



BE **ANYTHING**

**YOU**  
WANT TO BE\*



\* (AND DO ALMOST ANYTHING **YOU** WANT TO DO)

**NORTHUMBERLAND**

Northumberland County Council

[www.northumberland.gov.uk/adultlearning](http://www.northumberland.gov.uk/adultlearning)

# BE IN WORK AND EARNING

Say you want to get a job but you don't have the right qualifications – or experience – what could you do? You might still be at school and keen to leave but feel you can't. Or you may have left and think you have no prospects.

Two words might help you: **traineeships** and **apprenticeships**. Both could offer you a future.

You might not realise it, but even if you're at school you could still choose another route, and apply for either a traineeship or an apprenticeship. The key is to be still learning.

## TRAINEESHIPS

A traineeship is a placement with a business, organisation or company to get you ready for work or further development. You have to be between 16 and 24 years old.

This might be a good option for you if you have applied for apprenticeships or work and haven't been offered anything. It could be that people have felt that you're not quite ready for work. It could even be that you're not really sure yet what you want to do.

A traineeship gives you the opportunity to get ready for work.

You would:

- Do off the job classes in English, Maths, ICT and employability
- Receive a personal coach and mentor
- Attend work experience with a great local employer
- Be able to try more than one occupation at a time
- Have the chance to show an employer what you are made of
- Be able to fast track to an apprenticeship, you'll be apprenticeship ready by the end of the programme

Traineeships last from between one and sixth months – and they don't affect your benefits. You would not normally be paid but you may be eligible for financial help, and help with your child care and travel.

The key thing about traineeships is that they prepare you for work or apprenticeships. They help you to build confidence and to understand the skills and behaviours that employers are looking for.

All vacancies are advertised online. All applicants will get a one to one guidance interview to help find the perfect traineeship and prepare you for an employer interview.

You can apply at <https://www.gov.uk/find-traineeship>



# APPRENTICESHIPS

Apprenticeships are on the job training opportunities.

They are often the best way into work since they give you the chance to work with an employer, to understand their business and to develop your skills at the same time. They're perfect for people who learn by doing rather than by studying.

They give employers the chance to see where your future lies when your apprenticeship is completed. What's more, you earn while you learn. Apprentices earn upwards of **£120 a week**.

You would:

- Be invited to a screening and interview day to help prepare you for interviews
- Do off the job classes in English, Maths, ICT, rights and responsibilities, thinking and learning skills
- Receive a personal lecturer who will guide you through the programme
- Be trained for an occupation and get your 'ticket' to practice

All apprenticeship vacancies are advertised online -

you can apply at <https://www.gov.uk/apply-apprenticeship>

Hattie



## It's great to be on the right track

I knew that Sixth Form was not the next best step for me, but I wanted to get experience and build upon my qualifications through an equally competitive route. That's why I decided to apply for an apprenticeship. It's proven to be a great way to learn while giving me the opportunity to earn some money.

The Apprenticeship is giving me the skills and knowledge I need to work in an office as well as experience, which is important to employers. At first I thought I wouldn't cope with some of the things I was being asked to do but I got a lot of support from the people training me and the workplace supervisor. It really helped. It's great when someone trusts you enough to do a job and I quickly grew in confidence.

I've met some great people and I'm gaining valuable life experience all the time.



Contact us to find out more

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