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Welcome

It's easy to think that doing A-levels and then applying for university is the best option when considering your future, but there are many other great ways of starting off in the world of work.

Apprenticeships are getting more popular and varied by the year: there are programmes available in every specialism, from science to design, and the government is committed to creating three million new apprenticeships by 2020. The recently launched Degree Apprenticeships even offer a way of gaining a full university degree without tuition fees, while earning a full-time salary. Modern apprenticeships offer school leavers quality work experience, qualifications, and a salary.

Unfortunately, there is still a lack of awareness of apprenticeships, school leaver programmes and sponsored degree programmes amongst school students. The responsibility of providing careers guidance has been placed solely in schools' hands, leaving it up to teachers and careers advisors to educate school students about their options. With high tuition fees and youth unemployment, it's crucial that apprenticeships and school leaver programmes are given the same attention as university in schools.

In this pack, you'll find guides to apprenticeships, school leaver programmes, and sponsored degrees, as well as plenty of other useful information. So dig in!

In association with:



***A word from... Karen Townsend,
Human Resources Vice President
at CGI***

CGI offers a world of opportunity. We're a global company, so you'll benefit from the wide range of resources and experiences a company our size can offer as well as the local support you will receive from the student community. You will work on our real live projects meaning you can shape and develop your career, choosing different roles and career paths and across our different business units.

At the same time, you'll be part of a unique culture that gives you the freedom to innovate, to make decisions, to achieve your full potential and to develop your own career. We also believe your success is directly linked to the success of CGI – so much so that through our Share Purchase Plan you become an “owner” of CGI through purchasing CGI shares on the open market, with the added benefit of CGI matching your contribution up to 3% of salary.

For all of our school and college leavers we offer permanent, full-time careers so there is no worry about finding a job when you complete the programme. We also cover all tuition or training fees and the resources you need such as books and materials. When you join the company you are also given a laptop and mobile phone. You can use your laptop for your studies and training. So you have everything you need to get started!

During the programme you will benefit from a dedicated People Manager, buddy and mentor as well as first-class training and development, including the opportunity to train for professional qualifications.

CGI's Degree Apprenticeship key information:

- Earn while you learn!
- Starting salary of £14,000
- A permanent full-time job to grow your career
- All tuition fees paid for
- Employee benefits, including Private Medical Scheme & Share Purchase Plan
- All the support you need to succeed!

cgi.com/careers

In association with:



Apprenticeships

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QUICK FACTS

Apprenticeships are work-based training programmes that equip apprentices with nationally recognised vocational qualifications and work-ready skills

Nationally recognised apprenticeships must follow an accredited framework.

Apprenticeships aren't just found in traditional apprenticeship heartlands, like engineering and construction. There are apprenticeships in as diverse industries as law, business, health, digital media and finance.

There are four levels of apprenticeship in England: Intermediate, Advanced and Higher, and the new Degree Apprenticeships

Apprentices are entitled to a national minimum apprentice wage of £3.30 an hour, but some employers will offer considerably more.

POPULAR SECTORS FOR APPRENTICES UNDER THE AGE OF 19:

- Business, Administration & Law
- Retail & Commercial Enterprise
- Engineering & Manufacturing
- Health, Public Services & Care
- Construction

What is an apprenticeship?

An apprenticeship is a work-based training programme. It aims to equip the apprentice with nationally recognised vocational qualifications and work-ready skills. Employers use apprenticeships to train new or current employees.

An apprenticeship programme is a mixture of both on-the-job and off-the-job training that is provided entirely by the employer or through a partnership with a learning provider. Most apprenticeships usually last between one and four years, and are open to those over the age of 16.

Types of apprenticeship

Nationally recognised apprenticeships must follow accredited frameworks, which have been developed by Sector Skills Councils working in conjunction with industry representatives. Frameworks are designed to make sure apprentices are given training relevant to their employer's industry.

Apprenticeships aren't just for those interested in construction or engineering, they can be undertaken in a huge number of different sectors and industries, from agriculture, law and accountancy to education, retail and marketing. The National Apprenticeship Service's website has details of all the types of apprenticeship and it's worth checking out Sector Skills Councils to find out about new apprenticeship frameworks.

Levels of apprenticeship

There are four different levels of apprenticeship, suiting different people and industries: Intermediate, Advanced, Higher and Degree.

FINDING A QUALITY APPRENTICESHIP

Although by no means widespread, there are some apprenticeships that are low quality. It's hugely important that school students are given guidance to help them weed out the sub-par apprenticeships. Here are some pointers:

Is it accredited by the National Apprenticeship Service or an equivalent national apprenticeship body? Has it been developed with a Sector Skills Council?

Are the qualifications offered well respected within the industry?

Does the apprenticeship aim to develop core academic skills, as well as vocational skills?

Is there a clear career progression route?

Does the company have a history of taking on apprentices after they finish their apprenticeship?

APPRENTICESHIPS IN THE REST OF THE UK

Scotland has apprenticeship frameworks or Levels 2 to 5: the Modern (Level 2 and Level 3), Technical (Level 4) and Professional (Level 5). Northern Ireland has Level 2 and 3, as well as Higher Level Apprenticeships from Level 4 upwards. Wales has frameworks for Levels 2 to 7: Level 2 is called Foundation, Level 3 is Apprenticeship and Levels 4, 5, 6 and 7 are Higher Apprenticeships.

1. Intermediate Apprenticeships

Intermediate Apprenticeships are the first level of apprenticeships and the most popular. In 2015/16 the highest number of apprenticeship starts was for Intermediate apprenticeships, with 291,330 starts.

Typical entry requirements: Usually two or more GCSEs (grades A*-C) or equivalent. Alternatively, applicants might have to do numeracy/literacy tests.
Qualifications and training: National recognised vocational qualifications at Level 2, equivalent to five GCSEs (grades A*-C), and, in some cases, a relevant knowledge-based qualification. Improve skills in English, Maths and ICT.

2. Advanced Apprenticeships

Advanced Apprenticeships are a step above Intermediate Apprenticeships, and are designed for more challenging roles and developing advanced skills. There were 190,870 Advanced Apprenticeship starts in 2015/16.

Typical entry requirements: Five GCSEs (grades A*-C) or equivalent, or an Intermediate Apprenticeship.
Qualifications and training: National vocational qualifications at Level 3 and a relevant knowledge-based qualification. Completing an Advanced Apprenticeship is equivalent to gaining two A-level passes.

3. Higher Apprenticeships

These are a great alternative to university. In 2014/15, 20,000 people started a Higher Apprenticeship; more than doubling the numbers of the previous year.

Typical entry requirements: A minimum of two A-levels or equivalent, or an Advanced Apprenticeship, potentially higher for a Degree Apprenticeship.
Qualifications: Level 4, 5 or above qualification. In some cases, a knowledge-based qualification such as a Foundation Degree, HND or HNC.

4. Degree Apprenticeships

Degree Apprenticeships offer full bachelor's or master's degrees – without the associated student debt – as well as paid workplace experience. split your time between university study and the workplace and will be employed throughout your studies, earning a wage and getting real on-the-job experience in your chosen profession.

Typical entry requirements: A minimum of two A-levels or equivalent, or an Advanced Apprenticeship, potentially higher for a Degree Apprenticeship.
Qualifications: Levels 6 (bachelor's degree) and 7 (master's degree).

Spotlight on CGI's Degree Apprenticeship

We take a look at one of the most exciting school leaver opportunities out there, and get the inside view from those who have experienced it.

With tuition fees rising along with concerns around graduate unemployment, there has never been a better time to consider an alternative to the standard university degree. There are plenty of great options, from apprenticeships to school leaver programmes and sponsored degrees, all offering top quality education and training, as well as the advantages of workplace experience. One such programme is the award-winning CGI Degree Apprenticeship.

This scheme offers the chance to gain a degree, debt free, while kick-starting your professional career and earning a competitive starting salary. Apprentices on the CGI programme focusing on Business Management and Project Management spend three years studying towards an honours degree at the University of Winchester one day a week and developing their careers at CGI's Reading or Leatherhead offices the rest of the week. There are also opportunities to study at Glasgow Caledonian University one day a week (for those taking Computing) with the other four days based in CGI's Glasgow office, on a four year programme.

"I knew I was fully capable of going to university, but I also wanted to start my career and earn money. That's when I came across CGI's Degree Apprenticeship and got the best of both worlds!"

Those studying at Winchester are awarded a BSc in Digital & Technology Solutions, and those at Glasgow a BSc in Computing. All benefit from a seriously competitive starting salary, fully paid tuition fees and all the support you need to succeed.

But the degree is just one aspect to CGI's programme: students also work at the company as valuable employees, developing skills and trying out different roles, in a real-life work setting. This is unique to a programme like CGI's, a flexibility that it is not available to people who go straight into work, either after school or graduating from a standard degree. "From my two years working at CGI, I've identified a career path I'd like to follow. When I started working, I had no idea what I wanted to do," says Amelia, one of CGI's Degree Apprenticeship students.

"But after working on a variety of projects, I've found I really enjoy data architecture and would like to pursue this. Plus, it's really motivating to know what you're working on is going to go out into the real world."

This real world work is also paid well, with those on the CGI programme earning a competitive salary of £14,000, as well as having study expenses covered. "I applied for this scheme because I wanted to start earning money straight away but also wanted to further my education with a degree," says Matt, a CGI Test Analyst. "So this scheme seemed ideal for someone in my situation."

Lucy, another CGI apprentice, agrees that it was this is what attracted her to the scheme: "I knew I was fully capable of going to university, but knew I'd be going for the sake of going, not because I needed to. I also wanted to start my career and earn money – so wasn't sure what to do. That's when I came across CGI's Degree Apprenticeship and got the best of both worlds!"

As well as the combination of learning and earning, the programme offers plenty of support as trainees develop. Each has a designated People/Career Manager to help with career development, as well as a Senior Mentor who supports university studies and networking

within CGI, plus a 'Buddy' – a current or graduated CGI apprentice to help with anything else they may need.

Emma, a CGI Security Technical Project Manager, relocated 300 miles from home in Merseyside to Reading, and experienced first-hand how effective CGI's support system is. "When I first moved I found it difficult to settle in – I had no family or friends down here and everything was new," she remembers. "But I was assigned a buddy...as I got more involved in my project, and my network at work started to expand, I started to settle, and now I see Reading as my home."

Students are also fully supported in finding their own unique skills at CGI: they work on particular projects, which means they're never doing the same thing twice and have different roles across various projects. Matt, Test Analyst, has experienced this variety first-hand, and it has led to him figuring out what career he wants to pursue. "When I first joined CGI I was working in the UK Communications team, organising events and writing articles to be published in UK communications newsletters," he says.

"After working in this role for a few months I moved onto the HR Transformation project where I gained experience as a Test Analyst. I had always been interested in what a Test Analyst did and after just a month, the Project Manager asked me if I could take lead in the testing role for one of the projects. This showed me that if I worked hard in the roles I pursue, then managers will recognise my dedication and enthusiasm, and would push me into bigger and better roles."

This real-life experience really increases trainees' employability, which is especially crucial today: research shows standard degree graduates are struggling to find jobs to match their new qualifications. In 2015 it was revealed that a third of working graduates had taken jobs as cleaners, office juniors and road sweepers. Almost 16,730 graduates were still out of work six months after leaving university.

Those on the CGI Degree Apprenticeship are able to buck this trend, making themselves extremely

employable and landing full-time jobs with CGI on completion of their courses. Previous apprentices have gone on to work in everything from Space and Defence, Cyber-Security to Project Management; they've worked on top-secret national security projects, sent satellites to Mars, and helped win multi-million pound projects.

"Speaking to my friends who just went to university, they are all really envious of the experience the CGI Degree Apprenticeship gave me," says James, another graduate of the programme. "Many of them are struggling to get a job doing what they want to do because they don't have enough experience. It's little more than twelve months since I graduated, and I'm now responsible for managing project teams, suppliers and budgets."

"There's no way I would have achieved all of this in such a short time if I'd gone to university and studied a regular degree."

A regular degree is not only expensive but also does not hone important real-life skills in the same way that a programme like CGI's does – which helps with future employability as well as with degree study. "While it was hard work, I think the degree programme has equipped me for life," says Lucy. "It makes the academic side much more 'real' – being able to write about current developments within the industry because you are working in it."

The proof that a programme like CGI's really does work for young people is in the outcomes experienced by those taking the course. James says: "The week after I graduated I was interviewing graduates who wanted to join CGI – there's no way I would have achieved all of this in such a short time if I'd gone to university and studied a regular degree." If you want to see success like this in your future, make sure to check out the CGI Degree Apprenticeship.

Benefits of apprenticeship

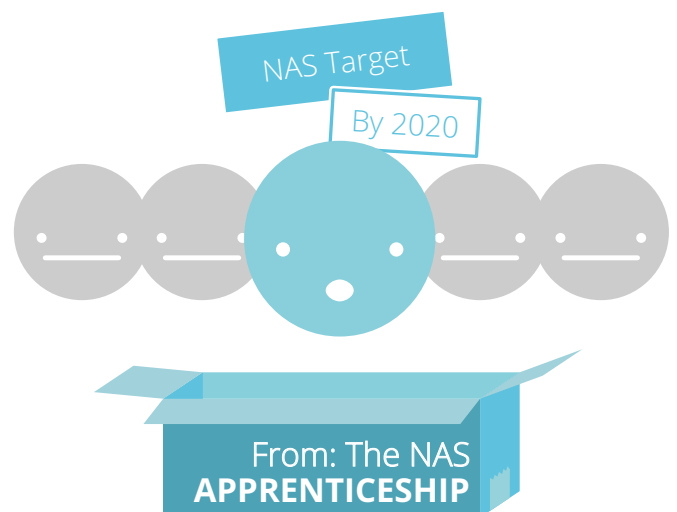
1. Apprenticeships are training programmes which give young people the opportunity to work (literally) towards a qualification. They are designed to help apprentices gain the skills and knowledge they need to do well in the world of work.
2. Apprenticeships help develop school leavers' experience in the working world and show employers that they can 'hit the ground running'. Hands-on training gives them an excellent chance to put their skills into practice.
3. Apprentices earn a salary and, in most cases, their training and learning is subsidised by their employer or the government. That means no tuition fees, and, hopefully, no debt.
4. Choice. There are over 200 different types of apprenticeships. So whether school leavers want a career in business, media, marketing, engineering or construction, there's something for everyone.
5. It is possible to gain higher qualifications through apprenticeships, such as HNCs, HNDs, foundation degrees or undergraduate degrees.

Challenges of apprenticeships

1. An apprentice's starting salary might be much lower than that of a graduate. The minimum wage for apprentices is only £3.40 an hour (rising to £3.50 in April 2017). However, that is the rock bottom rate; many apprentices earn more than this. Industries like finance and accountancy do tend to pay more.
2. Not all careers have an apprenticeship route. An undergraduate degree will be an essential requirement for certain careers, particularly in areas such as medicine and science.
3. If the student does want to gain a higher qualification through an apprenticeship, it might take much longer and the range of courses they'll be able to study might be more limited than if they applied with A-levels.
4. They might find that they'll miss out on the added benefits of staying in full-time education and the depth of learning that a degree offers.
5. Starting salaries for graduates tend to be higher – in 2016 the average graduate position starting salary was a whopping £30,000.

Apprenticeship Wages

Apprentices are guaranteed at least £3.50 an hour – up from the current rate of £3.40 an hour – from April 2017, when a rise in the minimum wage is coming into effect. However, it's not uncommon to be earning in the region of £150 to £260 per week. That means apprentices can expect a salary range of between £4,940 and £14,000 a year, and sometimes more. The amount they will get paid depends on the level of skill they possess and the industry they choose. For example, some starting salaries for large engineering schemes are between £16,000 and £22,000. Apprentices under the age of 19 and those on an accredited framework will have their training costs covered by the government.



"at least one in five young people to be undertaking an apprenticeship"

Employers offering Intermediate & Advanced Apprenticeship

Intermediate Apprenticeships

SS&L (Somerset)

Transport for London (London)

Superdrug (Nationwide)

JCA – TU Group (Shropshire)

Laing O'Rourke (Nationwide)

Advanced Apprenticeships

Nestlé (Leeds/Derby)

Transport for London (London)

Severn Trent (Midlands)

BT (Nationwide)



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Employers offering Higher & Degree Apprenticeships

Higher Apprenticeships

SS&L (Somerset)

Transport for London (London)

Severn Trent (Midlands)

Fidelity (Surrey)

Deloitte (Nationwide)

Ashfords Apprenticeships (Exeter)

Eversheds (London/Leeds/Liverpool)

Degree Apprenticeships

Severn Trent (Midlands)

Mazars (Nationwide)

Nestlé (London)

Santander (Leicester/Milton Keynes)

CGI (Reading/Leatherhead/Birmingham/Manchester/Bristol/Glasgow)

Goldman Sachs (London)

Ministry of Defence (Bristol)



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School leaver programmes & sponsored degrees

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School leaver programme qualifications
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Entry requirements & salary
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- 15 Examples of school leaver programmes & sponsored degrees



QUICK FACTS

School leaver programmes are aimed at recruiting bright A-level students who might otherwise be considering going to university.

Many school leaver programmes offer school leavers the chance to work for a company whilst gaining a professional qualification and/or university degree.

Education and training might be subsidised or covered completely by the employer and the student might earn a salary too.

School leaver programmes typically ask for a minimum number of UCAS points.

What is a school leaver programme?

Most school leaver programmes are aimed at recruiting A-level students who might otherwise be considering going to university. They tend to be offered by large companies in industries like accountancy, banking and finance, engineering, retail, hospitality and IT.

These schemes are usually intended for students who either want to avoid some of the cost of university education, or want to jump straight into employment. Many school leaver programmes offer school leavers the chance to work for a company whilst gaining a professional qualification and/or university degree. For companies, it's their chance to grow their own talent and encourage social mobility within the industry.

“School leaver programme” is a pretty flexible term and, from the range of different school leaver options available, it is evident that companies have interpreted it differently. At the crux of a school leaver programme is the aim to attract bright, ambitious A-level talent to the company. Perhaps a better way to define a school leaver programme would be a “high school graduate scheme”. Largely, they look to provide trainees with a superior level of training and qualifications than they might get through an apprenticeship, particularly an Intermediate or Advanced Apprenticeship.

School leaver programme qualification

School leaver programmes can last anywhere between three and seven years. It might seem like a long haul, but that's the time needed to gain some serious qualifications. Some programmes are centred on attaining a Bachelor's degree or Foundation degree, while others might focus on the achievement of a professional qualification. A few will combine them both, offering their trainees the chance to obtain a degree and a postgraduate professional qualification, such as chartered accountancy or incorporated engineer status.

What is a sponsored degree?

Sponsored degree programmes are school leaver schemes that focus on trainees achieving a degree as part of the programme. There is huge variation between different programmes; some will be largely based at university, others in the workplace.

On some sponsored degree programmes, students are regarded as permanent employees of the company, as well as studying for a degree at university. These schemes are often devised with a particular university, meaning that students take a specific course that is directly relevant to the employer. Students often study at university for one day a week and spend the rest of the time working at the company's offices.

Other sponsored degrees are devised by a group of employers and/or professional associations, and students spend more time at university. These are most common in industries like engineering and accountancy, usually for more vocational degrees. For these programmes, students might be sponsored wholly or partially (e.g. £1,000 for each year) and take an industrial placement or a summer placement with an employer in the group.

There are also less structured, more informal types of degree sponsorship. Some companies will offer sponsorship either to a small number of students on a degree course in the form of a scholarship or sponsor a promising student irrespective of their degree course and university; although, they might target students on particular courses.

Students have also been known to approach companies before they attend university in the hope of some form of sponsorship.

This is probably the most informal sponsorship programme of them all. The employer might cover a student's fees for part of their university education or give a one-off token amount to the student.

In return, students might take up a summer placement with the company, work with them after university or they might actually have no particular obligations towards the company at all.

Alternatively, some companies will sponsor students who stand out during their internships or placements with them, offering to cover their last year or two years at university and giving them a place on the graduate scheme or fast-tracking their application to the interview stage.

Entry requirements & salary

Since school leaver programmes and sponsored degrees are positioned as an alternative to university, most employers usually specify a minimum number of UCAS points or A-levels in their entry requirements. This could be anything from requiring two A-level passes to asking for at least 340 UCAS points.

Starting salaries can be anywhere from around £14,000 to £24,000 a year – it depends on the industry. Otherwise, if the programme involves going to university and working for the company during placements, they might be paid on a weekly or monthly basis.

Benefits of school leaver programmes & sponsored degree

DID YOU KNOW?

Employers often hold events where you can find out more about the programmes they offer, such as open evenings at head office, where people can find out more about a company's sponsored degree programme.

You'll find out how the scheme works and what sort of projects you could be working on, as well as meeting managers and representatives from the university the company works with and getting a first-hand account from undergraduates on the programme.

Graduates of sponsored degree programmes are often guaranteed a job offer on successful completion of the course.

Previous CGI sponsored degree students (now a Degree Apprenticeship) have gone on to work in the company, on everything from Space and Defence to Bid Management, Cyber-Security to Project Management.

Most sponsored degree programmes are paid, the same as school leaver programmes and apprenticeship schemes.

1. Leap straight into the world of work; school leaver programmes and sponsored degrees combine work with higher education and/or professional training, and are often guaranteed a full-time job on successful completion of the scheme.
2. Avoid student debts. Education and training will be subsidised by the employer, and school leavers will receive a salary. It might not be a huge amount, but likely to be more than those on Advanced Apprenticeships. On school leaver programmes with large employers, for example, school leavers have been known to earn over £22,000 a year.
3. Get the most relevant qualifications possible. The courses that form part of a school leaver programme or sponsored degree will be tailored to fit the job a trainee is doing, and the career path they will go on to follow.
4. School leavers don't necessarily have to sacrifice higher education and qualifications for work. Most school leaver programmes either involve participants studying for a degree or a professional qualification, and a degree is (obviously) a central part of a sponsored degree programme.

Challenges of school leaver programmes & sponsored degrees

1. Choice of degree and university can be limited. Degrees that are part of school leaver programmes, and the courses offered on sponsored degrees, will be directly related to that employer's industry, and will most likely be vocational.
2. School leaver programmes are only really found in a few industries, such as engineering, finance, banking, manufacturing, hospitality, media and construction. They might present an excellent option if a school leaver wants to pursue a career in those sectors, but they aren't suitable for all careers.
3. Some school leavers might have to forego the "full" university experience. All school leaver programmes and sponsored degrees are different: some will only involve one year full-time at university, or students will have to study for their degree part-time – one day at university per week, for example.
4. There are currently only a small number of school leaver programmes and sponsored degrees, compared to apprenticeships, for example. Consequently, competition for places, particularly for the ones with the big employers, can be intense.



School leaver programme & sponsored degree employers

School leaver programmes

IBM (International)

National Audit Office (London/Newcastle)

PwC (Nationwide)

Aberdeen Asset Management (London/Edinburgh)

Sponsored degree programmes

Deloitte (Nationwide)

PwC (London/Reading/Newcastle/Nottingham)

Useful Resources

AllAboutSchoolLeavers

www.allaboutschoollavers.co.uk

Showcases the nation's top Intermediate, Advanced and Higher Apprenticeships, sponsored degrees and school leaver programmes. The website also has plenty of advice on choosing a scheme, and applying for apprenticeships and school leaver programmes.

National Apprenticeship Service

www.apprenticeships.org.uk

Supports, funds and co-ordinates the delivery of Apprenticeships throughout England. Young people and adults are able to search for and apply to Apprenticeship vacancies online through their Apprenticeship vacancies system.

MyCareerSpringboard

www.mycareerspringboard.org

A free careers guidance tool for school and college students that helps them find a career path that matches their personality, skills and interests. Downloadable lesson plans and industry guides help teachers to deliver careers information.

CGI School & College Leavers

www.cgi-group.co.uk/careers/school-and-college-leavers

There's an incredible variety of opportunities for school and college leavers with CGI. These range from Higher Apprenticeships and Degree Apprenticeships, to informative Open Evenings at the Reading office, with CGI managers and representatives from the University of Winchester. Visit the website to find out more.

The Federation for Industry Sector Skills

www.iss.org

Represents, promotes and supports the 21 Sector Skills Councils (SSCs) across the UK.

Apprenticeship Framework Library

www.afo.sscalliance.org

A database of all the current and proposed apprenticeship frameworks available in England and Wales.

TES Growing Ambitions

www.growingambitions.tes.co.uk

Plenty of apprenticeship case studies, guides, worksheets and other careers resources.

FURTHER READING

BIS research paper –
Apprenticeship trailblazers
evaluation: final report

(November 2015)

The Careers & Enterprise
Company – Careers Coldspots
Report 2016

(December 2016)

House of Commons Library –
Apprenticeship Statistics: England

(November 2016)

CAREERS VIDEOS

National Apprenticeship Service
YouTube channel (www.youtube.com/user/ApprenticeshipsNAS?feature=watch)

The National Apprenticeship Service's official YouTube channel.

If you'd like to get in touch about any of our services, give us a buzz on:

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