or a diploma**: Scottish universities and colleges view the Foundation Apprenticeship as the equivalent of a Higher.
- **They could start a Graduate Level Apprenticeship**, going to work for an employer while studying for a degree.
- **They could enter the jobs market**: their practical experience, work-readiness and new skills will make their CV stand out and give them an advantage over other candidates.

## Modern Apprenticeships

Learning on the job, while gaining a qualification and getting paid

- Modern Apprenticeships are designed for anyone who is over 16 and has left school.
- Modern Apprentices are employees, so they start earning straight away. Through a combination of work and on-the-job training, they develop valuable skills and experience as they work towards an accredited, industry-recognised qualification.
- Most Modern Apprentices would recommend this route.

### How does it work?

Modern Apprenticeships are run as a partnership between an employer, a local training provider and Skills Development Scotland. They have three basic components:

- a relevant qualification (SCQF 5 to 11)
- core skills
- industry-specific training

Training usually takes place in the workplace, but there may be off-the-job learning at a training centre or college too.

### Who pays?

Skills Development Scotland makes a contribution towards the cost of training, and the employer pays the Modern Apprentice.

### Where does a Modern Apprenticeship lead?

With their training complete and equipped with an industry-recognised qualification, Modern Apprentices are in a great position to make progress in their careers. The latest figures from Skills Development Scotland show that of those who finished their apprenticeship:

- 91% are in work or have gone on to further education.
- Three-quarters were kept on by the same employer.
- Four out of five have already seen at least one form of career progression, such as working for higher pay or doing a job with more responsibilities.

Successful Modern Apprentices might also be able to gain accelerated entry to a Graduate Level Apprenticeship in a related subject.

There are around 80 different types of Modern Apprenticeship. Looking at skills, strengths, interests, ambitions and education will help a young person to find an apprenticeship that suits them. They could start their career with an apprenticeship in areas such as:

- accountancy
- childcare
- construction
- creative industries
- cyber-security
- digital marketing
- engineering
- finance
- healthcare
- IT and digital
- renewable energy
- science
- sport
- textiles and fashion

I wanted the hands-on experience. I learn better that way compared to sitting reading a book. It was the structure of the apprenticeship that really appealed to me - the chance to work, learn and earn all the same time.

ANNA MANSON, AERONAUTICAL ENGINEERING APPRENTICE SPIRIT AEROSYSTEMS

My apprenticeship has been a good experience and a great way to learn. I would say to anyone to go for an apprenticeship. I think it is one of the best ways to go about getting skilled.

CIARA MCMILLAN, ELECTRICAL APPRENTICE, DIAGEO

I am getting the chance to get trained, while I am earning and getting hands-on skills rather than going to university and maybe building up lots of debts before looking for a job.

ERIN DE GROOME, APPRENTICE STONEMASON ST MARY'S CATHEDRAL

76% are more enthusiastic about learning

81% say they now are more confident

74% feel they have better long-term career prospects

I would say to anyone who is considering an apprenticeship to go for it. It will open your eyes to so many areas where you can progress. You can go as far as you want to go and the sky is the limit.

SAMANTHA CARRICK, FINANCIAL SERVICE APPRENTICE LLOYDS BANKING GROUP

# Graduate Level Apprenticeships

A new way to work, learn and earn

- Graduate Level apprentices are in paid jobs and spend most of their time learning at work, but they are also students at university or college.
- Graduate Level Apprenticeships allow young people to put their learning into practice right away, to solve problems on real projects, in the real world.
- They are designed by industry and for industry, so apprentices can be confident that what they are learning is relevant and right for the job.
- They are currently available from SCQF level 8 (DipHE) through to SCQF level 11 (Master's degree level).
- A Graduate Level Apprenticeship could be the next step after a Foundation or Modern Apprenticeship in the same subject area.



## How does it work?

Apprentices spend the majority of their time with their employer and the remainder at university or college. They'll have access to the same facilities and benefits as any other student.

The employer and the university decide on the split between work and learning. In some cases the apprentices will go to classes one day a week. In other cases, there might be online learning, or blocks of learning for several weeks throughout the year.



## Who pays?

College or university is fully funded and, as employees, apprentices also earn a salary.



## Where can a Graduate Level Apprenticeship lead?

The courses and qualifications are designed by industry for industry to create well-trained, highly skilled workers. Everything a Graduate Level Apprentice learns will be relevant to their future career.

Available across a number of colleges and universities across Scotland there are eleven courses to choose from so far:

- Engineering: Instrumentation, Measurement and Control (SCQF level 10)
- Business Management: Financial Services (SCQF level 10)
- Civil Engineering (SCQF level 10)
- Construction: Built Environment (SCQF level 10)
- IT: Cyber Security (SCQF level 10)
- IT: Cyber Security (SCQF level 11)
- Business Management (SCQF level 10)
- IT: software development
- IT: management for business
- Engineering: design and manufacture
- Civil engineering

Further information on colleges and universities involved can be found at [www.apprenticeships.scot](http://www.apprenticeships.scot)

## More information

Head to [apprenticeships.scot](http://apprenticeships.scot) for all the latest vacancies, as well as advice and information about how to get started.

The school careers advisor or guidance teacher will also have more details about all three types of apprenticeship.



## Young people with additional support needs

There is help available for young disabled people who want to take up an apprenticeship, and they may be eligible for additional support such as Access to Work grants. The Two Ticks (now known as Disability Confident) symbol on the job vacancies on [apprenticeships.scot](http://apprenticeships.scot) means that candidates are guaranteed an interview if they identify themselves as disabled and meet the minimum criteria for the job.

## Useful websites

**Apprenticeships.scot**

[www.apprenticeships.scot](http://www.apprenticeships.scot)

**My World of Work**

[www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)

**Skills Development Scotland**

[www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)



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