



a.r.u. | Anglia Ruskin
University

How to apply for a Degree Apprenticeship



aru.ac.uk/degreeapprenticeships



Why a degree apprenticeship?

As a degree apprentice you'll achieve a degree alongside valuable work experience, earning whilst you're learning with no tuition fees to pay.

So how do you apply for a degree apprenticeship?

You'll need to find a job role where the employer supports the apprenticeship so that means searching and applying for degree apprenticeship job vacancies. We've created this guide to help you through that process.

What are the entry requirements?

A suitable job with an employer willing to support you through the degree apprenticeship as mentioned above but, as you'll be studying at degree level, it's important you have the right entry level qualifications as well.

This is usually three subjects at Level 2 including Maths and English (e.g. GCSEs at Grade C/4 or above, Functional Skills, or ESFA-approved equivalents), and Level 3 study, for example, T Level, A Levels, or Vocational course (e.g., BTEC, City & Guilds)

It is important to say that each degree apprenticeship has its own entry requirements. For more information on the entry level criteria for individual degree apprenticeships at ARU visit aru.ac.uk/DApprentice-courses

The process

1

Search for vacancies

Apprenticeship vacancies are advertised all year round. You can set up an alert for your preferred apprenticeship job at www.findapprenticeship.service.gov.uk



2

Apply for an Apprenticeship

Applying for an apprenticeship is like applying for a job so apply by the deadline on the advert. You can apply for as many apprenticeships as you like to increase your chances of getting recruited. You also don't need to apply on UCAS like a degree.



3

Attend an interview

Just like a job, if you get shortlisted by the employer, you'll be invited along to a job interview. It is recommended that you prepare thoroughly as you will be asked about your understanding of the job.



4 Apply for an ARU Course

Should you be successful in securing the apprenticeship job, your employer will provide a link to apply for the apprenticeship course. Once you have submitted your application we'll check your eligibility for funding and start the process of registering you for your apprenticeship. This will include the necessary contracting to secure your funding.



5 Start your apprenticeship job

Your new employer will organise getting you started in your new job. You should expect an induction and to be buddied with a Mentor.



6 Register onto an ARU course

We'll let you know when classes start; where to go; and what you'll be learning.



Where to look for degree apprenticeship opportunities?

1. On the gov.uk website:

- [gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship) and click Search
- Add in your keywords, location, level etc.
- You will be asked to either apply through the employer's website or create an account within the gov.uk website



Find an apprenticeship
Search and apply for an apprenticeship in England

Search [Browse](#)

Keywords (optional)
Can include job title, employer or reference number

All

Your location
Enter postcode, town or city or [use current location](#)

Within

5 miles

Apprenticeship level

All levels

Only show

☐ Disability Confident

[Reset search options](#)



2. The ARU website

Go to aru.ac.uk/davacancies or use the QR code.

You can view and apply for any current apprenticeship vacancies we are advertising on behalf of our partners. You can also complete the 'register your interest' form and get added to our regular degree apprenticeship email alerts.

3. Other useful websites and job sites featuring apprenticeship jobs:

- UCAS – careerfinder.ucas.com
- CV Library – cv-library.co.uk
- Total Jobs – totaljobs.com
- Reed – reed.co.uk/jobs/apprenticeships-jobs

Employers may also add their apprenticeship vacancies on their own website rather than using the gov.uk/apply-apprenticeship website.





Top tips for your job application

1. Apply for more than one apprenticeship vacancy

Where possible apply for more than one vacancy at a time to increase your chances of securing a degree apprenticeship.

2. Write a new covering letter or supporting statement for each job application

Always submit a new covering letter/supporting statement that addresses that job's specification. It makes it easier for the recruiter to see if you are a good match for the job.

3. Your CV should highlight your strengths but be concise

When submitting a CV make sure you keep it as concise as possible, preferably under two sides. Include your name and contact details on the first page and summarise who you are and your key strengths in a few sentences in your opening personal statement.

4. Say why you think you are right person for the apprenticeship job

Tell the recruiter why you think you are the right person for the job. That will be in the covering letter or supporting statement. Be explicit: e.g., "I believe I am the right person for this role because I have both the skills and personality to succeed in this role..." Then follow it up with how and evidence.

5. Back up what you say with evidence

For example, if you say you have leadership skills back it up with evidence, "I demonstrated leadership when I led a fundraising project for my local charity and raised..."

6. Contact the right person

Check and address your covering letter to the right person. It shows you have attention to detail.

7. Say why you want to work for the company

Conduct some research on the company and read the job spec carefully; let the recruiter know why you want to work for that company specifically.

8. Proof-read your application before sending it

Check and double-check your spelling, grammar, and sentence structures. Ask someone you trust to proof-read it. Recruiters get put off when they read typos and poor grammar.

9. Take a look at IFATE

Go onto the IFATE (Institute for Apprenticeship's & Technical Education) website to check the skills, knowledge and behaviours you will learn whilst on the apprenticeship. It will give you an understanding on what you are applying for. For example, what actually is quantity surveying?

www.instituteforapprenticeships.org



Top tips for your job interview

1. **Think about what questions** they may ask around the job specification and prepare answers so you can quickly recall how you have demonstrated that skill/knowledge/experience/aptitude in the past.
2. **Frame your replies** around the STAR technique which stands for Situation, Task, Action, and Result. For example, "I volunteered to do the marketing for my local charity group (situation). I was asked to promote a local charity event on zero budget (task). I researched all the local Facebook groups and posted about the event (action). It got lots of engagement including reposts. The event was very well attended and raised £s (result)."
3. **Research the company** including their social media accounts, website, company history (usually on the About page), their products/services, their company values, vision and mission statements.
4. **Think about common interview questions** and how you might answer them. Some common questions are:
 - What are your strengths and weaknesses?
 - Why did you apply for this position?
 - What do you think you can bring to this company?
 - Where would you like to be in 5 years' time?
 - How do you like to be managed?
5. **Think of three thoughtful questions** to ask the interviewer at the end of the interview. You may not have enough time to ask three but have three in mind, e.g. 'What does a typical day look like in this role?' or 'What do you personally like most about working for this organisation?'
6. **If your interview is an online interview** check and test the following:
 - Joining link works
 - Your laptop camera and microphone work
 - The lighting is just right
 - You've made your household aware of the interview to avoid disruptions

For more advice on CVs, covering letters, job applications and job interviews:

nationalcareers.service.gov.uk

apprenticeships.gov.uk/influencers/finding-the-right-apprenticeship



Our Degree Apprenticeships

We offer Degree and Postgraduate Degree Apprenticeships across a spectrum of sectors including Health & Social Care, Business and Management, Digital, Data and Technology, Built Environment, Manufacturing and Engineering, and Policing.

Find out more about our Degree Level Apprenticeships at: aru.ac.uk/DApprenticeship-courses or use the QR code.



Examples of related degree apprenticeship jobs titles:

- Civil Engineering Apprentice
- Digital Marketing/Social Media Apprentice
- Data Scientist/Engineer Apprentice
- Audiologist
- Police Constable
- Apprentice Manager/Project Manager
- Chartered Building Surveyor Apprentice
- Business Analyst Apprentice
- Nurse Apprentice

How much can a degree apprentice expect to earn?

Starting salaries for degree apprenticeship jobs differ so much depending on factors such as type of industry, location, type of job and the employer.

To get a better picture of this we looked at 294 job adverts* for degree apprenticeships across the UK and came up with the salary information you see below. We have also included examples of apprenticeship job titles and the salaries being offered at advert stage.

Please take into consideration this information can only provide a snapshot and indication as salaries do differ from employer to employer.

From the 294 higher and degree level apprenticeship job adverts* sampled:

Starting salaries ranged from **£14,000** to **£37,317**

The **average starting salary** was **£21,165**

The **mean starting salary** was **£21,000**

Examples of job titles and their starting salary offered:

Apprentice Estimator/
Project Manager
£18,000

Chartered Manager
Degree Apprentice
£17,000

Chartered Surveyor
Apprentice **£19,000**

Civil Engineer
Apprentice **£19,000**

Data Analytics
Apprentice **£15,800**

Digital Marketer
Apprentice **£19,000**

Digital and Technology
Solutions Apprentice
£23,500

Laboratory Apprentice
£18,000

Nursing Associate
Degree Apprentice
£23,949

Operating Department
Practitioner Degree
Apprentice **£27,055**

Police Constable Degree
Apprentice (with the
Met) **£33,717**

Registered Nurse
Degree Apprentice
£27,055

Software Developer
Apprentice **£18,000**

Trainee Assistant Site
Manager **£19,000**

Trainee Construction
Manager **£18,525**

*the 294 job adverts were from a list supplied by 'Amazing Apprenticeships' organisation November 2022.



Want to talk to someone?

If you'd like to discuss any aspect of degree apprenticeships, then our designated team of experts would be delighted to hear from you.

degreesatwork@aru.ac.uk | 01245 686 707

