

# The A to Z of

# apprenticeships

# Liverpool City Region Apprenticeship Support

Funded by European Social Fund and the Strategic Investment Fund

We provide **FREE** and impartial information advice and guidance about Apprenticeships & Traineeships, to Residents, Schools and Colleges throughout the Liverpool City Region.

Call us for information about apprenticeships, Free phone: 0800 074 0724

Email us: info@be-more.info







www.be-more.info











# What is an Apprenticeship?

An Apprenticeship is a proper job combined with structured skills development and ongoing assessment.

An apprentice is employed and paid whilst they learn, and the Apprenticeship ultimately gives them the professional skills, knowledge and the experience to do a specific job. Apprentices acquire their skills through a mix of workplace learning, formal classroom learning, and practising tasks in a genuine work environment.

## Why choose an Apprenticeship?

- ✓ It's a paid job you can start earning!
- You'll get proper skills and qualifications that employers want
- Opens great opportunities to progress both in your career and into higher level training
- ✓ Train at a pace that suits you
- ✓ Paid holidays just like other employees
- ✓ Gives you increased earning potential

# There are a wide range of Apprenticeships available, in almost every sector of industry.

- 1. On an Apprenticeship, you are employed and follow a training programme which gives you the skills to do your job to industry standards.
- 2. Training is a mix of on-the-job skills practice and classroom learning. Throughout your Apprenticeship, you will be supported by a college or training organisation, and a workplace mentor.
- 3. An Apprenticeship lasts a minimum of 12 months. Many apprentices stay on with their employer once they have completed their training. Chances of long term employment are much higher when apprentices work hard and make the best impression.
- 4. Apprenticeships are a proven route into successful, well paid employment and as your career develops, you can progress onto **higher or degree Apprenticeships** which are equivalent to university level education.

## What levels are there? There are different levels of Apprenticeships as outlined below

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at grades 9-4 (or A* to C)
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Higher Education Certificate/Diploma/Foundation degree
Degree	6 and 7	Bachelor's or master's degree

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**METRO MAYOR** 









#### **Entry requirements**

Because Apprenticeships are real jobs, entry requirements will vary depending on the employer's requirements. If necessary, Apprenticeship training providers can help prepare individuals to reach the levels required by the employer before they go for interview.

This could be by providing a place on a Traineeship to those who aren't quite ready for an Apprenticeship. This allows individuals to get help with things like Maths and English, and gain work experience before applying for an Apprenticeship.

## How to apply?

To find Apprenticeship vacancies in the Liverpool City Region visit **www.be-more.info** 

You can register to receive updates for vacancies in particular sectors or geographical areas. You can also search recruitment websites and in the jobs pages of local press as employers often advertise Apprenticeship positions themselves. Apprenticeships vacancies are available all year round.

To find out more about all levels of Apprenticeships in the Liverpool City Region visit www.be-more.info

## **The Key Facts**

#### 1. Choice

Higher and Degree Apprenticeships are currently available in around 30 industry sectors. This is set to increase over the coming months and years.

#### 2. Employment rights

An apprentice is employed with the same rights as other employees e.g. an employment contract and paid leave.

#### 3. Costs

Training costs are covered by the employer and the Government.

#### 4. Training structure

Higher apprentices combine their employment with part-time study at college, university or with a specialist training organisation.

#### 5. Length of study

Apprenticeships take between one and five years to complete.

#### 6. Entry requirements

Depends on the sector and prior skills. Some candidates may have to start on an intermediate or advanced Apprenticeship to build up occupational skills in sectors such as engineering.

#### 7. Wages

Apprentices earn the minimum wage of £4.30 per hour, after the first year Apprentices aged 19 or over earn minimum wage for their age.

#### 8. Avoid debts

Individuals who choose higher Apprenticeships over traditional university routes will avoid annual university tuition fees of £9000, plus any associated living costs.

#### 9. Incentives

Apprentices can purchase a NUS Apprentice Extra Card for £11 per year giving discounts on a variety of products and services.

All apprentices aged 19-24 in the city region have access to half price bus and train travel for the duration of their course.

Care leavers aged 16-24 will receive a £1,000 bursary payment to support them in the first year of their apprenticeship.









# Ready to further your career?

# Find a full list of all the current apprenticeships on offer.

Area of study	Level	
A		
Abattoir worker	2	8
Able seafarer (deck)	2	_6
Academic professional	7	
Accident repair technician	3	_8
Accountancy or taxation professional	7	_8
Accounts or finance assistant	2	
Acoustics technician	4	
Actuarial technician	4	S
Actuary	7	S
Adult care worker	2	S
Advanced and creative hair professional	3	S
Advanced baker	3	S
Advanced beauty therapist	3	S
Advanced butcher	3	S
Advanced carpentry and joinery	3	S
Advanced clinical practitioner (integrated degree)	7	S
Advanced credit controller and debt collection specialist	3	S
Advanced dairy technologist	5	S
Advanced forensic practitioner (custody or sexual offence	) 7	S
Advanced furniture CNC technician	3	S
Advanced golf greenkeeper	3	S
Advanced upholsterer	3	S
Advertising and media executive	3	S
Aerospace engineer (degree)	6	S
Aerospace software development engineer (degree)	6	S
Agriculture or horticulture professional adviser	6	S
Air traffic controller	5	S
Aircraft certifying technician	4	S
"Ambulance support worker		
(emergency, urgent and non-urgent)"	3	S
Animal care and welfare assistant	2	S
Animal technologist	3	S
Animal trainer	4	S
Anti-social behaviour and community safety officer	4	S
Arborist	2	 
Archaeological specialist (degree)	7	 
Archaeological technician	3	
Architect (integrated degree)	7	S
Architectural assistant (integrated degree)	6	
Artificial intelligence (AI) data specialist	7	
Arts therapist (degree)	7	_ S
Asbestos analyst and surveyor	3	S
Asbestos removal operative	2	
Assessor coach	4	S

Area of study	Level	l
Asset manager	4	S
Assistant accountant	3	S
Assistant buyer and assistant merchandiser	6	S
Assistant puppet maker	3	S
Assistant recording technician	4	S
Assistant technical director (visual effects)	4	S
Associate ambulance practitioner	4	S
Associate continuing healthcare practitioner	5	S
Associate project manager	4	S
Autocare technician	2	S
Automation and controls engineering technician	4	S
Automotive glazing technician	3	S
Aviation ground operative	2	S
Aviation ground specialist	3	S
Aviation maintenance mechanic (military)	2	S
Aviation operations manager	4	S
В		
Baker	2	S
Beauty and make up consultant	2	S
Beauty therapist	2	S
BEMS (building energy management systems)		
controls engineer	4	S
Bespoke furniture maker	3	S
Bespoke Saddler	3	S
Bespoke tailor and cutter	5	S
Bicycle mechanic	2	S
Bid and proposal co-ordinator	3	S
Bioinformatics scientist (degree)	7	S
Blacksmith	3	S
Boatbuilder	3	S
Boatmaster	3	S
Bookbinder	2	S

# **ARUP**

My advice to people thinking about becoming an apprentice is to take every opportunity to enrol on an apprenticeship scheme, they are so rewarding and can now offer university level qualifications as well.

Adam Carney Apprentice ARUP









Brewer	4	Commercial catering equipment technician	3	S
Bricklayer	2	Commercial procurement and supply		
Broadcast and media systems engineer		(formerly Public sector commercial professional)	4	S
(integrated degree)	6 6	Commercial thermal insulation operative	2	S
Broadcast and media systems technician	5 §	Commis chef	2	S
Broadcast production assistant	3 §	Community activator coach	2	S
Building control surveyor (degree)	6 5	Community energy specialist	4	5
Building services design engineer (degree)	6 5	Community safety advisor	3	S
Building services design technician	3 <b>S</b>	Community sport and health officer	3	S
Building services engineering craftsperson	3 S	Compliance and risk officer	3	S
Building services engineering ductwork craftsperson	3 5	Composites technician	3	S
Building services engineering ductwork installer	2	Compressed air and vacuum technician	3	S
Building services engineering installer	2	Construction assembly and installation operative	2	S
Building services engineering service and		Construction design and build technician	4	S
maintenance engineer	3 <b>S</b>	Construction equipment maintenance mechanic	2	5
Building services engineering site management (degree)	6 5	Construction plant operative	2	
Building services engineering technician	4 5	Construction quantity surveying technician	4	
Building services engineering ventilation		Construction quantity surveyor (degree)	6	
hygiene technician	3 6	Construction site engineering technician	4	_ •
Bus and coach engineering technician	3 5	Construction site management (degree)	6	S
Business administrator	3 5	Construction site supervisor	4	_ 
Business fire safety advisor	3 5	Control technical support engineer	6	_ §
Business to business sales professional		Conveyancing technician	4	
(integrated degree)	6 <b>S</b>	Corporate responsibility and sustainability practitioner	4	
Butcher	2	Costume performance technician	3	
Buying and merchandising assistant	4 8	Counter fraud investigator	4	
buying and merchandising assistant	4	Countryside ranger	4	
C		Countryside worker	2	
Cabin crew	3 <b>S</b>	Creative digital design professional (integrated degree)	6	
Camera prep technician	3 §	Creative industries production manager	7	
Career development professional	6 5	Creative venue technician	3	
Chartered landscape professional	7 5	Credit controller and collector	2	
Chartered legal executive	6 5	Crop technician	3	
Chartered manager (degree)	6 5	Cultural heritage conservation technician		
Chartered surveyor (degree)	6 5	Cultural heritage conservation (degree)	7	
Chartered town planner (degree)	7 5	Cultural learning and participation officer		
Chef de partie	3 5		3	
"Children, young people and families manager"	5 5	Curator Curtain wall installer	7	
"Children, young people and families practitioner"	4 5		3	§
Church minister (integrated degree)	6 5	Custody and detention officer	3	
Civil engineer (degree)	6 5	Customer service practitioner	2	_6
Civil engineering site management (degree)	6 6	Customer service specialist	3	
Civil engineering technician	3 §	Cyber intrusion analyst	4	_6
Clinical associate in psychology (CAP) (integrated degree)		Cyber security technical professional (integrated degree)	6	_6
Clinical coder	3 5	Cyber security technician	3	6
Clinical dental technician (integrated)	5 5	Cyber security technologist	4	<b>S</b>
Clinical pharmacology scientist	7 S	D		
Clinical scientist  Clinical scientist	7		4	S
Clinical scientist Clinical trials specialist (degree)	6 8	Data analyst  Data scientist (integrated degree)	6	
Clock maker	3 \$	Debt adviser	3	
	5 <b>S</b>		2	
Coaching professional	<u> </u>	Demolition operative		









Dental nurse (integrated)	3	S
Dental practice manager	4	
Dental technician (integrated)	5	
Design and construction management (degree)	6	
DevOps engineer	4	
Diagnostic radiographer (integrated degree)	6	
Dietitian (integrated degree)	6	
Digital accessibility specialist	4	<u> </u>
Digital and technology solutions professional		
(integrated degree)	6	<u> </u>
Digital and technology solutions specialist		
(integrated degree)	7	
Digital community manager	4	
Digital engineering technician	3	
Digital marketer	3	
Digital marketer (integrated degree)	6	
Digital support technician	3	<u> </u>
Digital user experience (UX) professional		
(integrated degree)	6	
District nurse	7	
Drinks dispense technician	3	
Dual fuel smart meter installer	2	<u>S</u>
E		
Early intervention practitioner	6	S
Early years educator	3	S
Early years practitioner	2	S
Ecologist (degree)	7	S
Education technician (he assistant technician and		
simulation-based technician)	3	S
Electrical or electronic technical support engineer (degr	ee)6	<u>S</u>
Electrical power networks engineer	4	S
Electrical power protection and plant		
commissioning engineer	4	<u>S</u>
"Electrical, electronic product service and		
installation engineer"	3	S
Electro-mechanical engineer	6	S
Electronic systems principal engineer	7	S
Embedded electronic systems design and		
development engineer (degree)	6	S
Emergency service contact handling	3	S
Employability practitioner	4	S
Engineer surveyor	4	S
Engineering construction erector rigger	3	S
Engineering construction pipefitter	3	S
Engineering design and draughtsperson	3	S
Engineering fitter	3	S
Engineering manufacturing technician	4	S
Engineering operative	2	S
Engineering technician	3	S
Enhanced clinical practitioner	6	S

Environmental health practitioner (integrated degree)	6	S
Environmental practitioner (degree)	6	S
Equine groom	2	S
Event assistant	3	S
Express delivery manager (degree)	6	S
Express delivery operative	2	S
F		
•	2	S
Facilities management supervisor	3	_ _
Facilities manager	•	
Facilities services operative	2	_ 
Fall protection technician	3	_ 
Farrier	3	—Ţ
Fashion and textiles pattern cutter	3	_6
Fashion and textiles product technologist	4	
Fashion studio assistant	3	
Fencing installer	2	
Fenestration fabricator	2	S
Fenestration installer	2	S
Financial adviser	4	S
Financial services administrator	3	S
Financial services customer adviser	2	S
Financial services professional	6	S
Fire emergency and security systems technician	3	S
Fire safety engineer (degree)	6	S
Fire safety inspector	4	S
First officer pilot	6	S
Fisher	2	S
Fishmonger	2	S
Fitted furniture design technician	3	S
Floorlayer	2	S
Florist	2	S
Food and drink advanced engineer (integrated degree)	6	S
Food and drink advanced process operator	3	S
Food and drink engineer	5	S
Food and drink maintenance engineer	3	S
Food and drink process operator	2	
Food industry technical professional (integrated degree)	6	
Food technologist	3	_ §



Be prepared - "if you fail to prepare, prepare to fail."
I'd expect a successful applicant to have done their
research to show how keen they are for a particular
opportunity. This is one way of seeing who stands out in
the recruitment phase.

**Craig Shaw**Operations Director,
SURE Solutions











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Healthcare science assistant	2	
Healthcare science associate	4	
Healthcare science practitioner (integrated degree)	6	
Healthcare support worker	2	
Hearing aid dispenser	5	

Heavy vehicle service and maintenance technician

Historic environment advice assistant

Hospitality manager

**CITY REGION** 

3	5
4	3
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3	S
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Historie environment advice assistant	7
Historic environment advisor	7
HM forces serviceperson (public services)	2
Horticulture or landscape operative	2

Hospitality supervisor	3
Hospitality team member	2
Housing and property management	3

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Housing and property management assistant



2





"Jewellery, silversmithing and allied trades professional"	3	S
Junior 2D artist (visual effects)	4	S
Junior advertising creative	3	S
Junior animator	4	S
Junior content producer	3	S
Junior energy manager	3	S
Junior estate agent	2	S



**UK Research** and Innovation

Level

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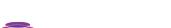
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Apprentices are crucial to developing the pipeline of STEM talent to keep us ahead of the demands of a changing research environment. Apprenticeships provide a pathway to take young people from school or college through to degree of even PhD level.

Jonathan Aghanian

Apprentice Co-ordinator, **UK Research & Innovation STFC** 













Area of study	Level	
0		
Occupational therapist (integrated degree)	6	S
Operating department practitioner (integrated degree)	6	<b>S</b>
Operational firefighter	3	<b>S</b>
Operational research specialist	7	S
Operations or departmental manager	5	<b>S</b>
Optical assistant	2	_ <b>S</b>
Oral health practitioner	4	S
Ordnance munitions and explosives (OME) professional		
(degree)	6	<b>S</b>
Ordnance munitions and explosives specialist (degree)	7	S
Ordnance munitions explosives technician	4	<b>S</b>
Organ builder	3	S
Orthodontic therapist (integrated)	4	S
Outdoor activity instructor	3	<b>S</b>
Outside broadcasting engineer (integrated degree)	7	S
P		
Packaging professional (degree)	6	S
Packhouse line leader	3	S
Painter and decorator	2	S
Papermaker	3	S
Paralegal	3	S
Paramedic (degree)	6	S
Paraplanner	4	S
"Passenger transport driver – bus, coach and tram"	2	S
Passenger transport onboard and station team member	2	5
Passenger transport operations manager	4	S
Payroll administrator	3	S
Payroll assistant manager	5	S
Personal trainer	3	5
Pest control technician	2	S
Pharmacy services assistant	2	5
Pharmacy technician (Integrated)	3	S
Photographic assistant	3	S
Physician associate (degree)	7	S
Physiotherapist (integrated degree)	6	S
Piling attendant	2	8
Pipe welder	3	5
Plasterer	2	S
Plate welder	3	S
Play therapist	7	S
Plumbing and domestic heating technician	3	S
Podiatrist (integrated degree)	6	S
Police community support officer	4	S
Police constable (degree)	6	S
Policy officer	4	S
Port marine operations officer	4	S
Port operative	2	S

Post graduate engineer	7	<u>S</u>
Post production technical operator	4	S
Poultry technician	3	S
Poultry worker	2	S
Power and propulsion gas turbine engineer	7	S
Power engineer (integrated degree)	7	S
Power network craftsperson	3	S
Powered pedestrian door installer and service engineer	2	S
Print technician	3	S
Probate technician	4	S
Probation officer	6	S
Probation services practitioner	3	S
Process automation engineer (degree)	7	S
Process leader	4	S
Procurement and supply assistant	3	S
Product design and development engineer (degree)	6	S
Production chef	2	S
Professional accounting or taxation technician	4	S
Professional economist (integrated degree)	6	S
Project controls technician	3	S
Project manager (degree)	6	S
Property maintenance operative	2	S
Props technician	3	S
Propulsion technician	4	S
Prosthetic and orthotic technician	3	S
Prosthetist and orthotist (integrated degree)	6	S
Psychological wellbeing practitioner	6	S
Public health practitioner (integrated degree)	6	S
Public relations and communications assistant	4	S
Public sector compliance Investigator and officer	3	S
Public service operational delivery officer	3	S
Publishing assistant	3	S

# Alder Hey Children's NHS

NHS Foundation Trust

Apprentices are supporting the Alder Hey NHS Trust with workforce planning: they are a great way to up-skill our talented workforce. We are working across the divisions of the organisation to project future gaps and identify how new apprenticeship standards can support this.

#### **Geraldine Thomas**

Apprenticeship Delivery Manager, **Alder Hey NHS Foundation** 



**Area of study** 

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Level









Area of study	Level		Area of study
Quality practitioner	4	<b>S</b>	Senior equine groom
_			Senior financial services customer adviser
R			Senior healthcare support worker
Radio network technician	3	S	Senior housing and property management
Rail and rail systems engineer	5	S	Senior insurance professional
Rail and rail systems principal engineer (integrated deg	ree)7	S	Senior investment and commercial banking
Rail and rail systems senior engineer (degree)	6	S	
Rail engineering advanced technician	4	S	Senior leader (degree)
Rail engineering operative	2	S	Senior metrology technician
Rail engineering technician	3	S	Senior people professional
Rail infrastructure operator	2	S	Senior production chef
Railway engineering design technician	3	S	Senior professional economist (integrated c
Recruitment consultant	3	S	Serious and complex crime investigator
Recruitment resourcer	2	S	(integrated degree)
Refrigeration air conditioning and heat pump			Sewing machinist
engineering technician	3	S	Signage technician
Registered nurse - degree (NMC 2010)	6	S	Smart home technician
Registered nurse degree (NMC 2018)	6	S	Social worker (integrated degree)
Registrar (creative and cultural)	6	S	Software developer
Regulatory affairs specialist	7	S	Software development technician
Regulatory compliance officer	4	S	Software tester
Rehabilitation worker (visual impairment)	5	S	Solicitor
Research scientist	7	S	Sonographer (integrated degree)
Retail leadership (integrated degree)	6	S	Space engineering technician
Retail manager	4	S	Specialist rescue operative
Retail team leader	3	S	Specialist tyre operative
Retailer	2	S	Spectacle maker
Revenues and welfare benefits practitioner	4	S	Speech and language therapist (integrated of
Risk and safety management professional (degree)	7	S	Sporting excellence professional
Road surfacing operative	2	S	Sports coach
Road transport engineering manager	4	S	Sports turf operative
Roofer	2	S	"Stairlift, platform lift, service lift electromed
6			Steel fixer
S			Stonemason
"Safety, health and environment technician"	3	S	Stoffernason
Sales executive	4	S	
Scaffolder	2	S	TFG
School business professional	4	S	theforshawgroup
Science industry maintenance technician	3	S	the of Silawy group
Science industry process and plant engineer (degree)	6	S	Appropries are a sussial part of the
Science manufacturing process operative	2	S	Apprentices are a crucial part of the businesses have a responsibility for
Science manufacturing technician	3	S	securing the skills required for the fu
Security first line manager	3	S	a good opportunity to train employe
Senior and head of facilities management			qualities and company ethos you are
(integrated degree)	6	S	Liam Hanlon
Senior compliance and risk specialist	6	S	Managing Director, Forshaw Group
		_	Torsnaw Group

#### S gement l banking professional S egrated degree) gator S S egrated degree) S ectromechanic"

Level

S

t of the future. All ility for training and for the future. This provides employees in the skills, you are looking for.

# www.be-more.info



Senior culinary chef







Area of study	Level	
"Stockperson (beef, pigs, sheep, dairy)"	2	S
Storyboard artist	7	_ 
Structural steelwork erector	2	
Structural steelwork fabricator	2	_ 
Supply chain leadership professional (integrated degree)	6	_ 
Supply chain operator	2	_ _
Supply chain practitioner (fast moving consumer good)		_
(previously Operator Manager)	3	S
Supply chain warehouse operative	2	
Surveying technician	3	_ <b>S</b>
Survival equipment fitter	3	
Sustainability business specialist (integrated degree)	7	
Systems engineer (degree)	7	<b>S</b>
Systems thinking practitioner	7	6
T	•	_
Teacher	6	6
Teaching assistant	3	S
Team leader or supervisor	3	S
Technical dyer and colourist	4	S
Technician scientist	5	S
Telecoms field operative	2	S
Textile care operative	2	5
Textile manufacturing operative	2	5
Textile technical specialist	4	S
Therapeutic radiographer (integrated degree)	6	S
Through life engineering services specialist		
(integrated degree)	7	S
Tool process design engineer	6	5
Town planning assistant	4	S
Trade supplier	2	S
Trade union official	4	5
Train driver	3	S
Tramway construction operative	2	S
Transport planner (degree)	6	S
Travel consultant	3	S
Tunnelling operative	2	S
U		
Underkeeper	2	<b>S</b>
Unified communications technician	3	5
Unified communications trouble shooter	4	5
Utilities engineering technician	3	S

Area of study	Level		
Vehicle damage assessor	4	S	
"Vehicle damage mechanical, electrical and trim			
(MET) technician"	3	S	
Vehicle damage paint technician	3	S	
Vehicle damage panel technician	3	5	
Vet technician (Livestock)	5	5	
Veterinary nurse	3	5	
VFX supervisor	7	S	
W			
Wall and floor tiler	2	S	
Waste resource operative	2	S	
Watchmaker	3	S	
Water environment worker	3	5	
Water network operative	2	S	
Water process operative	2	S	
Water process technician	3	5	
Water treatment technician	3	S	
Wellbeing and holistic therapist	3	5	
Wireless communications rigger	2	8	
Wood product manufacturing operative	2	S	
Workboat crewmember	3	8	
Workplace pensions (administrator or consultant)	3	S	
Youth justice practitioner	5	6	
Youth support worker	3	5	



The world of apprenticeships has changed over recent years, Apprenticeships standards now allow you to develop and build your workforce with skills that reflect the work that is required. Merseyside Fire & Rescue Service are developing a strategy that considers apprenticeships for all elements of training the workforce.

#### **Ashley Roberts**

Apprenticeship Manager, Merseyside Fire and Rescue Service





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# APPRENTICESHIP AMBASSADORS LIVERPOOL CITY REGION

The Liverpool City Region Apprenticeship Ambassadors are shining examples of Apprenticeship success and they play a key role in supporting the region to raise the profile of Apprenticeships.









































Please note that the above standards are correct as of publication. For an up to date list please visit

www.instituteforapprenticeships.org









