



# How to use the Apprenticeship Tool

# The Benefits

- ✓ **Strategic choices and unique insights**

*A uniquely comprehensive list of apprenticeships in the UK.*

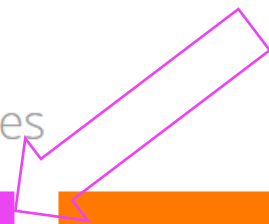
- ✓ **Enhanced research**

*Significantly speeds-up and supports your research into apprenticeship opportunities.*

- ✓ **Expectations met**

*Unique filtering and ranking facilities enabling you to focus on key areas of interest.*

Searching for opportunities



UK universities  
You have 9 shortlists  
[View shortlists](#)

Start >

Apprenticeships  
You have 40 shortlists  
[View shortlists](#)

Start >

College / Sixth Form  
You have 6 shortlists  
[View shortlists](#)

Start >

Oxbridge  
Make your first shortlist

Start >

US universities  
You have 5 shortlists  
[View shortlists](#)

Start >

European universities  
Make your first shortlist

Start >

From the main dashboard, click start on the Apprenticeships box.



## What do you need to know about Apprenticeships?

### Apprenticeships

**Competition**

Some apprenticeship vacancies are very competitive. For example National Grid received 16,500 applications for just 150 places on its School Leaver Programme – equivalent to 110 people for each place.

**Prestige**

In recent years stricter rules have been put in place regarding what an apprenticeship can consist of. In addition new apprenticeships have been created for previously graduate-only professions, like becoming a solicitor. These changes have helped to increase the prestige of apprenticeships.

**Earn while you learn**

Unlike going to university where students normally accrue debt, apprentices are paid from their first day of training.

**Practice and theory**

Apprenticeships typically consist of 80% on-the-job training, and 20% studying. For some opportunities this means 4 days per week at the workplace and 1 day at a college, and for others this means you will work for about 10 months a year, then you'll spend 2 months just studying.

**Types**

There are several types of apprenticeship. At any time there tends to be more vacancies at the lower levels of qualification.

**Traineeship:** Level 1 or Level 2 (equivalent to GCSEs or below). Unpaid but you gain skills and qualifications.

**Please familiarise yourself with some of the important details about Apprenticeships.**

**You need to take these factors into consideration when making your applications.**

**Once you have finished reading, click “Next” at the bottom of the page.**

Any of these Frameworks interest you?  
Select up to 10 at a time.


Search by keyword

Alphabetical Vacancies Salary Jobs Employment Hours Happiness

Frameworks (137):

- Accounting
- Accounting Technicians
- Activity Leadership
- Adult Care Worker
- Advertising & Marketing
- Aerospace Engineer
- Agriculture
- Aircraft Maintenance
- Animal Care
- Aviation Ground Operations
- Beauty Therapy
- Broadcast Production and Technology
- Building Products Occupations
- Building Services

next ▶ or go back



**You will see a list of Frameworks that you can do an apprenticeship in. Select those that interest you, up to a maximum of 10.**

**You can rank the Frameworks using the different options or search for a keyword.**

**When you are happy with your choices click next.**

## Select Vacancies below

Pick the best vacancies for you by ranking, filtering and searching. Click next when you're done.  
We are only showing vacancies within 100 miles of your house. [Remove this filter?](#)

Rank ▾ Filter ▾ Search ▾



### Intermediate (33)

Equivalent to GCSEs

### Advanced (9)

Equivalent to A-levels

### Higher / SLP (25)

Equivalent to a degree

TRAINEESHIP in Accountancy Level 1 AAT  
 kaplan financial  
Distance: 3 miles

TRAINEESHIP in Accountancy Assistant  
 Net Temps Ltd  
Distance: 6 miles

TRAINEESHIP in Accountancy Level 1 AAT  
 Hyland Wealth Management  
Distance: 6 miles

Accounting apprentice  
 NHS Hardwick Clinical Commissioning Group  
Distance: 23 miles

Apprentice Accountant SMEREF2663  
 Number Crunchers (Sheffield) Ltd  
Distance: 28 miles

Accountancy Apprenticeship  
 Flexibitions Ltd  
Distance: 41 miles

Traineeship in Accounting  
 ASPIRE ACHIEVE ADVANCE LIMITED  
Distance: 41 miles

Apprentice AAT Assistant Accountant  
 DISTINCT RECRUITMENT LIMITED  
Distance: 3 miles

Accountants Apprentice  
 Rice & Co  
Distance: 38 miles

Accounts Apprentice  
 Alextra Accountants Limited  
Distance: 52 miles

Finance Assistant Apprentice - 7813  
 DRC Locums  
Distance: 66 miles

Accounts Apprentice  
 Hargreaves & Woods Limited  
Distance: 72 miles

Financial Data Analyst Apprentice  
 Sgi Legal Llp  
Distance: 80 miles

Apprentice Accounts Assistant  
 Rayner Essex Chartered Accountants  
Distance: 90 miles

Accounts Assistant Apprentice  
 ALAM AND ALAM LIMITED  
Distance: 90 miles

Finance Future Leaders Apprenticeship Programme - Nottingham  
 Boots  
Distance: 3 miles

PERSONAL BANKING ADVISER APPRENTICE - Cheadle  
 Lloyds Banking Group  
Distance: 33 miles

PERSONAL BANKING ADVISER APPRENTICE - Longton  
 Lloyds Banking Group  
Distance: 39 miles

PERSONAL BANKING ADVISER APPRENTICE - Stoke  
 Lloyds Banking Group  
Distance: 41 miles

PERSONAL BANKING ADVISER APPRENTICE - Burslem  
 Lloyds Banking Group  
Distance: 42 miles

Business Assurance and Risk Management Trainee (School Leaver) - 2016 - Birmingham  
 Mazars  
Distance: 43 miles

This page shows all the live apprenticeships that match your chosen Frameworks.

As a general rule you should be picking apprenticeships from one or two columns.

You can rank and filter courses to find the ones that suit you best.



**The map shows you the location of the apprenticeships that are on your shortlist. This is particularly important if you are going to be commuting to and from home every day.**

## Accounts Apprentice - Advanced Level

Employer: Alextra Accountants Limited  
Learning Provide: Delivered by ASPIRE ACHIEVE ADVANCE LIMITED.

### Key dates

Deadline	12 Sep
Interview	13 Sep
Start	19 Sep

### Qualification required

- Ideally a minimum 4 GCSE's C and above Including Maths, English and ICT (or equivalents).

### Skills and personal qualities required

- Good numeracy Skills.
- Good communication skills.
- IT skills.
- Microsoft office knowledge.
- Good attention to detail.
- Willingness to learn.

### Quick facts

£ Weekly Wage	🕒 Hours a week	👤 Employer Vacancies	📅 Duration	🚗 Distance from home
£124	Mon-Fri 9:00-5:00 37.5 hours pw	1	12 Months	52 miles

### Job description

Assisting within the team and duties to include:

- Assisting in the preparation of the final accounts.
- Book-keeping based duties.
- Answering incoming telephone calls and dealing with them efficiently.
- Customer service based duties.
- General office duties including filing and scanning.

### Training provided

- Throughout the duration of your Apprenticeship you will be required to attend the 3aaa Accountancy Academy in Stoke on a day release basis, the remainder of your training will be completed in the workplace.
- You will work to achieve the highly recognised AAT (Association of Accounting Technicians) qualification and receive MAAT (Member of Association of Accounting Technicians) status.
- You will be learning about all aspects of Accounting and learning new skills related to how businesses work. On the Apprenticeship there will be a good mixture of hands-on practical work and written work.

Scrolling down allows you to see lots of detailed impartial information about each apprenticeship, including the training given and qualifications you will receive.

Don't forget that at any point you can go back to edit your choices, and you can also delete courses.

Once you are happy with the courses on your Shortlist page, click save.





Your Shortlist has been emailed to you and to your form tutor.

What to do next...

 Download your [Shortlist](#) 

 Apply for your Shortlisted Apprenticeship Vacancies [Apply here](#) 

Where now?

Access all the tools on the Start page:

[Go to Start](#) 

**A copy of your Shortlist will be emailed to you as well as your tutor.**

**Click here to view straight away and Download.**

**You can also apply for your chosen apprenticeships right here.**

Apply

## Accounting apprentice - Intermediate Level - VAC903560

Employer: NHS Hardwick Clinical Commissioning Group  
 Learning Provider: Delivered by Chesterfield College.

### Key dates

Deadline	8 Sep
Interview	15 Sep
Start	22 Sep

### Qualification required

GCSE grade C or above in Maths and English is essential.

### Skills and personal qualities required

- Attention to detail
- Ability to work using own initiative
- Organised
- Works well under pressure
- Ability to follow instructions accordingly

### Quick facts

£	🕒	👤	📅	🚗
Weekly Wage	Hours a week	Employer Vacancies	Duration	Distance from home
£293	37.5 hrs per week - Monday-Friday	1	12 months	23 miles

### Career prospects

	👥	£	📈	🕒	😊
	Number of jobs	Average Salary	Employment rate	Hours a week	Happiness score
UK	36,458	£41,080	98%	38	7.59
East Midlands	-	£46,280	-	38	-

### Job description

Key responsibilities include:

- General office administration duties including: filing, photocopying, faxing, arranging meetings, managing diaries, and answering telephones.
- Assisting with month end closedown processes, including inputting of journals into the financial ledger and raising sales orders/credit notes.
- Using the financial ledger for queries and financial analysis including payment reconciliations and integrity of the general ledger. For example ensuring cost codes only include the relevant expenditure.
- Providing support with comparisons of budgets to actual and investigating variances.
- Inputting & processing financial information, and completing routine financial transactions in accordance with financial procedures.

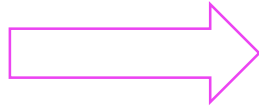
The Shortlist shows you detailed information about each vacancy; make sure you scroll down to see it all.

You can use the 'Apply' button to navigate directly to the appropriate website and apply for the vacancy immediately.


Apprenticeships

You have 1 shortlist  
[View shortlist](#)




Start >



## Your shortlists

APPRENTICESHIPS 

**Accounting**  
15 February 2018 16:47

 Open  Forward  Delete

1. <a href="#">Finance Assistant Apprentice</a>	Parallel Learning Trust	Intermediate
2. <a href="#">Finance Apprentice (AAT)</a>	5 RINGS IT LIMITED	Intermediate
3. <a href="#">Administration Accounts Apprenticeship</a>	ESD Control Centre Ltd T/A Ant Group Limited	Intermediate
4. <a href="#">Level 3 Accounting Apprenticeship</a>	MATPLUS ACCOUNTANCY LTD	Advanced
5. <a href="#">Finance Apprentice</a>	City Of London School	Advanced

Remember you can make as many Shortlists as you like and can view them any time by clicking on the Shortlist button on the main dashboard.

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