

Parents' Pack

Apprenticeship Information

Edition 13: October 2019

**BUILD
YOUR OWN
CAREER**

Inspiring apprenticeship activities for 2019/20

Carolyn Savage, Head of Apprentice Engagement

Dear Parents,

The beginning of a new academic year brings lots of opportunities for your child to engage in and learn about apprenticeships.

There are an array of fantastic and exciting careers events coming up this term, as well as a range of new resources available through the Apprenticeship Support and Knowledge for schools and colleges (ASK) programme, which will help to inspire and inform your child about all of the wonderful opportunities available through the apprenticeship route.

This edition of the parents' pack highlights some of those opportunities, as well as bringing you stories and case studies from real-life apprentices to understand how apprenticeships are impacting their lives.

We are also thrilled to be supporting the national Fire It Up campaign, which is continuing its work to inspire even more young people into an apprenticeship through their adverts across TV, radio and out and about in towns and cities across England. Be sure to watch out for the latest campaign.

Carolyn Savage
Head of Apprentice Engagement



Contents

4 key events to look out for this term	3
Understanding apprenticeships	4
Entry requirements and apprenticeship levels	5
The importance of keeping options open	6
Apprentice perspective: Life as a degree apprentice at Millwall Football Club	7
Exciting new apprenticeship standards	8
New employers on Vacancy Snapshot	10
Higher and Degree Vacancy Listing 2020	11
ASK: Free apprenticeship support for your child's school	11
Tomorrow's Engineers Week Big Assembly	11

4 Key events to look out for this term

Dates for your diary

Skills London 15th - 16th November 2019



Skills London is the UK's biggest jobs and careers event for 15-24 year olds and their families and takes place at ExCeL London. This two-day event provides young people with the opportunity to find inspiration and make that life-changing connection, while enabling organisations to spark a connection with their future talent.

World Skills Live UK 21st – 23rd November 2019



The UK's largest skills, apprenticeships and careers event is held at the NEC Birmingham. With the chance to meet employers, have a go at skills activities, gain expert careers advice, attend spotlight talks and watch the UK finals for the WorldSkills UK competitions, this is a fantastic event for young people, parents and educators to learn more about apprenticeships.

National Apprenticeship Awards – Finals 27th November 2019



The awards celebrate the successes of employers, apprentices, teachers and individuals who are engaging with and thriving through apprenticeships. Winners will be announced at the national ceremony in London. Stay up to date with who England's top apprenticeship employers are by following our social media channels on the night!

National Apprenticeship Week 2020 announcements



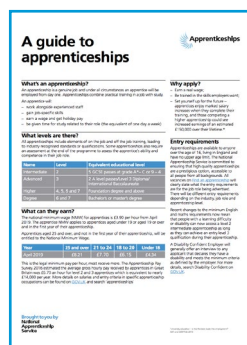
National Apprenticeship Week has been announced as taking place from the 3rd – 7th February 2020! This week-long celebration of apprenticeships across England is a chance to learn about the successes, opportunities and benefits of apprenticeships for young people and why employers value them. Stay tuned to learn more about the plans for the week over the next few months!

Understanding apprenticeships

6 easy ways to stay informed about apprenticeships

There are a variety of ways that you can stay informed about apprenticeships. This guide has been created for parents who want to explore and understand the range of apprenticeships that are available.

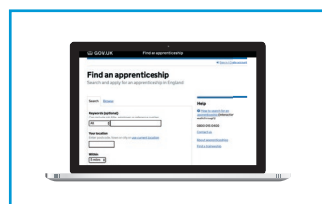
Useful resources



Apprenticeship guides

There are a number of apprenticeship fact sheets on GOV.UK including A guide to apprenticeships, the A-Z of apprenticeships and the Essential guide to apprenticeship support.

www.gov.uk/government/publications/a-guide-to-apprenticeships

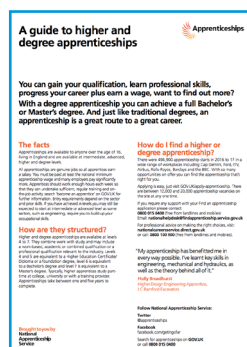


Visit Find an apprenticeship

Find an apprenticeship is the government's database of apprenticeship vacancies. At any one time there are more

than 20,000 vacancies across England. Users are able to search the huge range of vacancies available. When you set up an account, you can also manage your alerts to receive emails or text messages when apprenticeship vacancies are added to the site that may be of interest.

<https://www.gov.uk/apply-apprenticeship>



Higher and degree apprenticeship guides

There are a number of useful guides that provide specific information on higher and degree apprenticeships as well as the latest vacancy listing. View and download all guides below.

www.gov.uk/government/publications/higher-and-degree-apprenticeships

Visit www.amazingapprenticeships.com

The Amazing Apprenticeships portal has been designed to help you find out about apprenticeships. You can browse the resources, watch apprenticeship broadcasts featuring employers and their apprentices and spend time on Vacancy Snapshot understanding the recruitment processes of some of the biggest employers in the world. You can also subscribe to a monthly newsletter.

Attend an apprenticeship event

There are a lot of events throughout the year where you can meet employers, apprentices, pick up a selection of literature and attend workshops with apprenticeship experts to discuss the range of apprenticeship options.

These include:

- WorldSkills UK Live at the Birmingham NEC
- Skills London
- UCAS events
- What Career Live
- Apprenticeship Shows

Use social media to stay connected

Twitter, Facebook and LinkedIn are all brilliant ways to keep connected to apprenticeship news. Follow the National Apprenticeship Service to keep up to date.

Entry Requirements and Apprenticeship Levels

Understand the typical entry requirements for different apprenticeship levels

What are the entry requirements?

The entry requirements for an apprenticeship will depend on the industry, job role, employer and apprenticeship level. Each employer will specify the qualifications, skills or qualities that they are looking for. Some might have requirements for all, some might just be looking for the right enthusiasm from an individual and how they will fit within the organisation.

The table below will give you a general idea of what each apprenticeship level could typically ask for from applicants, although it is important to check each vacancy, as this will differ by vacancy:

	Level	Equivalent educational level	Possible entry requirement
Intermediate	2	5 GCSE passes at grade A*-C or 9-4	Your child needs to be over 16 and show they have the ability to complete the programme.
Advanced	3	2 A level passes/Level 4 Diploma/ International Baccalaureate	Some industries will require 3 or more GCSEs and some may want more, whereas other employers won't specify formal qualifications. Some may ask for previous experience or for you to have completed an Intermediate apprenticeship.
Higher	4, 5, 6 and 7	Foundation degree and above	Entry requirements for Higher and Degree apprenticeships can include at least 5 GCSEs grades A – C / 9-4 and Level 3 qualifications, including A Levels, NVQ/SVQ, a BTEC National or an Advanced apprenticeship. Some will ask for applicants to have studied subjects related to the particular apprenticeship.
Degree	6 and 7	Bachelor's or master's degree	

Which level should my child do?

This will depend on the job role and your child's prior qualifications and experience, so it is important that your child keeps their options open.

It can be natural to assume that if your child has reached a certain level/qualification, such as A Levels, it might be the next step to move onto a Higher or Degree apprenticeship, for example. However, this is not always the case and some employers might require you to complete an Advanced Apprenticeship first, so the vacancy should be read carefully. Your child might be surprised at the range of opportunities available and how all of the different levels can be a helpful step into their desired organisation/sector.



The importance of keeping options open

Guidance for Parents

Consider all options

Your child has a number of different options when considering what they want to do when they leave school or college. It is important to take time to consider all options, even if they think they know what they want to do, so that they can make an informed decision about their future.

When can my child leave school?

All young people in England are required by law to continue in education or training until their 18th birthday. They may choose one of the following:

- Study full-time at school, college or with a training provider.
- Undertake full-time employment or volunteering combined with part-time study or training
- Secure an apprenticeship

Can my child apply for full-time study and an apprenticeship at the same time?

Depending on the age of your child, they are permitted to apply for different options e.g. school sixth form, college, university or an apprenticeship and then receive offers from all of these. This encourages them to research the opportunities available and to create choices. Then, when the time is right to make their selection, they will hopefully have a few different routes available to them.

Which employers offer apprenticeships?

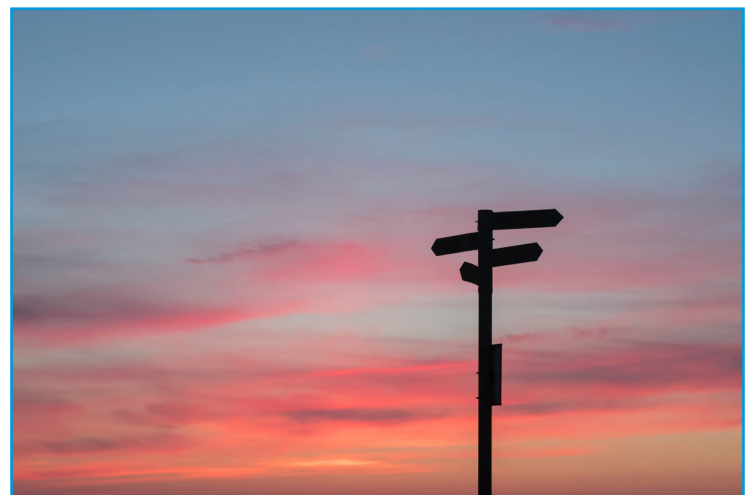
Thousands of employers offer apprenticeships, from huge corporations to small businesses. All apprenticeships offer bespoke training and study programmes, making it a highly personal experience, regardless of whether your child is the only apprentice in the business or one of a large group.

Where can I see the vacancies available?

The Government provide a website called **Find an apprenticeship** www.gov.uk/apply-apprenticeship. This site lists many current apprenticeship vacancies and applicants can search and apply. You can set up an account to manage alerts so that you receive a text message or email when a job is added that you might be interested in.

Can my child apply for more than one apprenticeship at a time?

It is a really good idea to submit a number of applications to different employers so that they have a greater chance of securing an apprenticeship. Employers will advertise at different times throughout the year so it is important that your child understands that finding an apprenticeship can be a slightly more complicated process than applying to a full-time study course. They will need to go through a recruitment process and for some employers, this can take a number of months.



What if my child changes their mind?

Your child is allowed to change their mind. For example, if they decide to study full-time at a school sixth form but then feel it might not be right, they are permitted to apply for apprenticeships. Similarly, if your child secured an apprenticeship but decided that it wasn't right for them, it will be just like any other job and your child would be expected to work their notice period. They would then be able to go on to study or seek employment elsewhere and would be supported by their training provider.

Where can I find out more?

The **National Careers Service** offers advice about careers and skills in England. Please visit: <https://nationalcareersservice.direct.gov.uk/contact-us/home>

Life as a Degree Apprentice at Millwall Football Club



Alexandra Neale,
Degree apprentice at Millwall Football Club

We caught up with Alexandra Neale, degree apprentice at Millwall Football Club. Find out all about her apprenticeship journey and experience below.



When did you leave school?

I left Sixth Form in 2018 after completing my A-levels in Business Studies, Government & Politics and Psychology.

What does a typical working day look like for you?

As Millwall's Conference & Events Business Development Executive, there is no 'typical' day. I often move between departments including Marketing, Commercial and of course Conference and Events. All three contribute to my learning of various skills, including sales, communication, marketing and event management.

What has been the most memorable moment of your apprenticeship so far?

The most memorable part of my apprenticeship so far was the Millwall End of Season Dinner. I was grateful to be able to have been involved in the event from the beginning, from selling tickets, to the planning and running of the day, to finally being a part of the event execution. It was great to see the journey of the occasion and I learnt further what is expected in events such as those as well as useful skills.

I also loved helping in Millwall FC's first ever 'Big Sleepover' which was a charity fund-raising event allowing fans to sleep on the pitch overnight, watch

movies and enjoy various games. This was quite exciting as it was the first time fans have been allowed to do anything like this and raised money for Crisis (a charity for homeless individuals) at the same time.

How do you manage your workload as an apprentice?

Due to studying a degree alongside working full-time, it can be difficult to manage my time. To do this, I make sure I am fully aware of the deadlines I have both academically and professionally and create time management plans to adhere to these. My line manager is very understanding and supportive with my apprenticeship and aids me in balancing my University work and professional tasks.

My line manager is very understanding and supportive with my apprenticeship and aids me in balancing my University work and professional tasks.



Life as a Degree Apprentice at Millwall Football Club

Alexandra Neale,
Degree apprentice at Millwall Football Club

What was the application process like?

For my current apprenticeship, I first had to submit an application to the University who hosts the academic aspect of the role. From this, I then had to complete a telephone interview with a member of the University team. Following on from the telephone interview, I had to attend a Professional Workshop which involved a group assessment task and a cognitive test. Finally, I had a face to face interview with Millwall Football Club's Head of Hospitality & Events and Finance Director.

What did you find the most difficult aspect of obtaining an apprenticeship?

I found the most difficult aspect was being able to maintain drive when applying. It was often easy to lose confidence when applying as the apprenticeships are very competitive and in high demand, meaning rejection was fairly frequent. However, the value of an apprenticeship is definitely worth the effort needed.

Apprenticeships can sometimes be seen as the easier option as opposed to studying full-time. Do you agree?

I definitely do not think that apprenticeships are the easy way out and shouldn't be seen as such. Having to balance a full-time role alongside coursework deadlines, essays and lectures to watch and attend can be very difficult at times and often sacrifices have to be made. However, I do think being at University full time is difficult too and I wouldn't necessarily compare them as they are two different paths.

Where do you see yourself in the future?

In the future, I definitely see myself in a management role within an industry I am passionate about. Alongside my degree, I am working towards Chartered Manager status. Within this, I hope to learn key skills and knowledge to shape me to be a productive and effective manager.

What would your advice be to other people considering an apprenticeship?

My advice to those considering apprenticeships would be to definitely look into the range on offer. There is a vast range of companies and industries which offer them and therefore there is a high possibility there are apprenticeships in the field you are interested in.

Alongside my degree, I am working towards Chartered Manager status. Within this, I hope to learn key skills and knowledge to shape me to be a productive and effective manager.

When applying, I would advise to not get disheartened as when applying for apprenticeships, the process can be difficult. However, in the end, the benefits, experience and connections you make completely outweigh that.



Exciting new apprenticeship standards

Keep up to date with the latest apprenticeships available

New apprenticeships are being developed and released all the time through The Institute for Apprenticeships and Technical Education. The list below shows some of the brilliant new apprenticeship standards available.

Find out more here: www.instituteforapprenticeships.org/apprenticeship-standards

Engineering and Manufacturing	Pipe Welder 	Manually weld tubes and pipes to high standards of quality.	Level 3 (Advanced)
Digital	Digital Community Manager 	Facilitate and instigate direct communication online between the end user or customer and the organisation.	Level 4 (Higher)
Engineering and Manufacturing	Lean Manufacturing Operative 	Carrying out manufacturing activities on multiple products with different specifications consecutively.	Level 2 (Intermediate)
Transport and Logistics	Air Traffic Controller 	Directing aircraft on the ground and through controlled airspace.	Level 5 (Higher)
Health and Science	Sonographer 	Conducting diagnostic and screening ultrasound examinations.	Level 6 (Degree)
Protective Services	Probation Officer 	Working with people who are convicted of crimes and providing rehabilitation services.	Level 6 (Degree)
Engineering and Manufacturing	Fitted Furniture Design Technician 	Creating initial ideas, design concepts and plans for fitted furniture interiors.	Level 3 (Advanced)
Engineering and Manufacturing	Mineral Products Technician 	Ensuring that sufficient mineral materials and products are available to meet customer requirements.	Level 5 (Higher)

New employers on Vacancy Snapshot

Explore the range of exciting apprenticeships

Vacancy Snapshot now showcases the brilliant apprenticeship schemes available at 60+ top apprenticeship employers in England, highlighting what opportunities are available and giving a glimpse behind-the-scenes of some of their recruitment processes.

Some of the recent employers to join include:



Rolls Royce

The luxury British car brand employs apprentices into a variety of engineering roles, as well as offering Practical, Technical and Digital & Technology solutions opportunities.

Find out more:

<https://amazingapprenticeships.com/vacancies/employer/rolls-royce>



Morrisons

With almost 500 stores across the UK, Morrisons are a massive employer of apprentices, offering opportunities across their departments, from finance, to corporate to butchery apprenticeships.

Find out more:

<https://amazingapprenticeships.com/vacancies/employer/morrisons>



The Telegraph

A world-renowned, national newspaper, The Telegraph recruit apprentices into roles such as Digital Marketing, IT & Technology, Journalism and Design.

Find out more:

<https://amazingapprenticeships.com/vacancies/employer/the-telegraph>

Take a look at the full range of employer profiles here: <https://amazingapprenticeships.com/vacancies>

Higher and Degree apprenticeship vacancy listing 2019/20



The Higher and Degree Apprenticeship listing showcases thousands of vacancies from various employers starting in 2020. Your child can apply for these apprenticeships and a place at University at the same time.

Higher and Degree apprenticeships are widening access to the professions bringing together the very best of higher and vocational education. Degree apprenticeships give you the opportunity to train in a top career, whilst also attaining a degree from some of our best universities. Tuition fees are paid for by your employer and the government and you will be learning and earning a salary from day one.



To download a copy of the listing, please visit:

<https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

Free apprenticeships support for your child's school

The Apprenticeship Support & Knowledge for schools and colleges (ASK) programme offers free support to schools and colleges with their apprenticeship awareness activities for students, teachers and parents.

Funded by the Department for Education, the ASK programme has a brand-new offer this year, with activity packs available for KS3, the development of a dedicated Sixth Form programme and an array of new resources.



Schools can continue to engage in awareness activities, registration and application workshops, mock assessment centre workshops and teacher and parent support throughout the year. To find out more about what your child's school can access, please download the ASK Brochure 2019/20 here:

<https://amazingapprenticeships.com/resource/ask-offer-brochure>

Tomorrow's Engineers Week Big Assembly

Join the second Tomorrow's Engineers Week Big Assembly at 10.30am on Wednesday 6 November, a live video stream featuring inspirational engineers who will talk to students about their careers.



You will be able to watch the livestream through an online portal, while having the opportunity to ask questions through the chat facility. It will also be available on-demand 24 hours after the broadcast has finished.

Register to join on the day: <http://www.bigassembly.org/register-tew/>



Supported by
National
Apprenticeship
Service

Visit [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)
to find out more.