FutureSmartCareers

Prepare for an Apprenticeship in Information Technology

If you are interested in working in IT via the apprenticeship route you may want to find out more about what you can do to strengthen your application. The following will help with this.

Where can you look for an Apprenticeship?

One of the first things to do is to register with the Government apprenticeship website. This will alert you to IT apprenticeships happening near you. Register here.

Other national apprenticeship websites to register with include:
Notgoingtouni
Getmyfirstjob
Ratemyapprenticeship
Career Finder
Indeed

You can also register with local Colleges and Training Providers in Bristol that cover IT Apprenticeships.
Weston College
City of Bristol College
UWE
SGS College
Oxford Instruments

Who offers IT Apprenticeships?

It is also worth approaching any IT or large companies with an IT department that you would like to work for and asking if they are likely to take on apprentices when you are due to leave school.

You can also try companies/organisations such as:
Capgemini
Rolls Royce
Leonardo
South West Water
IBM
The Army
KPMG

What should you check for?

What's the Level of apprenticeship?
Level 2 Intermediate, Level 3 Advanced, Level 4/5 Higher or Level 6 Degree

What are the entry requirements?
Will you need GSCE passes? How many? Or A-Levels or BTECs? Are there any grades and subjects needed?

Where is the employer's location?
How will you get there - by walking, bus, train? Will you need to move and find accommodation?

What qualifications will you gain with the apprenticeship?
For example, IT Solutions Technician Level 3

What training provider or college is linked to the apprenticeship?
Where are they based and how will you get there?

What will they be looking for?

Employers will look for:
- Good IT skills and knowledge.
- Ability to think logically.
- Attention to detail, completing tasks well.
- Willingness to learn and train as this will never end with continuous developments in IT.
- Problem-solving skills.
- A good team player and communication skills.
- Self-belief.
- Good time management skills.

How can I demonstrate I have the skills? How do I stand out from the crowd?

You will need an excellent CV to sell you and your skills and strengths.

For an example of a school leavers' CV see here.

Look at industry websites to find out what they are discussing, for example:
BCS The Chartered Institute of IT

How can I prepare for interviews?

Employers will expect you to have a desire to work in IT and want to learn about it.

For general advice on interviews please watch this and read these below:
National Careers Service
Apprenticeships.gov
UCAS

Be friendly and polite and remember to smile.

YouTube has lots of clips on the work of apprentices.

Where can a career in IT take you?

When qualified and with experience, you could progress to management roles, start up your own business or move into consultancy.

Anything else you should know?

Be well prepared, start your search early, and keep a list of where you have applied to. Practice interviews. Be confident in yourself.

Have a backup plan.