

Parents' Pack

Apprenticeship Information

Edition 17: February 2020



A key time of year for apprenticeships

Carolyn Savage, Head of Apprentice Engagement

Dear Parents,

From the 3rd – 9th February, the 13th annual National Apprenticeship Week was held and it was a great success! It really highlighted the fantastic opportunities that an apprenticeship brings to employers, individuals and the economy. The theme was 'Look Beyond' which focussed on celebrating the diverse range of apprenticeships and diversity in apprentices undertaking them.

More than 900 events were held across the country, of which more than 420 were in schools and colleges helping students and parents to understand the benefit of apprenticeships. One event to highlight was 'The Big Assembly', streamed live from a school in Luton and reaching more than 30,000 individuals. The recording is now available to view on demand <https://www.bigassembly.org/>

Next week, we celebrate National Careers Week from the 2nd – 7th March 2020.

The week is a celebration of careers guidance and free resources in education across the UK. Please see page 4 for more details on how you can get involved.

Carolyn Savage
Head of Apprentice Engagement



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key facts










Get back to basics with our key facts about apprenticeships

Learning about apprenticeships can be daunting, so we've included some of the key facts you need to know to begin to help your child to explore the opportunities available to them.

Key facts

- Apprenticeships are real jobs and you will earn a real wage
- Apprenticeships are available to anyone over the age of 16, living in England and have no upper age limit
- Apprenticeships have four levels, intermediate, advanced, higher and degree
- An apprentice will spend 20% of their time off-the-job training
- Up to 20,000 apprenticeship vacancies are advertised on Find an apprenticeship, the government portal

For more information about apprenticeships, visit [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)

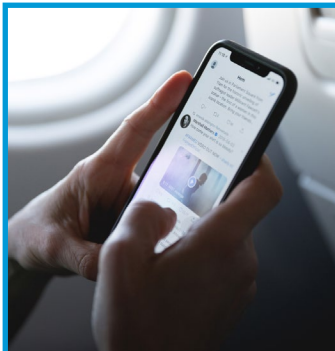
<p>There are apprenticeships in 1,500 job roles covering more than 170 industries.</p> 	<p>20% of an apprentice's paid time is off-the-job. This is when you learn and develop in your role. 20% is equivalent to one day a week.</p> 				
<p>Anyone over the age of 16 (who has finished Year 11 at school) can start an apprenticeship.</p> 	<p>Up to 20,000 apprenticeship vacancies are advertised on the Find an apprenticeship portal</p> 				
<p>An apprentice usually works for a minimum of 30 hours per week.</p> 	<p>All apprentices are entitled to the Apprentice National Minimum Wage (this is slightly different to the National Minimum Wage).</p> 				
<p>Apprentices get at least 20 days paid holiday per year, plus 8 bank holidays.</p> 	<p>12 months is the minimum length of all apprenticeship programmes</p> 				
<p>Since May 2015, over 1.7 million people have started an apprenticeship in England.</p> 	<p>There are 4 different levels of apprenticeships, intermediate, advanced, higher and degree</p> <table border="1" data-bbox="1198 1794 1431 1962"><tbody><tr><td>Intermediate</td></tr><tr><td>Advanced</td></tr><tr><td>Higher</td></tr><tr><td>Degree</td></tr></tbody></table>	Intermediate	Advanced	Higher	Degree
Intermediate					
Advanced					
Higher					
Degree					

National Careers Week

2nd - 7th March

Your guide to getting involved

National Careers Week is another fantastic opportunity to explore the brilliant and diverse range of career options out there. Use this guide to see how you can get involved!



SOCIAL MEDIA

The official hashtag for National Careers Week 2020 is #NCW2020. Keep up to date with the latest news about the week by following on Twitter, Instagram and Facebook.



YOUR CHILD'S SCHOOL

Many schools across England will be celebrating National Careers Week and will be hosting activities for students to participate in. Every school in England now has a 'Careers Leader'. Ask at your child's school to find out what they are planning for the week and if there is anything that parents/carers can be involved in.



YOUR LOCAL COMMUNITY

Keep a look out for any local events happening near you. They might be at your local FE College or at a community venue like a church or community centre. Local press and social media is usually a good way to find out about what is going on.

Where and when to start looking for apprenticeships

We've put together a simple 'where and when' guide to help you and your child find the perfect apprenticeship(s) for them.

WHERE?

The 'Find an apprenticeship' website is the first place to look when it comes to searching and applying for an apprenticeship. Here you'll find the National Apprenticeship Service central apprenticeship vacancy system. It is free of charge to use and at any one time you can find up to 20,000 apprenticeship vacancies available online in a variety of careers and industries across England.

Follow these easy steps to help your child register:

1. Go to the 'Find an apprenticeship' website: www.gov.uk/apply-apprenticeship
2. Click on 'Create an account'
3. Work your way through the on-line form. You will need the following:
 - Name of applicant
 - Date of birth
 - Address (including postcode)
 - Email address
 - Telephone number
4. Activate the account by visiting the email account via a new tab and clicking on the message from nationalhelpdesk@findapprenticeship.service.gov.uk called 'Find an apprenticeship – Activation code'
5. Make a note of your activation code and return to the Activation page of 'Find an apprenticeship'. Alternatively, go to: <https://www.findapprenticeship.service.gov.uk/signin>
6. Log in to 'Find an apprenticeship'
7. Make a note of your password and keep it somewhere safe so that you can find it easily.

WHEN?

While some organisations may recruit apprenticeships at key points of the year, there is no one specific time to apply for an apprenticeship. Unlike university applications, which are set at the same time each year, apprenticeship vacancies can become available at any time depending on the employer's recruitment needs. Some companies may advertise in advance of their usual recruitment period, but others may not.

To keep up to date with the latest opportunities, you can save searches and set up notifications to be sent to your mobile phone and / or email directly from the 'Find an apprenticeship' website once you have registered your account.

You can also visit the Amazing Apprenticeships 'Time To Apply' page <https://amazingapprenticeships.com/vacancies/time-to-apply> to search through the top apprenticeship employers, learn about their main

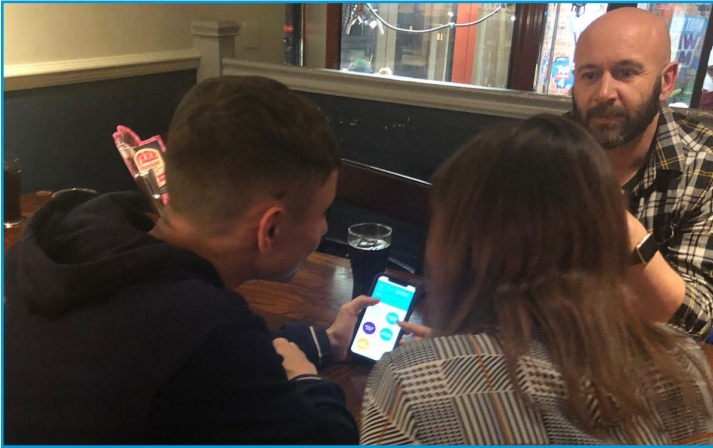


A Parents' Perspective: Preparing for an open day

Hear from parent, Charlotte Smith, who is helping her son to research apprenticeship opportunities

Talking about apprenticeships with my son

Throughout the last few years of secondary school and college, my son never showed a big interest in the university life. Although he could never explain why he didn't want that challenge, he knew he wanted to gain the qualifications that came with going to university, but he just didn't see that as his best option. Together we looked at the possibilities of him leaving college with a Level 3 Business Studies qualification and then going straight into a job that could lead to a career that he will hopefully be happy in. But being a parent, I wanted more for him.



While using the internet to look at other options, I came across apprenticeships in a huge variety of industries, more than I even imagined! Even when I spoke to my son about them, he was reluctant to even have the discussion with me, as he was thinking I was suggesting skilled work, such as plumbing or childcare, which he has no interest in. If I remember correctly, his exact words were "No Mum, I enjoy business, I want to work in that field". It was then that I showed him all of the different apprenticeship options that are available. This gave both of us an insight to the future and what it could look like.

Being able to study Business studies at college has allowed him to discover the areas of business that he enjoys, but we have now spoken about being open to different options to explore.

We have already faced some challenges. Whilst my son was at school, there was lots of focus on going to university and other options were not discussed. This left us feeling lost and needing to find out more. Knowing what we are looking for and where to look has been a big challenge, as well as understanding the next steps.

So I would say that, at the moment, this has all been led by me. I think the anxiety of leaving college where he is happy, making sure that all of his work is completed and leaving the safe space of education and going into the world of full-time work does leave him ignoring the changes that will be taking place in the next few months.

Finding open day opportunities

However, through the internet research that I have done, I have discovered that together we can attend various events that share information about apprenticeships, which has been a helpful discovery to help to open the conversation again.

There are many different open days with different employers/organisations and we have talked through them and excluded the ones that he isn't interested in, but we now have 2 events that we plan to attend in the next 6 weeks. Both of these have a large range of companies who will be there, and we will get to speak to them directly about the apprenticeships that they offer to really find out if it will be beneficial.



A Parents' Perspective: Preparing for an open day

Hear from parent, Charlotte Smith, who is helping her son to research apprenticeship opportunities

As a parent, I have a list of questions that I want to know more about, but since we have been discussing it, he has also listed his own questions. This started with him asking me questions, to which I was not able to provide a full answer, and so I said to make a list and together we can make the most of the events.

We now have a full set of questions to discuss with employers, including:

My questions

- How long is the apprenticeship?
- Do the apprentices get time away to study?
- What is the expectation of the apprentice?
- What are the career prospects after the apprenticeship and are there progression opportunities?
- I have read that some apprenticeship schemes offer time away to learn or for team building exercises. Do you offer any opportunities like these?
- What would the average starting salary be for the apprentice?

My son's questions

- What will I be learning?
- I am nervous that I will be expected to understand the job and how to do it quickly. Is this the case?
- Who will be training me and how?
- Will there be lots of other apprentices at the company? Will I get to meet and work with them?
- What do your apprentices tend to go on to do after their apprenticeship?
- Why should I take the apprenticeship route?
- Will there be any support with travel expenses?

Although I will encourage my son to take the lead when speaking with the employers, I am really glad that I will get the opportunity to find out more as a parent also.

We both see this as a great opportunity to understand more about the apprenticeship schemes, the expectations on the job role and the learning aspect and how this takes place, what each company has to offer and, most importantly, what is their advice on how to apply.

I am really hoping that by the end of the events, we will have lots of useful answers that will help him find the confidence to start the next stage.

I am really hoping that by the end of the events, we will have lots of useful answers that will help him find the confidence to start the next stage; the search for the right apprenticeship for him.

I am aware that this will not be a smooth journey, there will be knock backs along the way, but I believe this only builds your character and means that the opportunity wasn't the right one and there is something better waiting for him.

Helpful resources for understanding apprenticeships

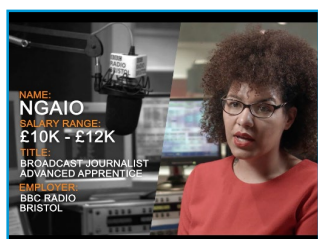
No matter how far you are into your research as a parent, we've got resources to support you

We understand that there is a lot to learn about apprenticeships, particularly when you are exploring the best opportunities for your child. There are lots of resources available that can help you along the way and we've highlighted our 'top three by FAQ' below. Just click on the image to be taken to the download page.

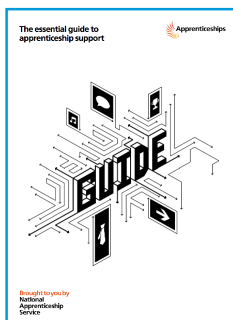
WHAT ARE APPRENTICESHIPS?



A guide to Apprenticeships

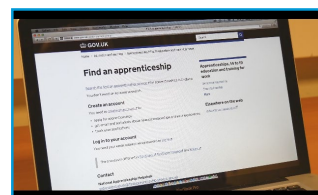


Understanding apprenticeships film

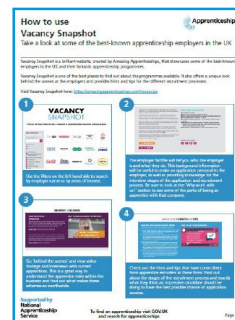


The essential guide to apprenticeship support

HOW TO FIND APPRENTICESHIP VACANCIES

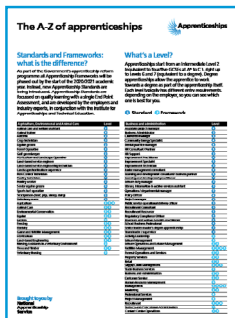


How to use the Find an apprenticeship film



How to use Vacancy Snapshot

WHAT APPRENTICESHIPS CAN YOU DO?



The A-Z of apprenticeships



Apprenticeships by subject posters



Apprentice case studies



Where to get the latest 'Higher & Degree vacancy Listing'

Helpful resources for understanding apprenticeships

No matter how far you are into your research as a parent, we've got resources to support you

WHERE TO FIND OUT MORE ABOUT APPRENTICESHIP EMPLOYERS



Vacancy Snapshot

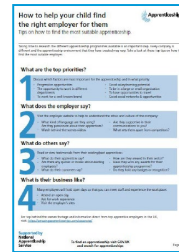


Employer Vlogs

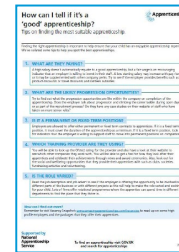


Apprenticeship Live Broadcasts

CHOOSING AN APPRENTICESHIP



How to help your child find the right employer for them



How to tell if it's a 'good' apprenticeship

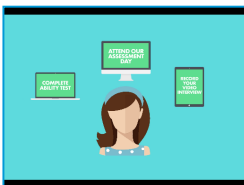


Does the size of the employer matter?

PREPARING FOR ASSESSMENTS



How to ace an interview with Network Rail



New recruitment methods film

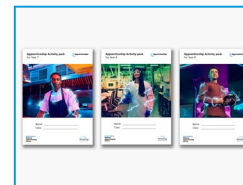


What are employers really looking for?

FIND OUT MORE



Monthly Parent Packs



Student Activity Packs



The ASK Programme

Where can I download these resources?

All of these resources (and many more!) can be found on the Amazing Apprenticeships website:

www.amazingapprenticeships.com/resources

Life as an apprentice at RSA Group

Jessica Wise,
Underwriting apprentice at RSA Group

We caught up with Jessica Wise, apprentice at RSA Group. Find out all about her apprenticeship journey and experience below.



What is your current job at RSA?

I'm an underwriting apprentice at RSA. I work in the property team of our commercial multinational lines business, looking after and providing insurance to larger businesses that have an exposure abroad. I split

my time between offices in Chelmsford and London.

What does your job involve?

My role involves looking at a risk, for example, a building that needs insurance, and assessing if it is something the company would write. If I think it's a good risk, I will write a rationale behind why I think it is something we should insure.

I also have to evaluate other business and explain if something is a bad risk. Bad risks could be anything from a factory closure to potential wildfires, or a building near a river prone to flooding. We are also given 20% of each week as study time for our Insurance Practitioner Apprenticeship.

How did you find out about the apprenticeship for RSA?

I knew someone who had previously worked for RSA and they always spoke highly of the business. I chose the apprenticeship route because I didn't want to be in full-time education anymore. I'd had jobs for quite a while and enjoyed work life more than school. An apprenticeship particularly appealed to me because it allowed me to work, while gaining a professional qualification.

What's it like being an apprentice there?

It is nice that I am not the only apprentice in the office, there are five of us in total, all in underwriting. RSA have over 250 apprentices in total across the UK.

I am also buddied up with one of last year's apprentices; he's helped me hugely with my development and progression. Having a buddy is great as they've been in the same position, understand the role and have an idea of the challenges I may face.

Another perk is that I get to work in London once a week, which has enabled me to meet more people in the business and helped me develop as a person.



What have you accomplished through your apprenticeship?

I have made some really great relationships with my team in London and Chelmsford that I think will help me in my future career. I've also started to meet brokers. The relationship between brokers and underwriters is so important in insurance, so it has been great to get out there and meet the people who bring us business. I am also well on my way studying and working towards my CII qualification and the Insurance Practitioner end point assessment.

What is your proudest moment since starting work at RSA?

The first time I met a broker and got really good feedback from both him and the leaders of the London team. This was a real indication of how far I'd come in such a short space of time.

Life as an apprentice at RSA Group

Jessica Wise,
Underwriting apprentice at RSA Group

Would you say you have been at a disadvantage by not going to university in the traditional way?

I am biased, but I definitely think apprenticeships are a better option. With University, you aren't guaranteed a job. I have always been told at interviews that it is better to have three years relevant experience rather than three years studying with a part time job that had nothing to do with your eventual career.

Qualifications are important, but with an apprenticeship you get experience as well. People often say you go to Uni for the social side of things, but insurance is so social that you definitely aren't at a disadvantage from that side.

I am biased, but I definitely think apprenticeships are a better option. Qualifications are important, but with an apprenticeship you get experience as well.

What would you say to any parents who are concerned that an apprenticeship isn't as good as studying full-time at university?

Apprenticeships have changed a lot recently and I believe that they are really the way forward; you can end up with relevant experience, a qualification and make money instead of building up debt. Lots of companies are changing the way apprenticeships work, to make them more attractive, they are increasing the pay and getting apprentices to do the same work as everyone else.



In a few words can you tell us what apprenticeships mean to you?

Doing an apprenticeship is a good way to mature and take on your own responsibility. It puts you ahead of other applicants as well because you have that experience that no one from university would.

Find out more

Visit Vacancy Snapshot to find out more about 60+ apprenticeship employers and their programmes.

Get a look behind-the-scenes, pick up tailored application hints and tips and much more:









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

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

Agriculture, environment and animal care	Keeper and Aquarist 	Responsible for the everyday care and husbandry of the animals within the collection.	Level 3 (Advanced)
Engineering and Manufacturing	Manufacturing Manager (Degree) 	Helping take products from design to manufacture, ensuring that they are launched on time, at cost and to the right quality.	Level 6 (Degree)
Health and Science	Nursing Associate (NMC 2018) 	Providing care for people of all ages and from different backgrounds, cultures and beliefs.	Level 5 (Higher)
Construction	Smart Home Technician 	Installing, configuring, calibrating and troubleshooting a range of electrically connected Digital Home Technologies.	Level 3 (Advanced)
Sales, Marketing and procurement	Retail Manager 	Managing staff, their work and sales within a retail environment.	Level 4 (Higher)
Health and science	Physiotherapist (Integrated Degree) 	Delivering programmes and interventions to help people affected by injury, ageing, illness or disability.	Level 6 (Degree)
Engineering and manufacturing	Non-Destructive Testing Engineer (Degree) 	Testing materials used in machinery and structures to find faults like corrosion, cracks, flaws and other imperfections.	Level 6 (Degree)
Transport and Logistics	Train Driver 	Train Drivers are responsible for driving trains in a safe, punctual, economic manner over various routes.	Level 3 (Advanced)

Understanding apprenticeships in advanced cell and gene therapy

A helpful insight into the exciting world of advanced therapies

WHAT ARE ADVANCED THERAPIES?

In the last few years, there have been massive advances in finding treatments and cures for medical conditions and it is vital that this research continues to develop.

Advanced therapies involve the development, manufacture and delivery of these innovative therapies, such as gene therapy, cell therapy and tissue engineering, to treat diseases or injuries.

WHY THE SECTOR WANTS APPRENTICESHIPS

The 'UK cell and gene therapy skills demand report 2019' highlighted concerns around the rapid growth that is projected up until 2024 in the industry and that academic courses are not producing industry ready graduates.

The Advanced Therapies Apprenticeship Community (ATAC) has been set up in response with the purpose of developing the first apprenticeship programme designed specifically to train and upskill individuals in advanced therapies.

HOW TO APPLY

For more information, please visit:
www.advancedtherapiesapprenticeships.co.uk

Or to find an apprenticeship, visit:
<https://www.gov.uk/apply-apprenticeship>

WHAT APPRENTICESHIPS CAN YOU DO?

Laboratory Technician for ATMPs

Level 3
24 months duration

Science Manufacturing Technician for ATMPs

Level 3
18 – 30 months duration

ATMP Technician Scientist Higher Apprenticeship

Level 5
26 – 40 months duration

Regulatory Affairs Specialist for Advanced Therapies

Level 7
26 – 30 months duration

Senior Leader in Advanced Therapies

Level 7
24 – 30 months duration

Find out more at:

www.advancedtherapiesapprenticeships.co.uk



Upcoming vacancies with top apprenticeship employers

Explore the range of exciting apprenticeships

Check out a selection of employers from Vacancy Snapshot have recruitment windows opening up in January.



ACCENTURE

Roles in: Technology degree

Open: Now in all locations (London, Warwick, Newcastle, Manchester & Edinburgh)

Find out more: <https://amazingapprenticeships.com/vacancies/employer/accenture/>



AIRBUS

Roles in: Technical apprenticeship, Quality Engineering, Supply Chain, Customer Service, Procurement and Supply, Craft manufacturing, Digital Technology Solutions

Open: Now in all UK locations

Find out more: <https://amazingapprenticeships.com/vacancies/employer/airbus/>



ASTRAZENECA

Roles in: Business and Operations

Open: Now in the UK

Find out more: <https://amazingapprenticeships.com/vacancies/employer/astrazeneca-medimmune/>



BENTLEY

Roles in: Health and Safety, Digital Marketing, Data Analysis, Business Administrator, Paint Shop and Manufacturing Engineer

Open: Now in Crewe

Find out more: <https://amazingapprenticeships.com/vacancies/employer/bentley/>



CAPGEMINI

Roles in: Digital technology, Education Team Administrator and Cloud Security Architect

Open: Now in the UK

Find out more: <https://amazingapprenticeships.com/vacancies/employer/capgemini/>



CISCO

Roles in: Apprentice programme

Open: Now in Feltham & Reading

Find out more: <https://amazingapprenticeships.com/vacancies/employer/cisco-systems/>

Upcoming vacancies with top apprenticeship employers

Explore the range of exciting apprenticeships



GSK

Roles in: Engineering, Pharmaceuticals, Data Scientist, Laboratory Analyst, Business and Supply Chain and Finance

Open: Now in the UK

Find out more: <https://amazingapprenticeships.com/vacancies/employer/gsk/>



KPMG

Roles in: Apprentice Audit

Open: Now in the UK

Find out more: <https://amazingapprenticeships.com/vacancies/employer/kpmg/>



NESTLÉ

Roles in: Supply Chain, Chartered Manager, Finance, Food Manufacturing Engineer

Open: Now in Gatwick and York

Find out more: <https://amazingapprenticeships.com/vacancies/employer/nestle-2/>



SEVERN TRENT

Roles in: Tanker Driver, Utilities Engineering, Utilities Operations and Finance

Open: Now in the UK

Find out more: <https://amazingapprenticeships.com/vacancies/employer/severn-trent/>



SKY

Roles in: Technology, Customer Service, Business and Media

Open: Now in the London

Find out more: <https://amazingapprenticeships.com/vacancies/employer/sky/>



SPECSAVERS

Roles in: Customer Service and Optical Assistant

Open: Now in the UK

Find out more: <https://amazingapprenticeships.com/vacancies/employer/specsavers/>



TUI

Roles in: Finance

Open: Now in Luton

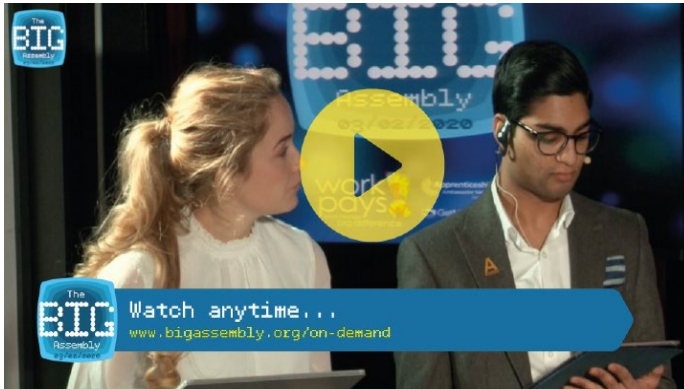
Find out more: <https://amazingapprenticeships.com/vacancies/employer/tui/>

Catch up on NAW2020

It was an amazing week for apprenticeships, but it doesn't have to stop there!

There were a host of activities taking place across the country for National Apprenticeship Week 2020 at the beginning of February. Here's some of the resources not to miss out on that you can catch up on now.

THE BIG ASSEMBLY



What is it?

Over 34,000 students, teachers and parents tuned into watch the Big Assembly, featuring apprentices from employers across the UK, including Virgin Media, Morrisons, the BBC and more.

How to access

Catch up on the 30 minute broadcast on demand here: www.bigassembly.org/naw2020-register-on-demand/

LIVE BROADCASTS

What is it?

Learn Live hosted exciting broadcasts with apprentices and employers throughout National Apprenticeship Week, including the digital, finance, health, legal, science, nuclear and engineering sectors, as well as a special feature with the Young Apprentice Ambassador Network. They reached over 100,000 students and 1,500 teachers!

Catch up on all broadcasts

learnliveuk.com/videos-index/?stream_type=on-demand



DISABILITY RIGHTS UK WEBINAR

Disability Rights UK



- We participate in police and advisory boards
- We provide information and advice designed by and for disabled people and people living with long term health conditions
- Factsheets on our website
- Twitter
- Disabled Students helpline



What is it?

Catch up on this informative webinar with Rabia Lemahieu, Disability and Skills Manager at Disability Rights UK, to gain a better understanding of how to support young people with disabilities to access apprenticeships.

How to access

Catch up on the 30 minute broadcast on demand here: tinyurl.com/yx4glgmu