

Armed Forces

With A levels, or equivalent, you can apply for **officer entry** in a wide range of careers, including various engineering roles, pilot, air traffic control, intelligence, medical/health roles, supply, personnel support. The jobs you can choose are likely to depend on the number of UCAS points you have.

Apprenticeships and university sponsorship schemes are available. All the spare-time reserve forces are actively recruiting.

See Facebook and the following websites for lots of useful information and to check eligibility:

www.army.mod.uk	Army (also the Army Reserve)
www.raf.mod.uk	RAF (also the RAF Reserve)
www.royalnavy.mod.uk	Royal Navy (also the Royal Navy Reserve and Royal Marine Reserve)

Armed Forces Careers Office, 10-14 Bond Court, Leeds, LS1 2JY T: 0113 243 2914

Armed Forces Careers Office, Albion Wharf, 19 Albion Street, Manchester, M1 5LN T: 0161 236 9750

Administration and Business Management

You will find 'admin work' in virtually any kind of organisation and company. Roles and responsibilities vary tremendously. There are usually internal opportunities for progression. Business administration, customer service and contact centre operations are the most common apprenticeships. With level 3 qualifications you may find a business management trainee scheme, a sponsored degree scheme, a higher or degree management apprenticeship. Degree apprenticeships are on the increase.

Some local opportunities follow.

The Civil Service

<https://civilservicejobs.service.gov.uk> There are over 170 departments or agencies working on services such as employment, welfare, health and taxation. Individual departments or agencies carry out their own recruitment, **but all jobs are advertised on the website.**

tip...

Be open to vacancies that ask for fewer qualifications than you can offer, provided they offer the opportunity for training and progression.

www.gov.uk/government/organisations/civil-service-fast-track-apprenticeship

Fast Track Apprenticeships are level 4 higher apprenticeships. 2 years. Highly competitive. Five schemes.

(a) Business, Finance and Commercial require at least 5 GCSEs A*-C (9-4) or equivalent, including English and maths.

(b) Project delivery applicants require 2 A levels at A*-D in any subjects.

(c) Digital and technology applicants also require 2 A levels A*-C, or equivalent, preferably in science, technology, engineering and maths subjects.

[Register for the 2018 schemes now!](#)

For background on the Civil Service agencies operating locally:

Department for Work and Pensions
www.dwp.gov.uk Provides pensions, Child Benefit, employment services, including Jobcentres. It also runs contact centres.

HM Revenues and Customs
www.hmrc.gov.uk Tax administration and customer service (contact centre). Leeds and Bradford.

Department of Health
www.dh.gov.uk Administration for the NHS. Leeds. For NHS jobs see 'Healthcare' section.

Look out for Operational Delivery Advanced Apprenticeships (level 3) - no minimum requirements. You may find these locally with DWP and HMRC. There are plans to have HMRC offices in Leeds only in a new 'Government Hub' by 2020.

Local councils, NHS Trusts and emergency services

All advertise their vacancies on their websites:

www.bradford.gov.uk	www.kirklees.gov.uk	www.calderdale.gov.uk
http://jobs.leeds.gov.uk	www.wakefield.gov.uk	www.jobs.nhs.uk
www.westyorkshirefire.gov.uk/careers	Control operators, administration. Register for vacancy alerts.	
www.westyorkshire.police.uk	Support staff. Register for updates and vacancies.	
www.yas.nhs.uk/apprenticeships	Yorkshire Ambulance Service PTS Communication Centre and Emergency Operations Centre (EOC) apprenticeships (level 2) and apprenticeships in support services and administration are advertised here and on www.jobs.nhs.uk	

Call centres/contact centres, customer service and call handling

Leeds is one of the UK's largest centres for telephone-based customer services, or 'call centres'. Work is available with banks, insurance companies, local councils and many others. Contact centre operations qualifications are available at levels 2-4.

<p>British Gas www.britishgasjobs.co.uk/careers/apprentices-and-trainees</p>	<p>Apprentice Customer Service Advisers (Level 2). Leeds and Manchester. £18,500 to start. Keep checking the website.</p>
<p>Emergency services - see previous page.</p>	
<p>First Direct www.amazingcareers.firstdirect.com</p>	<p>Customer service representatives. Career progression possible. Leeds. Keep checking the website.</p>
<p>FMG www.fmg.co.uk</p>	<p>Full and part-time customer service representatives (roadside assistance). For vacancies go to 'Get in Touch' then 'Careers'.</p>
<p>HSBC www.hsbc.com/careers/students-and-graduates</p>	<p>Call centre in Leeds. Those who perform well in the first three months are given the opportunity of an advanced apprenticeship in an area of banking.</p>
<p>Lloyds Banking www.lloydsbankinggroup.com/careers</p>	<p>Contact centre customer advisers for the Halifax. Register for alerts.</p>
<p>Indeed www.indeed.co.uk</p>	<p>Job site. Search on 'call centre' or 'customer service'.</p>
<p>LV www.jobs.lv.com/working-lv/graduate-opportunities</p>	<p>Insurance customer service representatives. Local offices. Register for job alerts.</p>
<p>Swinton www.swintoncareers.com</p>	<p>Insurance call centres - Manchester, Horsforth. Register for job alerts.</p>
<p>TLF Jobs www.tlfjobs.co.uk</p>	<p>Part-time and full-time telephone customer experience researchers at TLF Research, Huddersfield.</p>
<p>Total Jobs www.totaljobs.com</p>	<p>Job site. Search on 'call centre' or 'customer service'.</p>
<p>Yorkshire Water www.yorkshirewater.com/apprenticeships</p>	<p>Usually advertise in the spring. Keep checking the website.</p>

Commercial and business management

Most commercial and business management opportunities at the present time are graduate training schemes, however, there are some sponsored degrees and a growing number of higher and degree apprenticeships, as companies decide to offer the new Chartered Manager Degree Apprenticeship to new and existing staff.

See Retail section for similar opportunities.

<p>Airbus www.airbus.com</p>	<p>Higher/Degree Business Apprenticeship. Leads to a degree or equivalent level qualification in management or supply chain functions. 3-4 years. At least 2 A levels at grade B or above in business studies or related subject or a BTEC Extended Diploma at DDD, plus specific GCSEs. Closing date 9 March 2018.</p>
<p>BBC www.bbc.co.uk/careers/trainee-schemes-and-apprenticeships</p>	<p>Business Management Higher Apprenticeships. Lead to BA (Hons) in Business Management in 2 years. London. Preferably A levels or equivalent and have grade B(6) in English and maths GCSE. £17,060. Follow @BBCGetIn on Twitter. Apply now!</p>
<p>Boots www.boots.jobs/graduates-and-early-careers/apprenticeships</p>	<p>Higher Apprenticeships. 2 years. Full range of commercial functions covered. Possible progression to Chartered Manager Degree Apprenticeship. Nottingham. Salaried. In the past A levels or equivalent and GCSE English and maths at A*-C were required. Keep checking the website, Twitter and Facebook.</p>
<p>BP www.bp.com</p>	<p>Supply and Trading School Leaver Programme. 5 years. Oil, gas and shipping sectors. ABB at A level, or equivalent eg BTEC Extended Diploma, DDM. London. Closing date 29 January 2018.</p>
<p>BT www.btplc.com/careercentre</p>	<p>Higher Apprenticeships (Level 5) in business operations, project management and product management. 4 GCSEs A*-C (9-4), including English and maths and 2 A levels at grade C or above, or equivalent. Keep checking the website.</p>
<p>Capgemini www.capgemini.com/gb-en/careers</p>	<p>Chartered Manager Degree Apprenticeship. Leads to BSc (Hons) in Leadership and Business Management from Aston University. 4½ years. Locations include Manchester. At least 3 A levels at CCC, or a minimum of one distinction at BTEC level 3, plus 7 GCSEs at A*-C (9-4), including English and maths. Register an interest for 2018. Keep checking the website.</p>
<p>IBM www.ibm.com/employment/uk/school-leavers/apprentice</p>	<p>Chartered Manager Degree Apprenticeship. See website for further details. If applications are not yet open for 2018 register your interest!</p>

<p>Manchester Metropolitan University www2.mmu.ac.uk/apprenticeships/vacancies</p>	<p>Chartered Manager Degree Apprenticeships. Lead to BA (Hons) Business Management Professional (in a specific pathway). The university advertises vacancies on behalf of employers. Register your interest. Keep checking the website.</p>
<p>Morrisons www.morrisons.jobs/our-teams/early-careers/sponsored-degree</p>	<p>Chartered Manager Degree Apprenticeships. Programmes offered in HR, marketing, training or supply chain. BSc (Hons) Management and Business and full membership of CMI. 3 years. 104+ UCAS points. (60 vacancies across the 4 programmes.) Register your interest. Applications open in January 2018.</p>
<p>Nestlé www.nestlecareers.co.uk</p>	<p>(a) Advanced Apprenticeships (Level 3). 5 GCSEs at A*-C (9-4) including maths and English. There will be vacancies. No further details. Keep checking the website. (b) Chartered Manager Degree Apprenticeship. Leads to BA (Hons) in Professional Business Practice. 3 years. Gatwick or York. 104+ UCAS points from 3 A levels (excluding general studies) or the equivalent. Salary to £16,000 (£17,000, Gatwick). Applications opened 25 September 2017. First come, first served. Apply now!</p>
<p>Royal Mail Group https://jobs.royalmailgroup.com</p>	<p>Business to Business (B2B) Sales Professional. Degree Apprenticeship. Leads to a BA (Hons) degree. Leeds. 2 A levels or equivalent. £19,000. Closing date 2 January 2018.</p>
<p>Tesco www.tesco-programmes.com</p>	<p>See 'Retail' section.</p>

Other sources

- Recruitment agencies have temporary and permanent vacancies.
- Universities and colleges are major employers - see their websites.
- Housing associations have housing management and facilities management roles - see www.gov.uk/apply-apprenticeship for vacancies.



No set closing date?

Some job adverts will close as soon as enough applications have been received.
 If you are interested in a job, apply straightaway! First come, first served!

Catering and Hospitality

Typical vacancies

Hotel management trainee, hotel receptionist, conference and events apprentice, apprentice leisure centre assistant, apprentice bar staff, chef/apprentice chef, front of house apprenticeship.

There are regular opportunities for graduate management trainees but fewer direct entry opportunities in catering and hospitality for those wanting to enter with A levels or the equivalent. Apart from the graduate route, these industries tend to promote from within, so it is possible to work your way up to management level jobs.

HIT Training https://hittraining.co.uk	Background information and vacancy database.
Leisure Jobs www.leisurejobs.com	Vacancy database includes hospitality and catering.
Mitchells and Butler Apprenticeships www.mbapprenticeships.co.uk	Hospitality Management Development Apprenticeship Scheme run by Mitchells and Butlers (All Bar One, Harvesters, Vintage Inns etc). For 18-24 year olds with GCSEs. 3 years. See the website for vacancies and job alerts.
McDonalds https://people.mcdonalds.co.uk	Management Degree Apprenticeship. Leads to BA (Hons) Business Management Professional (Retail) from Manchester Metropolitan University. For more details see 'Retail' section.
Premier Inn www.premierinncareers.com	Progression to advanced and higher apprenticeships in hospitality supervision/management is possible for some 'team members' after 12 months. 5 GCSEs at A*-C (9-4). Keep checking the website.
Starbucks www.starbucks.co.uk/careers	Barista Mastery and Customer Service Level 2 Apprenticeship. 1 year. Opportunity to progress to supervisor and to the new Business and Enterprise Higher Apprenticeship. See the website for vacancies.
Travelodge www.travelodge.co.uk/careers	Travelodge Management Advanced Apprenticeship Programme. In the past, 2 A levels at grade C, or equivalent and 5 GCSEs including maths and English at grade C minimum were required. Keep checking the website.
J D Wetherspoon www.jdwetherspooncareers.co.uk	Progression is possible from a Wetherspoon's Level 3 Apprenticeship to a professional diploma or degree. Keep checking the website.

Computing and IT

Typical vacancies

IT support technician, web design, social media and digital marketing, internet marketing, help desk analyst, ICT technician, technical sales, database administrator, multimedia engineer/technician, web/software developer, assistant IT security engineer, support engineer, IT project management, software trainer, cyber security, network management.

Information technology has been one of the fastest growing fields in employment in recent years. There may be opportunities to train with large computer users in the Civil Service and local councils. Many entrants with A levels, or equivalent, start as IT technicians or administrators. Many employers ask for degree level qualifications, but Advanced, Higher and Degree Apprenticeships are now on offer.

<p>Airbus www.airbus.com</p>	<p>Digital and Technology Solutions Degree Apprenticeship. Leads to BSc (Hons) in Digital and Technology Solutions. 4 years. At least 3 A levels at grade B or above, preferably in subjects such as maths and IT, or a BTEC level 3 Extended Diploma DDD. Specific GCSEs. Closing date 9 March 2018.</p>
<p>BAE Systems www.baesystems.com/en/careers</p>	<p>Higher and degree apprenticeships. Keep checking the website.</p>
<p>Baltic Training https://baltictraining.com</p>	<p>Baltic Training Services offer advanced and higher apprenticeships with a range of IT and software development companies.</p>
<p>BBC www.bbc.co.uk/careers/trainee-schemes-and-apprenticeships</p>	<p>(a) Cyber Security Higher Apprenticeships. Lead to a level 4 qualification. At BBC Information Security at Salford Quays. Likely closing date before end of 2017. Apply now! (b) Software Engineering Degree Apprenticeships. Lead to BSc (Hons) in Digital and Technology Solutions. 4 years. Must be able to live in London area and have A levels or BTEC at level 3 in a relevant subject eg maths or science. No set closing date. Apply now!</p>



Do your research!

When you apply for a vacancy, it makes sense to find out as much as you can about the job and the company. This will help you with the application and the interview.

<p>BT www.btplc.com/careercentre</p>	<p>Advanced, Higher and Degree Apprenticeships in Software or Network Engineering or Cyber Security may be available. In 2017 Higher and Degree Apprenticeships required 3 A levels at BCC or AAB depending on the programme. Keep checking the website.</p>
<p>Capgemini www.uk.capgemini.com/gb-en/careers</p>	<p>(a) Technology Degree Apprenticeship. Leads to BSc (Hons) in Digital and Technology Solutions through Aston University. 4½ years. Locations include Manchester. At least CCC grades at A level, preferably in STEM subjects, or a minimum of one distinction at BTEC level 3, plus 7 GCSEs A*-C (9-4), including English and maths. Register an interest for 2018. Keep checking the website.</p> <p>(b) Advanced Apprenticeship in IT, Software, Web and Telecoms. 12 months. 7 GCSEs at A*-C (9-4), STEM subjects preferred. Keep checking the website.</p>
<p>CGI www.cgi-group.co.uk/careers</p>	<p>Degree Apprenticeships.</p> <p>(a) BSc (Hons) Digital and Technology Solutions (business or IT focus). Study at Aston or Winchester universities and remotely. Base could be Birmingham, Leatherhead, London or Reading. Also similar programmes in Scotland. 120 UCAS points across 3 A levels at grade C or above, or a completed Advanced Apprenticeship in IT. Subjects to include an IT related subject for IT focused degree. £14,625. No set closing date. Apply now!</p>
<p>City Training www.citytraining.org.uk</p>	<p>City Training provides creative digital media apprenticeship training at level 3. Apprentices may be employed in IT, marketing or design roles. Keep checking the website and www.gov.uk/apply-apprenticeship</p>
<p>Civil Service www.gov.uk/government/organisations/civil-service-fast-track-apprenticeship</p>	<p>FastTrack Apprenticeships. Digital and Technology Higher Apprenticeship (Level 4). Highly competitive. 2 A levels A*-C, or equivalent, in science, technology, engineering or maths, plus at least 5 GCSEs A*-C (9-4) or equivalent, including English and maths. Applications open spring 2018. Register for 2018 scheme now!</p>
<p>Estio Training www.estiotraining.co.uk</p>	<p>Advanced and Higher Apprenticeships in IT. Will find you an employer for the apprenticeship. See the website for more information. Apply online. Ongoing.</p>
<p>EY http://ukcareers.ey.com</p>	<p>Degree Apprenticeship in Digital Innovation. Leads to a BSc. 3 years. You will be in the technology consulting team. London. 3 A levels or equivalent. EY use own assessment methods. Register your interest.</p>

<p>GCHQ www.gchq-careers.co.uk</p>	<p>Software Engineering Degree Apprenticeships. Lead to BSc (Hons) in Digital and Technology Solutions. Manchester. 3 A levels at BBC, including at least 2 STEM subjects, or equivalent. Closing date 13 December 2017.</p>
<p>Goldman Sachs www.goldmansachs.com/careers</p>	<p>Degree Apprenticeship Programme. Leads to BSc (Hons) in Digital and Software Solutions. 4 years. Minimum entry requirements of Queen Mary University, London. Closing date 18 March 2018.</p>
<p>IBM www.ibm.com/employment/uk/school-leavers/apprentice</p>	<p>(a) 2018 Higher Apprenticeship Scheme (Level 4). Business specialist and technical specialist roles. 64+ UCAS points from A levels or equivalent and 5 GCSEs including maths and English at A*-C (9-4). Nationwide. (b) Digital and Technology Solutions Degree Apprenticeship. Check website for entry requirements. If applications are not yet open for (a) and (b) register your interest. (c) Futures Scheme. 12 month paid gap year. Business or technology placements. 5 GCSEs A*-C, plus 2 A levels or equivalent. Register your interest for 2018.</p>
<p>KPMG www.kpmgcareers.co.uk</p>	<p>KPMG360° Digital Apprenticeship. Leads to BSc (Hons) in Digital and Technology Solutions. London, Leeds, Manchester. 104+ UCAS points. Apply now!</p>
<p>Manchester Metropolitan University www2.mmu.ac.uk/apprenticeships/vacancies</p>	<p>Digital and Technology Solutions Degree Apprenticeship. Leads to BSc (Hons). The university advertises vacancies on behalf of employers. Register your interest. Keep checking the website.</p>
<p>National Grid http://careers.nationalgrid.com</p>	<p>Higher Apprenticeship in Cyber Security. Leads to a foundation degree or level 4 qualification. 2 A levels at grade C or above, including maths, physics, chemistry or computing. Keep checking the website.</p>
<p>QA Apprenticeships https://apprenticeships.qa.com</p>	<p>QA offer advanced and higher apprenticeships with a range of IT and software development companies.</p>
<p>Santander www.santanderjobs.co.uk/realiseyourfuture</p>	<p>Digital Technology Degree apprenticeship. 4 years. Leads to BSc (Hons) in Digital and Technology Solutions. Milton Keynes or Leicester. 104+ UCAS points. First come, first served. Applications opened 28 November 2017.</p>
<p>Sky https://careers.sky.com/earlycareers</p>	<p>Software Engineering Apprenticeship Programme. 18 months. Level 4 Certificate in IT, Software, Web and Telecoms Professional. In 2017 a minimum of 5 GCSEs A*-C (9-4), including English and maths were required. There may be vacancies in Leeds. Keep checking the website.</p>

Construction

Typical vacancies

Building services engineering apprentice, trainee building surveyor, trainee electrical building services engineer, trainee planner, trainee project and cost management consultant, apprentice quantity surveyor.

Construction apprenticeships are available in most skill areas, although competition for some careers can be fierce. Candidates generally have to find their own employer.

Craft careers such as plumbing, roofing, painting and decorating and electrical installation generally require a good basic education to GCSE level.

Technical careers such as surveyor, estimator or architectural technician generally require A levels, or the equivalent, along with good GCSE grades. There are advanced, higher and degree apprenticeship routes.

GO Construct www.goconstruct.org - the construction industry's careers information website, led by the Construction Industry Training Board (CITB).

Atkins

<https://careers.atkinsglobal.com/apprenticeships>

Atkins (Faithful + Gould) Degree Apprenticeships. Lead to construction/project management, quantity surveying or health and safety consultancy in Leeds and other construction disciplines in other locations. Likely to require 96+ UCAS points (3 A levels at grade C or above, or equivalent). May also offer advanced apprenticeships.

Closing date 18 December 2017 but may close earlier.

Balfour Beatty

www.balfourbeatty.com

Higher Apprenticeships. Various construction and engineering disciplines. 3-6 years. Lead to level 4-6 (HNC - honours degree) qualifications, depending on the scheme. Entry requirements will vary but generally require at least 2 A levels at A*-C grade, or a level 3 advanced apprenticeship. *Keep checking the website.*

BAM Nuttall

www.bamnuttall.co.uk

Technical Advanced Apprenticeships. Civil engineering and quantity surveying. GCSEs or equivalent in maths grade B(6) and English and science grade A*-C (9-4). Initial 2 year level 3 programme. Apprentices may continue to the HND programme and professional status. Accommodation is provided for college blocks. *Register for alerts. Keep checking the website.*



Register with sites for vacancy alerts.

Barratt Developments
www.barrattcareers.co.uk

Sponsored Construction Degree. Leads to FdSc after 3 years and BSc (Hons) Residential Development and Construction after 5 years. Rotations of engineering, design, quality surveying and buying. 4 x 1 week block release per year to Sheffield Hallam University. One A level and 4 GCSEs at A*-C (9-4), including maths and English, or equivalent.
Register now! Applications likely to be open February-March 2018.

Chartered Surveyors Training Trust
www.cstt.org.uk

(a) Surveying Technician Advanced Apprenticeship (Level 3). 2½ years. Preferably 5 GCSEs, including English and maths at grade C(4) or above.
 (b) Chartered Surveyor Degree Apprenticeship (Level 6). 4½ years. 96+ UCAS points. To find out more about surveying see www.rics.org/uk
For vacancies see www.gov.uk/apply-apprenticeship

Costain
www.costain.com/careers/routes-into-costain/apprenticeships

Level 6 Apprenticeships. Specialisms include civil engineering and quantity surveying. 3 years. Locations include Manchester. 3 A levels at BBB, or equivalent. **Apply now!**

JTL
www.jtltraining.com

Plumbing and electrical apprenticeships. Vacancies are also posted on Twitter and Facebook, but also look for an employer yourself.
Keep checking the website.

Kier
www.kier.co.uk/earlycareers.aspx

Kier Degree Programme. Leads to either BSc (Hons) Construction Management or Quantity Surveying. 4½ years. 4 x 1 week block release per year to Sheffield Hallam University. Locations include Leeds and Manchester. One A level and 4 GCSEs at A*-C (9-4), including maths and English, or equivalent.
Applications open in April 2018.

Laing O'Rourke
www.laingorourke.com/careers

(a) Civil Engineering Site Management Degree Apprenticeship. Leads to BEng degree from Exeter University and EngTech and incorporated engineer (IEng) status. 5 years. Exeter. 3 A levels at AAA-AAB to include maths and a science or BTEC level 3 at DDD or DDM. **Register your interest.**
 (b) 2018 School and College Leaver Programme in engineering, construction, commercial, management or information technology. 5 years. HNC and/or degree. 96+ UCAS points. Locations include Leeds. No closing date given. **Apply now!**

Mott MacDonald
www.mottmac.com/careers

(a) Advanced Apprenticeships in civil engineering, quantity surveying and building services engineering. Nearest offices are in Leeds and Manchester. 5 GCSEs at A*-C (9-4) including maths at B(6).
 (b) Degree Apprenticeship in Quantity Surveying. 3 A levels at C or above, preferably including maths, plus grade B(6) in GCSE maths.
Applications open December 2017.

Wates

www.wates.co.uk/careers/early-careers

Higher Apprenticeships (Levels 4 and 6). Estimating, production, planning, building services engineering, commercial. For level 4, 8 GCSEs A*-C (9-4) are required. For level 6, a level 3 mechanical or electrical apprenticeship is required. **Apply now!**

Design, Arts and Crafts

Typical vacancies

Apprenticeships in graphic design, design/web development, marketing and design, design/print production, artwork and design. Most jobs in these fields need specialised art and design further education or, more than likely, a degree course.

If you would like to use your creative and artistic ability and eye for detail in a website or print production environment an A level, or similar, in a design-related subject would be an advantage. Look out for graphic/web design and social media and digital marketing apprenticeships.

Apprenticeships

www.gov.uk/apply-apprenticeship

For creative digital media and web design apprenticeships.

City Training

www.citytraining.org.uk

City Training provides creative and digital media apprenticeship training at level 3. Apprentices may be employed in IT, marketing or design roles.

Keep checking the website.

Education and Training

You may see vacancies such as nursery nurse, mentor, classroom, teaching or learning support assistant.

Apprenticeships are available. Nursery nurses need a 'full and relevant' qualification such as a Level 3 Diploma in Childcare and Education gained through a college course or apprenticeship. Try local council vacancy websites (page 39) and school and private nursery websites for jobs and apprenticeships.

Volunteering in a school would give you valuable experience before you apply.

Apprenticeships

www.gov.uk/apply-apprenticeship

Note: **teaching** requires a degree, and Qualified Teacher Status (QTS) for state school teaching. A 'teaching apprenticeship' has been proposed, whether this will be a degree or postgraduate apprenticeship is not clear.

<https://getintoteaching.education.gov.uk>

tip...

No set closing date?

Some job adverts will close as soon as sufficient applications have been received. If you are interested in a job, apply straightaway! First come, first served!

Emergency Services

Ambulance - see 'Health Careers' section

Fire Service

Fire Service personnel include wholetime (full-time) and on-call (part-time) firefighters, trainee fire control operators, risk reduction officers and a range of support staff.

If you are interested in becoming an on-call firefighter there may be an awareness day that you could attend - see the website. Firefighters must be 18+ on appointment and hold a full car driving licence. Fitness, medical and written tests are given to candidates. Degrees of colour vision may be permitted.

Although the reduction in public sector spending is affecting the Fire Service intakes of wholetime firefighters are expected. [You can register online for job alerts.](#) [Keep checking the website.](#)

www.westyorkshirefire.gov.uk

www.joinwyfirefighters.com

Police

The reduction in public sector spending is affecting West Yorkshire Police.

There has been a limited amount of police officer and community support officer recruitment recently.

The West Yorkshire Police website below, will have full details of any vacancies and the selection and entry process for police officers, community support officers, special constables, support staff, police support volunteers (16+) and community support volunteers. Special constables volunteer for at least 16 hours a month.

Recruitment campaigns for special constables and any special schemes, eg Volunteer Police Cadet (VPC) are posted on the VPC website below, so keep looking. To become a police constable you must be 18+ at the time of application and have level 3 qualifications (nothing specified) before applying.

If you are interested in joining in the future, you should register an interest to receive news and information.

NB You can apply to other forces in the country, but only one at a time.

News! A new three year Police Constable Degree Apprenticeship is likely to be available from April 2018 in some forces. A level 3 qualification (A levels or equivalent) will be required. Forces will set their own full entry requirements. See the College of Policing website below.

www.westyorkshire.police.uk

<http://recruit.college.police.uk/pages/home.aspx>

<https://vpc.police.uk>

Engineering

Apprentice service engineer, installation and support technician, mechanical/electrical engineer, site engineer, security engineer, electronics engineer (electronics repair), trainee CAD technician, trainee estimator and designer, trainee urban traffic signals engineer.

There is an increasing demand for engineering technicians and professionals, although you may need to travel to Leeds or Manchester, or move away.

Airbus www.airbus.com	Engineering Degree Apprenticeship. Leads to BEng (Hons) Aerospace Engineering. 3-4 years. At least 2 A levels, or equivalent, at grade B in maths and grade C in physics, or Level 3 Engineering at DDD. Specific GCSEs. Closing date 9 March 2018.
Amey www.amey.co.uk/your-career	Amey Advanced and Higher Apprenticeships include rail design technician and engineering technician. Company has over 300 locations in UK. 3 A levels at A*-C or equivalent. Keep checking the website.
Arla www.arla.com/company/job-and-career	(a) Trainee Dairy Technology Programme. Leads to a Foundation Degree in Dairy Technology. 3 years. At least one A level, plus GCSEs A*-C (9-4) in maths, English and science. (b) Trainee Dairy Engineering Advanced Apprenticeship. 4 years. Leads to a BTEC Level 3 Diploma in Engineering and NVQ Level 3 in Engineering Maintenance. Locations include Stourton, Leeds. Keep checking the website.
Atkins https://careers.atkinsglobal.com/apprenticeships	Advanced, Higher and Degree Apprenticeships. Civil engineering, design engineering and project management. Keep checking the website.
Balfour Beatty www.balfourbeatty.com	Higher Apprenticeships. Various construction and engineering disciplines. 3-6 years. Lead to qualifications at levels 4-6 (HNC - honours degree), depending on the scheme. Entry requirements vary but usually require at least 2 A levels at A*-C grade, or a level 3 advanced apprenticeship. Keep checking the website.
BBC www.bbc.co.uk/careers/trainee-schemes-and-apprenticeships	(a) Broadcast and Communications Engineering Higher Apprenticeships. BEng (Hons) degree. 3 years. 120+ UCAS points to include maths and a science, or computer science, electronics or other equivalent technology-based qualification. (b) Broadcast and Communications Operator Advanced Apprenticeships. Lead to level 3 Extended Diploma in Digital Technology. 2 years. Must be 18+ and have at least 5 GCSEs at A*-C (9-4) or equivalent, including maths, English and a relevant science such as physics or computer science. Apprentices start on £12,500. Follow @BBCGetIn on Twitter. Closing date for both vacancies January 2018.

<p>BP www.bp.com (search 'careers')</p>	<p>UK Shipping Cadets - deck (navigation), engineer, electro technical. Foundation degree or college diploma. 64+ UCAS points or equivalent, including maths or science subjects required. Apply now!</p>
<p>British Gas www.britishgasjobs.co.uk</p>	<p>Advanced Apprenticeships. Central heating installation and service and repair engineering. Minimum 4 GCSEs at grade C(4) or above, or equivalent, including English, maths and preferably science, as well as a practical subject. You also need a full driving licence when you start. Create a 'job alert'. Keep checking the website.</p>
<p>BT www.btplc.com/careercentre</p>	<p>(a) Higher Apprenticeships may be available. Engineering. Usually ask for 2 A levels grades A*-C, or equivalent. (b) Advanced Apprenticeships: Various engineering and vehicle maintenance. Minimum 4 GCSEs A*-C including English and maths, or equivalent - 'power' apprentices need a grade B or above in maths. Nearest locations are Leeds and Manchester. Keep checking the website.</p>
<p>Cummins http://cummins-apprenticeship.jobs http://careers.cummins.com/europe</p>	<p>Advanced Mechanical Engineering Apprenticeships. 4 years. Huddersfield. Further training is supported. Likely to require a minimum of 5 GCSEs at grades A*-C (9-4), including maths B(6), English C(5) and a science or technology subject. Keep checking the website.</p>
<p>Doosan http://careers.doosanbabcock.com</p>	<p>Doosan Babcock Advanced Apprenticeships. Engineering - project control or construction. GCSEs grade C(4) or above. Register for job alerts now!</p>
<p>Dyson www.dysoninstitute.com</p>	<p>Sir James Dyson's Dyson Institute of Technology. 4 year mechanical and/or electronics engineering degree (University of Warwick). At least AAB at A level, including A grades in maths and one other STEM subject. Salaried. Application is not through UCAS. No closing date given. Competitive. Apply now!</p>
<p>Jaguar Land Rover www.jaguarlandrovercareers.com</p>	<p>Engineering Degree Apprenticeship. Leads to various BEng (Hons) degrees. 2 A levels at C or above in both a maths subject and an additional maths subject, physics, chemistry, technology or engineering subject. See website for equivalents. Usually in West Midlands. £18,500. Closing date 31 December 2017.</p>
<p>Laing O'Rourke http://careers.laingorourke.com</p>	<p>(a) 2018 School and College Leaver Programme. Engineering, construction, commercial, management or information technology. 5 years. HNC and/or degree. 96+ UCAS points. Locations include Leeds. No closing date given. Apply now! (b) Degree Apprenticeship in Civil Engineering Site Management - see 'Construction'. Register your interest.</p>

<p>Morrisons www.morrisons.jobs/our-teams/early-careers</p>	<p>Advanced Apprenticeship in Engineering Maintenance. Leads to Level 3 Extended Diploma in Food and Drink Engineering Maintenance. 4 years. GCSE grade B(6) in maths and grade C(5) in English and science. Keep checking the website.</p>
<p>National College for High Speed Rail www.nchsr.ac.uk</p>	<p>Higher Apprenticeships (level 4). High speed rail and infrastructure technicians. 3 years. Doncaster/Birmingham. Likely to require A levels or a vocational level 3 qualification. Apply now!</p>
<p>Nationalgrid http://careers.nationalgrid.com</p>	<p>(a) Advanced Apprenticeships in Gas and Electrical Operations. 5 GCSEs grades A*-C (9-4) (see website) or equivalent, plus a full driving licence within 12 months. There may not be local vacancies. (b) Higher Apprenticeships. Engineering (various disciplines). Lead to a foundation degree or level 4 qualification. 2 A levels A*-C or equivalent - see website for subjects. Keep checking the website.</p>
<p>NATS www.nats.aero/careers</p>	<p>NATS Technology Apprenticeship (Network Engineering). In the past, 3 A levels at A*-C or BTEC level 3 in engineering were required. Hampshire. Keep checking the website, Twitter and Facebook.</p>
<p>Network Rail www.networkrail.co.uk/careers</p>	<p>Advanced Engineering Apprenticeships. 18+. 4 GCSEs at A*-C (9-4) in English and maths, and one of science or engineering, or a BTEC equivalent. Intakes in March and September every year. Keep checking the website.</p>
<p>Reliance Precision www.reliance.co.uk/apprenticeship-scheme</p>	<p>Advanced and Higher Apprenticeships in Mechanical Engineering. 4 years. At least 5 GCSEs at A*-C (9-5), including maths and science. On completion there are opportunities to move departments and to apply for degree sponsorship. Huddersfield. Follow on Twitter @RP_Apprentices. Closing date 28 February 2018.</p>
<p>Rolls-Royce http://careers.rolls-royce.co.uk</p>	<p>Manufacturing Engineering Degree Apprenticeship. Leads to BEng. 4 years. 3 A levels A*-B in maths and either physics, chemistry or engineering, or a level 3 engineering-focused BTEC. Locations include Rotherham. £12,657. Closing date 2 March 2018.</p>
<p>Royal Mail Group https://jobs.royalmailgroup.com</p>	<p>Royal Mail Fleet Advanced Engineering Apprenticeships. Mechatronics maintenance engineering. Lead to level 3. Leeds. 5 GCSEs at grade C(4) or above including maths, English and science. Closing date 2 January 2018.</p>

tip...

Do your research!

When you apply for a vacancy, it makes sense to find out as much as you can about the job and the company. This will help you with the application and the interview.

Siemens
www.siemens.co.uk/careers

(a) Higher Apprenticeships. Engineering. Lead to a level 4, an HNC and Tech Eng status. Options include technical sales, railway or advanced manufacturing engineering. 2-4 years. Locations can include Leeds and Manchester. A levels or BTEC level 3 in relevant subjects required. Tend to recruit January to May. **Keep checking the website.**

(b) Advanced Apprenticeships. Engineering. Lead to a level 3 in an area of engineering. 3-4 years. 4 GCSEs at A*-C (9-4) including English, maths and science, or equivalent. Tend to recruit January to May.

Keep checking the website.

(c) European Apprentice Scholarships. Mechatronics and electrical/electronic engineering. (Based in Berlin, German lessons provided).

Keep checking the website.

SSTG
www.sstg.org

Merchant Navy Cadets. Sponsored foundation degree for electro-technical, deck (navigating) or engineer officers. 48+ UCAS points (including maths, physics, or similar, for engineering or electro technical training). Also HNDs for deck and engineering officers. **Apply now!**

Syngenta
www.syngenta.co.uk

Engineering and Process Manufacturing Apprenticeships. Plenty of opportunity to progress to degree level. Usually require, as a minimum, GCSEs in maths at grade B(6), science at C(4) and two others. Advertise widely locally and on Twitter. **Applications open in February 2018 for a short period.**

Unilever
www.unilever.co.uk/careers/apprenticeships

Higher Apprenticeships. Research and development. Lead to BEng or BSc degree. 4-6 years. A levels in science and maths required. Leeds.

Register your interest. Keep checking the website.

Yorkshire Water
www.yorkshirewater.com/careers

There may be apprenticeships in 2018. May be advertised in the spring.

Keep checking the website.

See 'Armed Forces' section for engineering and technical careers.

Environment, Plants and Animals

There are few careers in this sector with A level entry so you would be in competition with Year 11 leavers. If you have a relevant vocational qualification there will be more opportunities. There are jobs and apprenticeships such as kennel assistant, dog grooming trainee, stable hand, veterinary nurse, horticultural worker and agriculture worker. Otherwise, an appropriate further or higher education course is recommended. There are apprenticeships in environmental conservation and in sustainable resource management but finding employers is difficult.

Countryside Jobs Service
www.countryside-jobs.com/jobs/index.htm

Vacancy board and 'Useful organisations' list

PDSA
www.pdsa.org.uk/careers/apprenticeships

PDSA vacancies. **Register for job alerts.**

Yorkshire Water
www.yorkshirewater.com/careers

There may be apprenticeships in 2018. May be advertised in the spring. **Keep checking the website.**

Financial Services

Typical vacancies

Accountancy Advanced Apprenticeship (AAT), accountancy trainee, trainee finance assistant, trainee management accountant (CIMA), trainee insurance broker, trainee financial analyst, apprentice underwriter.

Accountancy - to find out more about accounting qualifications:

www.aat.org.uk www.att.org.uk www.accglobal.com www.cimaglobal.com www.icaew.com

Banking and building society work - mergers and cuts in the number of branches have reduced the opportunities.

Insurance - to find out more about insurance qualifications: www.cii.co.uk

Investment banking - The Nomura First Step Sixth Form Programme for Year 13s runs for one day. Investigate a career in investment banking. Nomura also offers apprenticeships and internships in London.

www.nomura.com/europe/careers

Airbus www.airbus.com	Finance Apprenticeships. Lead to degree equivalent and professional accreditation with the Chartered Institute of Management Accountants (CIMA) and the Institute of Leadership and Management (ILM). At least 3 A levels, or equivalent, at grade B or above in maths, and subjects such as further maths, economics, business or IT, plus specific GCSEs. Closing date 9 March 2018.
AON www.aoncareers.co.uk	AON Actuarial and Insurance Apprenticeships. For Actuarial: 104+ UCAS points from A levels or the equivalent, including grade B in a maths related subject. For insurance: 112+ UCAS points. Could include Leeds and Manchester. Apply now!
Babington www.babington.co.uk	Accounting and financial services apprenticeships training provider. Centre in Leeds. Apply with GCSEs - A levels. Apply online or contact 01332 345 450.
Barclays http://joinus.barclays.com	Higher Apprenticeships. Lead to degrees and professional qualifications in group finance, risk or internal audit (London) and leadership and management or relationship management (UK wide). 80+ UCAS points in A levels or equivalent, or at least 12 months work experience. Applications usually open in February/March and close in April. Register your interest. Keep checking the website.
BDO UK Limited www.bdo.co.uk/careers	Tax and Audit School Leaver Programmes. Lead to ACA and other qualifications. 4 years. 3 A levels at grade C or above, excluding general studies. Vacancies in Leeds and Manchester. Run a summer school. No closing date given. Apply now!
BPP www.bpp.com/apprenticeships/programmes	BPP can help you find an apprenticeship in business, law, finance or technology. Register and keep checking the website.

BT www.btplc.com/careercentre	Finance Degree Apprenticeship. Leads to the full CIMA qualification. A levels at BBB, or the equivalent, were required in 2017. Register your interest. Keep checking the website.
Close Brothers www.closebrothers.com/careers	ASPIRE Programme leads to the chartered associateship in banking. 2 years. Locations include Manchester. At least 112 UCAS points and grade B(6) in GCSE maths and English. £19,000. Closing date 5 March 2018.
Deloitte www2.deloitte.com/uk	Higher Apprenticeships. BrightStart - tax, audit, risk and consulting. 104+ UCAS points. Closing date 30 March 2018 but may close earlier.
EY http://ukcareers.ey.com	EY School Leaver Programme. 5 years. Leads to professional accounting qualifications: the ICAEW Certificate in Finance, Accounting and Business (CFAB) and chosen area eg ACA. A levels or the equivalent - EY use own assessment methods. IT, risk and insurance, audit and tax vacancies in Manchester. Audit and tax vacancies in Leeds. First come, first served. Apply now!
Grant Thornton www.grantthornton.co.uk/careers	School Leaver Programme (tax or audit). Leads to AAT, ATT, CTA or ACCA qualification. No minimum entry requirements. Look for a 'broad range of interests and experience'. Leeds/Manchester. Recruitment began 18 September. No closing date given. Apply now!
HSBC www.hsbc.com/careers	UK Apprenticeship. Leading to professional qualifications in an aspect of banking. 12-18 months depending on the programme. Specific GCSE and A level requirements depending on the programme. Keep checking the website.
Inside Careers - Finance www.insidecareers.co.uk/search/jobs	Vacancy directory, employer directory and careers advice.
Jaguar Land Rover www.jaguarlandrovercareers.com Go to 'Roles'	Degree Apprenticeship Programme in Finance and Accountancy. Leads to level 4 Diploma in Business Accountancy, full chartered status (CIMA) and BSc (Hons) in Accounting and Finance. 6 years. West Midlands. Salaried. 120+ UCAS points - one A level to be a grade B in a numerical or business subject, or equivalent qualifications. £18,500 to start. No closing date given. Competitive. Apply now!
Kaplan https://kaplan.co.uk/apprenticeships/about	Kaplan runs accountancy, tax and financial services apprenticeships for companies nationwide. Submit your CV.
KPMG www.kpmgcareers.co.uk	KPMG360° Advanced and Higher Apprenticeships. Audit, tax and option to move to KPMG360° Digital Apprenticeship. 3-6 years depending on level of programme: AAT level 3 or 4 or professional level specialisation. Locations include Leeds and Manchester. 104+ UCAS points. First come, first served. Apply now!

<p>Lloyds Bank www.lloydsbankinggroup.com/talent.com/apprentices</p>	<p>(a) Higher Apprenticeships. Marketing and banking relationship management. Application period is May-July 2018. Register your interest. (b) Advanced Apprenticeships. Personal banking adviser. Recruit for a number of brands including the Halifax. Keep checking the site.</p>
<p>Mazars www.mazarscareers.co.uk</p>	<p>School Leaver Programme. Audit, tax or accounting. Vacancies in Leeds. CFAB and ATT with possible progression to ACA. 112+ UCAS points and GCSE maths and English language at grade B(6). Competitive. Applications open September - early November usually. Keep checking the website.</p>
<p>Morrisons www.morrisons.jobs/our-teams/early-careers/apprentices</p>	<p>Higher Apprenticeship in Finance. Leads to a CIMA Diploma in Business Accounting Practice. 2 years. 112+ UCAS points. Keep checking the website.</p>
<p>National Audit Office www.nao.org.uk/school-leavers</p>	<p>Chartered Accountancy School Leaver Scheme. ACA. 5 years. 120+ UCAS points. Newcastle (£18,000+) and London (£23,000+). 2018 scheme opens in November 2017. Apply now!</p>
<p>Nationwide www.nationwide-jobs.co.uk/students-graduates</p>	<p>Apprenticeships at all levels and across various business areas. No further details. Register for job alerts. Keep checking the website.</p>
<p>Nestlé www.nestlecareers.co.uk</p>	<p>Higher Apprenticeship in Finance. Leads to Level 4 CIMA Diploma in Business Accounting (2 years) and progression to full CIMA qualification. York and Gatwick. 120+ UCAS points from 3 A levels (excluding general studies) or equivalent, plus English and maths GCSEs at grade B(6). £16,000. First come, first served. Apply now!</p>
<p>PwC www.pwc.co.uk/careers</p>	<p>School and College Leaver Programmes. Tax, consulting, deals and assurance. Nearest offices Leeds, Manchester and Sheffield. 96+ or 112+ UCAS points depending on the programme. Also offer a Business Insight Week in the summer for Year 12 students - see the website. No closing date given. Apply now!</p>
<p>RSM www.rsmuk.com/careers</p>	<p>School Leaver Programme for Accounting, Audit and Tax Trainees. 112+ UCAS points (3 A levels) and grade C (4/5) in GCSE English and maths. Nearest offices Leeds and Manchester. Keep checking the website.</p>
<p>Siemens www.siemens.co.uk/careers</p>	<p>Siemens Finance and Commercial Academy. School Leaver Programme. Leads to CIMA management accountancy qualifications. 3 years. 3 A levels at grade C or above. Manchester. Follow on social media. Keep checking the website.</p>
<p>Wheawill & Sudworth www.wheawill.co.uk</p>	<p>Wheawill and Sudworth have had vacancies in the past for trainee accountancy technicians (AAT). Huddersfield. Keep checking the website.</p>

Healthcare

There is a huge range of 'health service' careers from administration to healthcare to upkeep of premises. This section, however, is about **healthcare** careers.

www.gov.uk/apply-apprenticeship	Apprenticeship vacancies in the private sector and NHS can be found here.
www.healthcareers.nhs.uk	For more on careers in the NHS and public health.
www.jobs.nhs.uk	For all NHS vacancies. You can register to receive vacancies by email.
www.stepintothens.nhs.uk	For an A-Z of careers and for case studies.

Successful applicants will be required to have a Disclosure and Barring Service (DBS) check.

Staff can progress through the NHS by taking up apprenticeships and other learning and development opportunities.

Note:

Paramedic

The Health and Care Professions Council (HCPC) regulates the training and registration of paramedics. The route to paramedic is usually via a full-time foundation degree, Diploma of Higher Education or BSc Honours degree in paramedic science. Some Trusts offer student paramedic posts which involve part-time degree study while working, but not the Yorkshire Ambulance Service NHS Trust. 1-2 A levels, or equivalent, are usually required.

www.collegeofparamedics.co.uk

www.hcpc-uk.co.uk

www.ucas.com

Dental hygienist

Dental hygienists need 2 A levels or a recognised dental nursing qualification and usually follow a two year full-time diploma course, foundation degree or degree, approved by the General Dental Council, at a university/dental school.

The following section focuses on some of the opportunities which do not necessarily require higher education for entry.

Ambulance service

www.jobs.nhs.uk	Apprenticeship in Patient Transport Service (PTS)/Accident and Emergency (A&E) Operations. Level 2 Certificate in Healthcare Support Services.
www.yas.nhs.uk/apprenticeships	Apprentices progress into ambulance care assistant (non-emergency) and emergency care assistant roles.
www.communityresponders.yas.nhs.uk	Yorkshire Ambulance Service Community First Responders are volunteers. They must be 18+, have held a full driving licence for at least 12 months and have access to a car. Training is delivered on evenings or weekends. For more information, and to apply, see the website, email responders@yas.nhs.uk or telephone 0333 1300516.

Dental nurse

Dental nurse apprenticeships usually require at least GCSE English and maths at grade A*-C (9-4) or equivalent and can lead to the level 3 diploma or the NEBDN National Diploma in Dental Nursing. With experience you could then go on to train as a dental hygienist or therapist.

You could work in a dental practice or in hospital dental services.

City Training Services
www.citytraining.org.uk

Advanced Apprenticeship in Health (Dental Nurse) Level 3. 20 months. 4 GCSEs at grades A*-C (9-4), including English and maths. City Training is a training provider with links to employers. **Look for your own employer and keep checking the website.**

www.jobs.nhs.uk

www.gov.uk/apply-apprenticeship

Nurse - new route

An alternative to the full-time degree route to registered nurse, the new Nursing Degree Apprenticeship, is slowly being introduced and by 2018 there may be some local opportunities. Trusts decide on their own requirements and work with universities. These apprenticeships are expected to have the same entry requirements as the full-time degree and to be open to both new staff and existing staff, such as healthcare assistants and nursing associates.

The nursing associate is a new role being introduced to bridge the gap between healthcare assistant and registered nurse. The Nursing Associate Apprenticeship, which will lead to a foundation degree, the FdSc Nursing Associate, is currently being trialled.

Look out for vacancies on www.jobs.nhs.uk and www.gov.uk/apply-apprenticeship

Pharmacy technician

Boots
www.boots.job/graduates-and-early-careers/apprenticeships

Advanced Healthcare Apprenticeships. Lead to qualified pharmacy technician (level 3). Must be 18+. No further details. **Keep checking social media and the website.**

City Training Services
www.citytraining.org.uk

Advanced Apprenticeships in Health (Pharmacy Service Skills). City Training is a training provider with links to employers. Training leads to Level 3 Diploma in Pharmaceutical Science and Level 3 Diploma in Pharmacy Service Skills. 4-5 GCSEs at grade A*-C (9-4), including two sciences, English and maths. **Look for your own employer and keep checking the website.**

NHS
www.jobs.nhs.uk

Vacancies with hospital trusts.

Progression within wider healthcare roles

Wider healthcare roles include an increasing number in clinical support which can give you the experience you need to apply for training in a professional role. Apprenticeships are available in assistant roles, usually at level 2/3, such as healthcare, clinical support, occupational therapy, dietetics, physiotherapy, pharmacy, radiotherapy, theatre support. There is strong competition for these roles. From these positions it is possible to progress, with further qualifications, to level 5 assistant practitioner roles. For example, there is a foundation degree in radiography for assistant practitioners. They do some of the tasks previously done by qualified professionals. It may be possible to become an assistant practitioner with a level 3 health and social care qualification and care experience, but exact requirements would be in vacancies.

See www.healthcareers.nhs.uk for more information and www.jobs.nhs.uk for vacancies.

Also see 'Armed Forces' and 'Social Care' sections.

Languages and Information

Most of these jobs require degree level qualifications, with the exception of library or information assistants, also known as customer service officers in some areas. Some libraries are becoming library and information centres. There will be fewer council vacancies as a result of public spending reductions. College and university libraries can be a source of vacancies. Apprenticeships may be available.

See council websites (page 39).

See college and university websites.

www.jobs.ac.uk

www.gov.uk/apply-apprenticeship

Legal

Through an apprenticeship you can now qualify as a paralegal (level 3-4), legal executive (level 6) or solicitor (level 7).

Paralegals are not lawyers, they support solicitors. Chartered legal executives are qualified lawyers who do similar work to a solicitor.

BPP
[www.bpp.com/
 apprenticeships/programmes](http://www.bpp.com/apprenticeships/programmes)

BPP can help you find an apprenticeship in business, law, finance or technology. [Register and keep checking the website.](#)

Chadwick Lawrence
www.chadwicklawrence.co.uk

Chadwick Lawrence Trainee Scheme. Apprentice legal executive. CILEx training from level 3 to level 6 (honours degree standard). 2-4 years. 3 A levels at grade B or above and 5 GCSEs or above at grade B(6). Local offices. [Apply now!](#)

<p>Damar Training www.damartraining.com/ apprenticeship-vacancies</p>	<p>Damar Training can help you find an apprenticeship in legal administration or legal services. See the website.</p>
<p>Eversheds Sutherland www.eversheds-sutherland.com</p>	<p>(a) Legal Administration Assistant Apprenticeship: A levels. No further details. Keep checking the website. (b) Apprentice Solicitor (Level 7). Apprenticeship leads to qualified solicitor status and a law degree (LLB) from BPP University Law School. 6 years. 120+ UCAS points (BBB). Offices include Leeds and Manchester. £15,200. Closing date 10 December 2017.</p>
<p>Gordons www.gordonsllp.com/careers</p>	<p>Gordons Apprenticeship Programme (GAP) - Apprentice Legal Executive. 4 years. Leads to the level 3 and level 6 (honours degree standard) CILEX qualifications. Leeds and Bradford. You need at least 3 grade Bs at A level or equivalent. Particularly keen to have applications from those who have overcome barriers and are among the first in the family to apply for higher education. Applications open from January to 2 May 2018.</p>
<p>Kennedys Law www.kennedyslaw.com</p>	<p>Apprenticeship in Law (Paralegal). Leads to Level 3 Certificate of Higher Education in Legal Services (2 years) and likely progression to level 4. Progression to the solicitor apprenticeship (level 7) is a possibility. At least AAB at A level, plus 8 GCSEs A*-C (9-4), or equivalent. Locations include Manchester and Sheffield. £16,000. Apply now at www.getmyfirstjob.com.</p>
<p>Law Careers.net www.lawcareers.net</p>	<p>Advertises legal apprenticeship positions. For background information see their 'What is a legal apprenticeship?' page and the 'The Beginners Guide to a Career in Law' and 'The Law Apprenticeships Guide'.</p>
<p>Manchester Metropolitan University www2.mmu.ac.uk/ apprenticeships/vacancies</p>	<p>Solicitor Degree Apprenticeship. The university advertises vacancies on behalf of employers. Register your interest and keep checking the website.</p>
<p>Plexuslaw www.plexuslaw.co.uk</p>	<p>Plexus Law Apprenticeship. Leads to level 3 qualification as a paralegal. 2 years. Progression to the solicitor apprenticeship (level 7) is a possibility. Nearest offices: Leeds and Manchester. Keep checking the website.</p>



tip

Be open to vacancies that ask for fewer qualifications than you can offer, provided they offer the opportunity for training and progression.

Leisure, Sport and Tourism

Sports-related apprenticeships have been increasing, with work ranging from assistant to trainee management level, although for the latter you are likely to be in competition with candidates who have related degrees. There are opportunities at local council leisure centres, commercial leisure and fitness centres and sports clubs. You could also look out for trainee leisure management opportunities in theme parks, cinemas, bowling alleys, casinos, holiday centres and so on. Apprenticeships also occur in the travel and tourism industry.

Most apprenticeships in the sector are at levels 2 and 3.

CMS www.cmsvoc.co.uk	Offer advanced apprenticeships in personal training, leisure operations, activity leadership and instructing exercise and fitness.
Crewlink and Dalmac www.crewlink.ie http://dalmac.ie	Crewlink and Dalmac are agencies that recruit and train for Ryanair and other low-fare airlines. 5-6 residential week course. Training fees apply.
Leisure Jobs www.leisurejobs.com	Includes vacancies with fitness and travel companies.
Thomas Cook http://careers.thomascook.com/working-abroad	Overseas destinations reps can develop a career abroad or in UK (retail or Head Office).

Manufacturing and Production

Typical vacancies

Project management trainee, production management trainee, process manufacturing apprentice.

Look out for level 3 to degree level training opportunities. Local manufacturing industries include textiles, food, chemicals, rubber and plastics, and furniture.

Airbus www.airbus.com	Business Apprenticeship. Leads to a degree or equivalent level qualification in management or supply chain functions. 3-4 years. At least 2 A levels at grade B, or above, in business studies or related subject or a BTEC Extended Diploma at DDD, plus specific GCSEs. Closing date 9 March 2018.
Arla www.arla.com/company/job-and-career	(a) Trainee Dairy Technology Programme. Leads to a Foundation Degree in Dairy Technology. 3 years. At least one A level, plus GCSEs A*-C (9-4) in maths, English and science. (b) Trainee Dairy Engineering Advanced Apprenticeship. 4 years. Leads to a BTEC Level 3 Diploma in Engineering and NVQ Level 3 in Engineering Maintenance. Locations include Stourton, Leeds. Keep checking the website.

<p>Kirklees College www.kirkleescollege.ac.uk</p>	<p>Kirklees College opened a new Process Manufacturing Centre in September 2016 and offers apprenticeships in a range of process operations. You need an employer. Vacancies with specific employers may be on the college website but you are advised to look for an employer also.</p>
<p>Morrisons www.morrisons.jobs/our-teams/early-careers/sponsored-degree</p>	<p>Chartered Manager Degree Apprenticeships. Programmes include manufacturing option. BSc (Hons) Management and Business and full membership of CMI. 3 years. 104+ UCAS points. Register your interest. Applications open in January 2018.</p>
<p>Syngenta www.syngenta.com</p>	<p>Engineering and Process Manufacturing Apprenticeships. Plenty of opportunity to progress to degree level. Usually require, as a minimum, GCSEs in maths at grade B(6), science at C(4) and two others. Advertise widely locally and on Twitter. Applications open in February 2018 for a short period.</p>

Also see 'Engineering' section for opportunities.

Marketing and Advertising

Typical vacancies

Marketing apprentice, digital marketing apprentice, social media apprentice.

Most entrants have degrees, but the number of apprenticeships is increasing significantly in digital marketing and social media, as businesses recognise their importance. There is a level 3 in digital marketing and a level 6 is coming.

<p>QA Apprenticeships http://apprenticeships.qa.com</p>	<p>Apprenticeships in social media and digital marketing.</p>
<p>Baltic Training https://baltictraining.com</p>	<p>Apprenticeships in social media and digital marketing.</p>
<p>Kirklees College www.kirkleescollege.ac.uk</p>	<p>Apprenticeships in social media and digital marketing.</p>
<p>Lloyds Banking Group www.lloydsbankinggroup.talent.com/apprentices</p>	<p>Higher Apprenticeship in Marketing. 2 years. Lloyds usually recruit over the summer. Register your interest now in a 'People Maestro' role.</p>
<p>Manchester Metropolitan University www2.mmu.ac.uk/apprenticeships/vacancies</p>	<p>Digital Marketer Degree Apprenticeship. The university advertises vacancies on behalf of employers. Register your interest and keep checking the website.</p>

Also see 'Administration and Business Management' section for opportunities

Media, Print and Publishing

Entry to media and publishing is usually with a degree, related or otherwise, but you could get 'a foot in the door' with an entry level job and the number of apprenticeships is increasing in media companies. They are highly sought after.

Apprenticeships at levels 2 and 3 are available in printing, such as digital print and print finishing.

BBC

www.bbc.co.uk/careers/trainee-schemes-and-apprenticeships

(a) Digital Journalist Apprenticeship. Leads to a NCTJ Diploma in Journalism. 2 years. At least 5 GCSEs at A*-C (9-4), including maths and English, or the equivalent. Follow @BBCGetIn. **Applications open 5 March 2018.**

(b) Production Apprenticeship (Level 3). Production management, craft skills or editorial. 12 months. £12,500 (more in London). Follow @BBCGetIn. **Applications open 5 March 2018.**

See 'Administration and Business Management', 'Computing and IT' and 'Engineering' sections for more BBC vacancies.

British Printing Industries Federation
www.britishprint.com

Aimed at employers but useful apprenticeship information.

Channel 4
<http://4talent.channel4.com/about-us>

Apprenticeships at levels 3 and 4 across a range of occupations. Also have a Production Training Scheme. London, Manchester and Glasgow offices. In the past, applications opened in June and closed in July. **Keep checking the website and Twitter @4Talent**

The Network
www.thetvfestival.com/talent-schemes/the-network

The Network is a free intensive introduction to working in the TV industry for those 18 and over. Four days training at the Edinburgh International Television Festival in August. 60 places. For those who want to work behind the scenes, not as presenters. Creativity and enthusiasm needed. Following this you may be offered a paid Network at Work placement in a television company.

Applications open in Spring 2018. Register your interest now.

ITV
www.itvjobs.com

(a) ITV News Trainee. Trainee journalist. 9 month programme. Must be at least 18 on 1 October, committed to a career in journalism and able to provide evidence of own work. In the past, applications opened and closed in February. **Keep checking the website.**

(b) Apprenticeships in business admin, creative digital media, customer services or social media/digital marketing. Applications usually open in June for September starts. **Keep checking the website, Facebook and Twitter @ITVCareers.**

(c) ITV Insight Programme - short placement and paid opportunities. Recruit four times a year. **Keep checking the website.**



Register with sites for vacancy alerts.

Performing Arts

There are occasional apprenticeships as sound and lighting technicians and costume/wardrobe assistants, for example, and competition is fierce. Most performing artists (actors, musicians, dancers and so on) will have undertaken higher education, and the field is intensely competitive. You may find occasional vacancies for stagehands or wardrobe assistants, for example, but even then vacancies tend to attract many candidates. Try to get as much work experience as you can.

www.gov.uk/apply-apprenticeship

Personal and Other Services

Hairdressing, barbering, nail services and beauty therapy at levels 2 and 3 are the most popular occupations in this sector, and vacancies for apprentices are relatively plentiful. You would be in competition for these with people who left school with GCSEs. Funeral care also falls into this sector.

Co-op Funeral Care

www.co-operativefuneralcare.co.uk/about-us/careers

Funeral Director Advanced Apprenticeships. Level 3 Certificate in Funeral Operations and Services is the full qualification. Minimum of GCSE entry. [Keep checking the website for vacancies, or register for job alerts.](#)

Retail

Some large companies offer a higher apprenticeship or retail management trainee programme to those with 2+ A levels or equivalent qualifications. Others require a degree for their graduate management schemes. Apprenticeships at levels 2 and 3 are also available. Progression is a real possibility for those with potential.

Aldi

www.aldirecruitment.co.uk

Advanced Apprenticeships in Stores. A 3 year management development programme. GCSEs in English and maths at A*-C (9-4). [Applications open all year.](#)

Arcadia

www.arcadiagroup.co.uk

Branch managers often start out as sales assistants.

Boots

www.boots.jobs/apprenticeships

Higher Apprenticeship. 2 years. Full range of commercial functions covered. Possible progression to Chartered Manager Degree Apprenticeship. Nottingham. Salaried. In the past, 240+ UCAS points (96+ on new tariff) and GCSE English and maths at A*-C (9-4) were required. [Follow on social media. Keep checking the website.](#)

inretail

www.inretail.co.uk

Recruitment agency website.

John Lewis Partnership www.jlpjobs.com/apprenticeships	John Lewis Apprenticeships. Store in Leeds. Keep checking the website.
McDonalds https://people.mcdonalds.co.uk	Management Degree Apprenticeship. Leads to, in year 1, a Level 3 Apprenticeship in Hospitality Supervision and in years 2-5 a BA (Hons) Business Management Professional (Retail) from Manchester Metropolitan University and also CMI chartered status. 5 years. £16,000 to start. Depending on level, 104+ or 112+ UCAS points (BCC or BBC), or equivalent, such as the BTEC Extended Diploma (DMM), plus GCSE English, maths and, preferably, ICT at grade C(4). Keep checking the website.
M&S http://careers.marksandspencer.com/early-careers	Higher Apprenticeship in Retail Management (Level 4). Experience food, fashion, home and store operations. 12-18 months. Application period September-December 2017. Closed early.
Morrisons www.morrisons.jobs/our-teams/early-careers/sponsored-degree	Chartered Manager Degree Apprenticeships. Four programmes, including retail. BSc (Hons) Management and Business and full membership of CMI. 3 years. 104+ UCAS points. (60 vacancies across the four programmes.) Register your interest. Applications open in January 2018.
Tesco www.tesco-programmes.com	(a) Commercial Apprenticeship (Level 4). (b) F&F Apprenticeship (Level 4). Both 3 years. 96+ UCAS points. £20,000. Closing date 14 January 2018.

Estate agency opportunities depend on the economic climate and its effect on the property market. Estate agency is fundamentally a sales industry. Personal qualities and abilities and a driving licence are the most important qualifications needed. Previous sales experience is advantageous. There is a career path from trainee/apprentice negotiator to senior negotiator or manager. Apprenticeships are offered in property services.

Babington Group www.babington.co.uk	Apprenticeship training provider.
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No set closing date?

Some job adverts will close as soon as sufficient applications have been received. If you are interested in a job, apply straightaway! First come, first served!

Science and Maths

Look out for trainee or apprentice laboratory assistant vacancies in industry or the education sector. Higher level positions usually require a relevant higher education qualification.

Arla www.arla.com/ company/job-and- career	Trainee Dairy Technology Programme. Leads to a Foundation Degree in Dairy Technology. 3 years. At least one A level, plus GCSEs A*-C (9-4) in maths, English and science. Keep checking the website.
Environment Agency www.gov.uk/ government/ organisations/ environment- agency/about recruitment	Laboratory Technician Level 3 Apprenticeship. Laboratory in Leeds. No further details. Keep checking the website and www.gov.uk/apply-apprenticeship
Kirklees College www.kirkleescollege. ac.uk	Laboratory Technician Level 3 Apprenticeship. 5 GCSEs at grade A*-C (9-4), including English, maths (at grade 5) and a science. College may have employer vacancies but try to find your own employer. Keep checking the website.
Manchester Metropolitan University www2.mmu.ac.uk/ apprenticeships/ vacancies	Chemical Science Degree Apprenticeships. The university advertises vacancies on behalf of employers. Register your interest and keep checking the website.
NHS www.jobs.nhs.uk	Health service jobs, including pharmacy technician, pathology support worker and medical lab assistants - see 'Healthcare' section.
Syngenta www.syngenta.com	There may be an Advanced Apprenticeship Lab Technician (LATA) vacancy. Would lead to BTEC level 3 and NVQ level 3 Diploma in Laboratory and Associated Technical Activities. GCSEs including maths, English and chemistry at A*-C (9-4) (check these grades if vacancy posted). Huddersfield. Advertise widely locally and on Twitter. Applications would be likely to open and close in February 2018.
Unilever www.unilever. co.uk/careers/ apprenticeships	Higher Apprenticeships in Research and Development leading to BEng or BSc degree. 4-6 years. A levels in science and maths. Leeds. Register your interest. Keep checking the website.

Social Care

You could go for jobs or apprenticeships as a care assistant or support worker, including apprentice support work assistant with a housing association, and take up training opportunities to progress; these generally require GCSE level qualifications. Managers of care homes must have NVQ/VQ level 4. Professional social workers need a degree in social work. Professional youth work is also degree level, however there are now youth work practice qualifications on offer to apprentice youth workers working in youth support work roles. Progression could be to full-time or part-time higher education.

If you need some experience to decide if social care/social work is for you try voluntary work, see page 35.

Rathbone Training Rathbone offer Intermediate and Advanced Apprenticeships in youth work. See www.rathboneuk.org website or contact trainme@rathbone.uk.org with your details.

Reed Recruitment agency. There are others.
www.reed.co.uk

Think Care Careers Lots of information on working in adult social care.
www.skillsforcare.org.uk/thinkcarecareers

Transport and Logistics

Vacancies for trainees or apprentices occur in warehousing, transport (land, sea, air) and logistics. Job titles include vehicle scheduler, traffic office administrator, trainee transport manager, air traffic controller, timetable planner, trainee freight forwarder and roles in the merchant navy. 18 year olds with a full car driving licence and a Certificate of Professional Competence (Driver CPC), can drive an LGV.

Airbus Business Apprenticeship. Leads to a degree, or equivalent level qualification, in management or supply chain functions. 3-4 years. At least 2 A levels at grade B, or above, in business studies or related subject, or a BTEC Extended Diploma at DDD, plus specific GCSEs. **Closing date 9 March 2018.**
www.airbus.com

Aldi Advanced Apprenticeships in Logistics. Lead to Level 3 Certificate in Warehousing and Storage. 3 years. GCSEs in English and maths at A*-C (9-4).
www.aldirecruitment.co.uk **Applications open all year.**

BP UK Shipping Cadets. Deck, engineering and electro-technical cadets. Training leads to a foundation degree or college diploma in maritime operations, maritime engineering or technical and electronic engineering. 64+ UCAS points, or equivalent, including maths or science. **Apply now!**
www.bp.com

British Airways British Airways Cadet Programme. Heathrow. Minimum of 112 UCAS points, or equivalent, and GCSEs including English, maths and science. Must have the grades on application. Training is expensive and fully self-funded. Applications closed in November 2017. **Register for job alerts.**
<https://jobs.ba.com/jobs/futurepilot>

Careers at Sea Merchant navy sponsoring companies and vacancies. September and January intakes. **Applications accepted all year.**
www.careersatsea.org

<p>NATS www.nats.aero/careers</p>	<p>Trainee Air Traffic Controllers. 18+. Minimum of 5 GCSEs at A*-C (9-4), including English and maths. See the website for full eligibility criteria and to try online games to see if you have the skills and aptitudes needed. Competitive. Apply now!</p>
<p>Morrisons www.morrisons.jobs/our-teams/early-careers</p>	<p>Chartered Manager Degree Apprenticeships. Four programmes, including logistics. BSc (Hons) in Management and Business and full CMI membership. 3 years. 104+ UCAS points. Register your interest. Applications open January 2018.</p>
<p>Royal Mail Group https://jobs.royalmailgroup.com</p>	<p>Logistics Management Programme. Leads to Supply Chain Leadership Professional Degree Apprenticeship. 2 A levels at grade C or above, plus at least 5 GCSEs at A*-C (9-4), including maths and English. Manchester. £20,000. Closing date 2 January 2018.</p>
<p>Syngenta www.syngenta.com</p>	<p>Advanced Apprenticeship. Supply chain management. Vacancy likely. Keep checking the website.</p>
<p>Unilever www.unilever.co.uk/careers/apprenticeships</p>	<p>Supply Chain Management Higher Apprenticeship. Leads to a level 4 qualification. 2 A levels, or BTEC level 3, or level 3 apprenticeship. Leeds. Register your interest. Keep checking the website.</p>

See 'Engineering' for SSTG merchant navy officer and 'Leisure, Sport and Tourism' for air cabin crew



Don't miss out

- also see the C&K Careers website
www.ckcareersonline.org.uk
for vacancies, jobsearch help and more...



Contact us...



Dewsbury Careers Centre

Dewsbury Library, Railway Street,
Dewsbury, WF12 8EB

T: 01484 225500 - ask for Dewsbury Centre
Monday to Thursday 10.00am - 5.00pm
Friday 10.00am - 4.00pm



Halifax Careers Centre

16 Alexandra Street,
Halifax, HX1 1BS

T: 01484 225500 - ask for Halifax Centre
Monday to Friday 10.00am - 4.00pm



Huddersfield Careers Centre

24 High Street,
Huddersfield, HD1 2LR

T: 01484 225500 - ask for Huddersfield Centre
Monday to Thursday 10.00am - 5.00pm
Friday 10.00am - 4.00pm

Helpline for information and advice about routes into careers and courses

C&K Careers **01484 225500** - ask for **Infoline**

E: Infoline@ckcareers.org.uk

Text: **07786 202 804** start message with **info**



Vacancy website

W: www.ckcareersonline.org.uk/recruitline



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