



HM Prison &
Probation Service



Department
for Education

A guide to apprenticeships

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What is an apprenticeship?

An apprenticeship is a job where you learn, gain experience, and get paid.

By the end of an apprenticeship, you'll have the right skills and knowledge needed for your chosen career.

Each apprenticeship offers something different. The length of your apprenticeship will depend on your employer. Apprenticeships usually take between one and two years to complete but can last up to four years.

Apprenticeships are funded by the government and your employer. This means you will not have any student loans or tuition fees. You will earn whilst you learn.

In 2020 to 2021, only one in ten prisoners were in employment six weeks after their release. We want more prison leavers to get a job.



Why take part in an apprenticeship?

- **Gain the skills employers want.** An apprenticeship is designed to provide you with the skills and knowledge you need to be successful in the workplace
- **It's a change from the classroom.** You get real, 'hands-on' practical experience and responsibility in a real job
- **Learn from industry experts.** You will have access to great support when you train, from working alongside experienced people, as well as from specialist trainers who will help you gain the skills and knowledge you need to succeed
- **Achieve sought-after qualifications.** It isn't just practical skills and experience that you'll gain during your apprenticeship – in most cases, you'll also be able to back them up with a respected industry qualification
- **Build your professional networks.** As an apprentice you will naturally meet lots of people across your business. You'll be in an ideal place to build professional relationships and networks



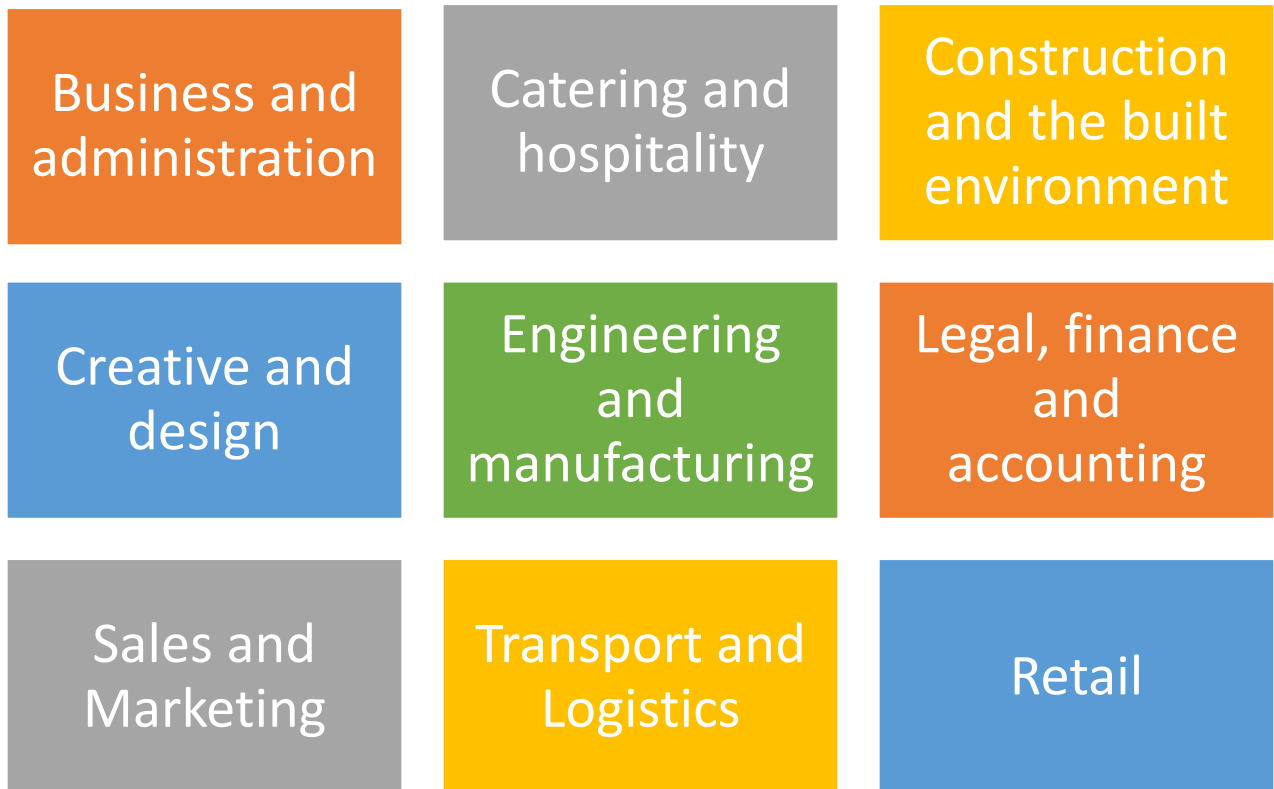
Here are some quotes below, taken from a previous project a prisoner has worked on:



Which sectors could I work in?

Completing an apprenticeship can help you get a job and earn more money.

We are working with employers to ensure a variety of apprenticeships are available to you in a variety of sectors.



How can I get involved?

Talk to the education team within your prison. They can discuss with you the range of apprenticeships on offer, information about what different roles will involve, expected salary, and what the programme could lead to after completion.

Additionally, they will share brochures and leaflets with you which will provide further information about apprenticeships which could be a good fit for you.

Businesses will also run face-to-face workshops in prisons, where possible. These will allow you to meet employers and ask them any questions you have about their apprenticeship programmes and find out more about the roles available and requirements.

Requirements

Job descriptions will be available for each apprenticeship programme, which usually outlines:

- The duties and responsibilities of the apprentice
- The training which will be undertaken
- The qualifications involved
- Brief information about the company
- Knowledge, skills and any prior qualifications needed

Each apprenticeship has a level. Depending on the level, some apprenticeships may:

- require previous qualifications such as an English or Maths GCSE
- give extra training in the English or Maths skills needed so you're at the right level

You will be supported by the prison service to achieve the level of English and Maths you need to complete your apprenticeship.

If you are looking to apply for a role, the education team will provide you with guidance about how to 'sell' yourself to an employer. You can use this information to write your application.



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