

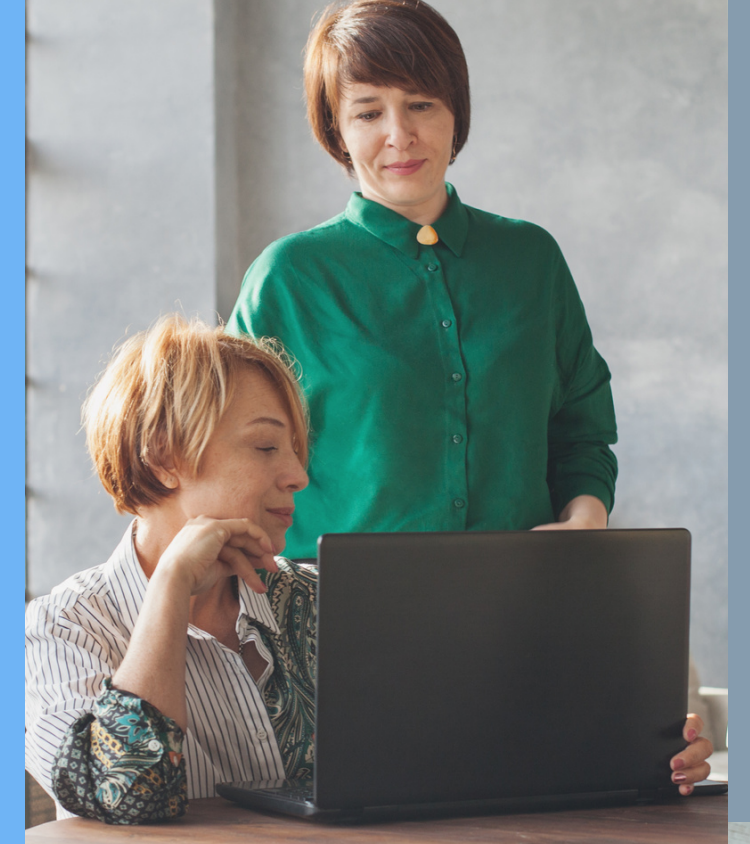
Healthcare

Apprenticeships

# Apprenticeship Tips

6 tips for applying for an apprenticeship

<https://haso.skillsforhealth.org.uk/>





# Why choose an apprenticeship

Apprenticeships are paid jobs that provide you with a formal training opportunity, it combines on-the-job and off-the-job learning to prepare you for assessments throughout your apprenticeship and a formal assessment at the end. The apprenticeship is designed to develop all the knowledge, skills and behaviours needed to become fully competent and job ready.

As an apprentice, you'll be fully supported throughout your apprenticeship and will be assigned a mentor. You'll be treated fairly and will have a contract of employment in place, you'll be paid and will have annual leave entitlement.

# Choosing a role

**There are over 150 clinical and non-clinical apprenticeships available in healthcare**

Applying for an apprenticeship can be time consuming, so you should make sure you research the role and the organisation you're applying for thoroughly before starting. Apprenticeships range from level 2 to 7, and can take time anytime between 12 and 58 months to complete.

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You may start in one area and progress to another one. Apprenticeships are a great stepping stone into the NHS.

# Which role suits me?

The NHS has so much to offer, did you know that you could do apprenticeships in all of these things? Visit [HASO](#) for a full list of apprenticeship standard available.



## Clinical

Healthcare Support Worker

Optical Assistant

Ambulance Support Worker

Laboratory Technician

Mammography Associate

Oral Health Practitioner

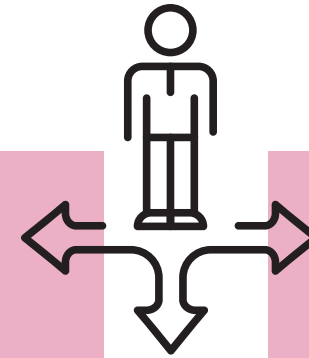
Nursing Associate

Physiotherapist

Speech and Language Therapist

Advanced Clinical Practitioner

Specialist Community Public Health Nurse



## Non-clinical

Recruitment Resourcer

Healthcare Cleaning Operative

Digital Support Technician

Assistant Accountant

Hospitality Manager

Operations Departmental Manager

HR Consultant

Chartered Manager

Digital Marketer

Senior Leader

Research Scientist



# Finding apprenticeship vacancies



### NHS Jobs website

In the [NHS Jobs website](#) you can search and apply for roles in the NHS, find apprenticeships that match your skills and set up an account to receive notification of when new vacancies become available as well as saving time applying by using the saved details on application forms.



### Find an apprenticeship website

In the [Find an apprenticeship website](#) you can search for apprenticeships available closer to you and nationally. You can create an account to manage your applications and get notifications about new apprenticeships.



### Local Newspapers

Very much like any jobs, organisations can advertise apprenticeships in their local newspapers, so make sure to check often for new apprenticeship vacancies.



### Internal bulletin

If you're already employed and want to apply for an apprenticeship within the same organisation, check the internal bulletin for apprenticeship vacancies and speak to your manager to find out about any new opportunities arising.

## Job role

The apprenticeship vacancy advert will inform you what kind of candidate they are after. So make sure you include any relevant work experience (including hobbies, voluntary work and family responsibilities) in your application to give you the best chance to stand out.



## Entry requirements

Most employers will include a set of entry requirements in their apprenticeship vacancy advert, so before proceeding with your application make sure you meet the entry requirements and have any certificates to hand to include in your application or interview (if requested).

*All apprenticeships require apprentices to have English and maths on completion of the apprenticeship.*

## Tip 5

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# Getting your application ready

Once you've decided which apprenticeship you're applying for and have researched the role and the organisation, you should set aside some dedicated time to complete your application.

To have the best chance of success, you need to prepare everything beforehand such as qualification certificates, references, CV, cover letter (if needed) and documentation (ID, proof of address etc).

Once you've finished your application you should have someone you trust, check it over for you and give you feedback before you submit.

## Commitment

Working in healthcare often means doing long non-standard hours. As an apprentice, you'll work and study at the same time. Although you'll have 20% off-the-job time protected, an apprenticeship can be very challenging so make sure you can commit to the shifts/work patterns required of the role.



## Tip 6



# Pre-application checklist

- 1** I know about the organisation, team and place where I will work
- 2** I have the required entry qualifications
- 3** I understand the working pattern/hours and am ready to commit
- 4** I understand how much I will be paid during and after the apprenticeship
- 5** I know which qualification(s) I need to complete during the apprenticeship
- 6** I can describe how my previous experience relates to the apprenticeship I'm applying for

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# Best of luck!

"Life is better with an apprentice"



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