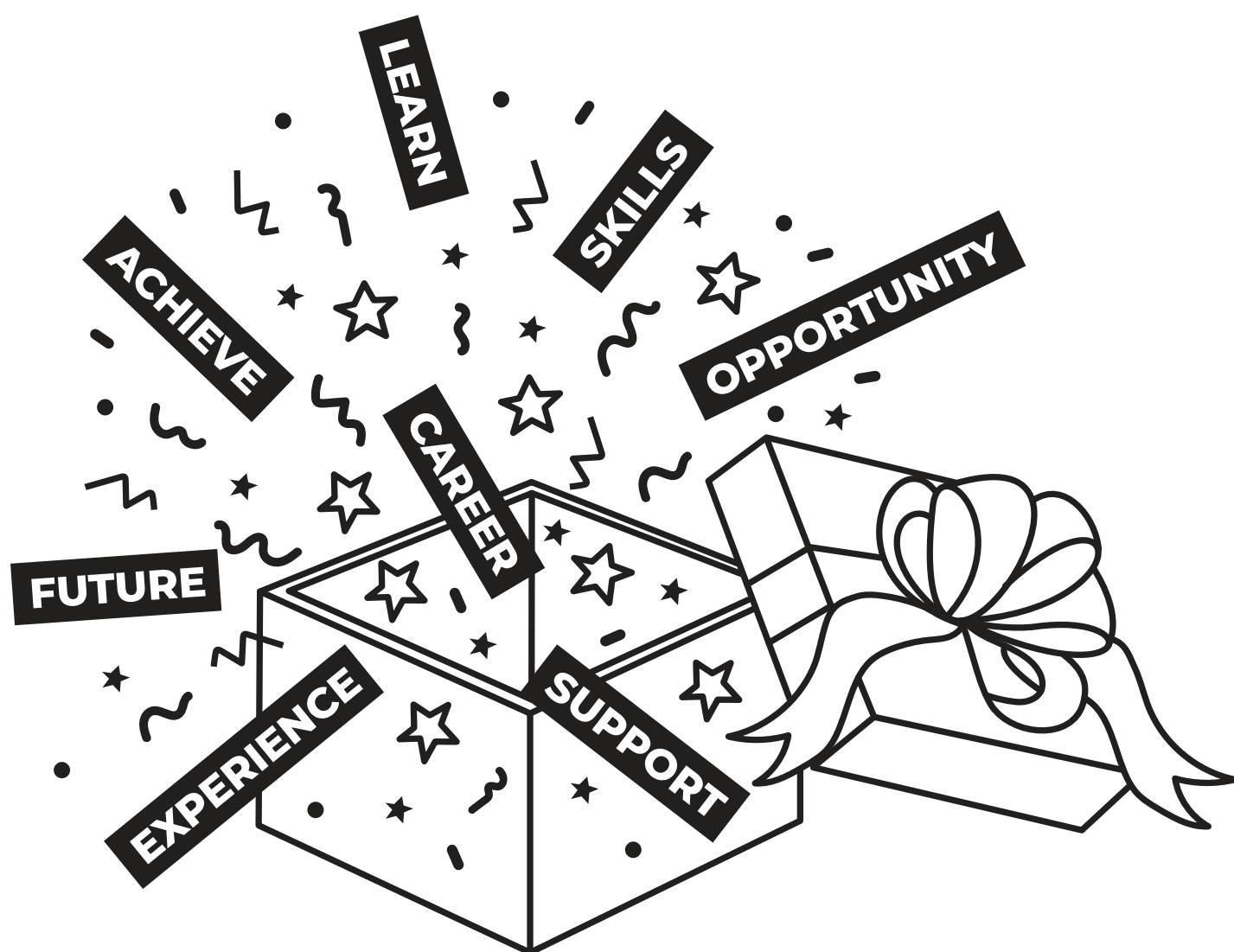


Parents' and carers' Pack

Helping your child to search and apply for apprenticeships



Edition 41: December 2022



Scan to
visit the
website



Welcome

Carolyn Savage,
Head of Youth Engagement and Apprenticeship Participation

Dear readers,

Welcome to the December edition of the Parents' and carers' pack.

This month we share with you:

- an apprentice case study
- information about the latest apprenticeships available
- the highlights of the National Apprenticeship Awards
- a look at green apprenticeships
- a checklist for the Christmas holidays if you're looking for an apprenticeship
- post-16 options with SEND
- T Levels – a look at the new catering T Level
- career starter Apprenticeships
- apprenticeships with the government Economic Service
- the T Level celebration event



We hope that you find this month's pack useful, and do let us know if you have any feedback by contacting:
ASK.PROGRAMME@education.gov.uk

Carolyn Savage
Head of Youth Engagement and Apprentice Participation
Department for Education

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Visit apprenticeships.gov.uk to find out more.

Apprentice insights:

Life as an apprentice at BT

Meet Hannah, a Chartered Management degree apprentice

Why did you choose the apprenticeship route?

I found out about degree apprenticeships when I was in Year 9. I decided I wanted to do A Levels and then search for an apprenticeship. By the time I started college, I knew that I wanted to do a degree apprenticeship in Management.

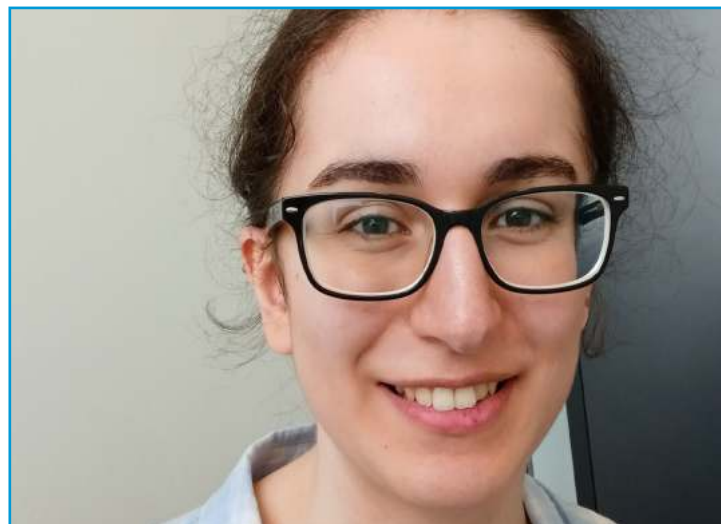
Throughout my education, my teachers tried to encourage me to go to university, but I knew that with an apprenticeship, I could learn on the job, apply the theory to my role, draw on the skills of others and develop my working style. I felt this suited me better than the traditional university learning path.

How did you find your apprenticeship?

When searching for a degree apprenticeship, I visited various websites including the Government Find an Apprenticeship site. Plus, I searched company career pages so I could look at what the organisation offered and its values.

What does your typical day look like?

For me, a typical day consists of attending meetings, writing emails and documents, and following up on actions. During my apprenticeship, I rotate around the departments to build on my awareness and understanding of the business. The rotation-nature means I am able to manage programmes and deliver core documentation in various parts of the organisation. I deliver the same expectations as other senior professionals, with the benefit of receiving their advice...for free. All of my work helps to build my evidence portfolio to show how I've developed and applied the Chartered Management Degree Apprenticeship (CMDA) standards, which are the criteria my portfolio is measured against.



How is your apprenticeship being delivered?

My training provider is QA Ltd. Each week I have a mixture of lectures and meetings through a virtual platform. I find this really works for me as I take notes and study through One Note, so I can easily capture online resources and module materials in one place. QA also provide me with a Skills Coach who supports me in developing my 4-year Work Based Learning portfolio. We meet monthly with my manager to discuss my progress. At the end of the apprenticeship, I will need to complete my End Point Assessment.

Who inspires you?

My mum is my biggest inspiration and the best mentor. She is physically disabled and had to stop working as a sales director early due to her chronic condition. She's never stopped being a gentle, loving, nurturing parent and a great source of strength for me. I admire her resilience and her honesty despite her pain. Initially, it was a challenge balancing my apprenticeship with my caring responsibilities, but it has made me a much better planner and communicator.

"Doing an apprenticeship is making me grow in a way that I don't think would've happened if I had gone to university to do my degree".



Apprentice insights:

Life as an apprentice at BT

Meet Hannah, a Chartered Management degree apprentice

What are you most proud of?

My apprenticeship has allowed me to do so much more and get involved in activities that I am passionate about.

- I am the comms lead for BT's Gender Equality Network.
- I am the events lead for the Enterprise Early Careers (EEC) Diversity and Inclusion (D&I) team.
- I am a Mental Health Awareness champion.
- I had the privilege of being invited to be a panellist for one of BT's internal D&I sessions.
- I hosted an event with Pathways and AllAboutSchoolLeavers.
- I am on an Early Careers mentoring scheme where I'm mentoring and supporting two new apprentices in their first year at BT.
- This year, I won the national Multicultural Apprenticeship Awards in the Management and Professional Services category, for my work in and outside of my role.



What do you enjoy doing in your spare time?

In general, I love all things dogs, especially the big ugly ones...I'm also a big fan of Japanese culture, and I've been learning Japanese as a little hobby since I was 14. I'd love to use it in my job one day! I also love reading and am currently going through "Good Omens" by Terry Pratchett and Neil Gaiman.

"Spreading the word about apprenticeships is important to me because I want more people like me – young, Asian, and mixed-heritage people - to not believe that they must go to university in order to feel satisfied and successful."

What is your advice to others?

An apprenticeship can impact an individual personally and professionally, helping develop transferrable skills, building confidence and networks. They can make a brilliant start to a career. Apprentices also make a positive contribution to the organisation.

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



To search for apprenticeship opportunities for you, visit: www.gov.uk/apply-apprenticeship



Scan to visit the website









Apprenticeships uncovered

Keep up to date with apprenticeship opportunities

Apprenticeships are continually created and released through The Institute for Apprenticeships and Technical Education (IFATE). The list below includes some apprenticeships you may not have considered, but you can find out more on The Institute website: www.instituteforapprenticeships.org/apprenticeship-standards

Scan to
visit the
website



| | | | | |
|--|-------------------------------|---|--|---------|
| Agriculture, environmental and animal care | Keeper and aquarist |  | Responsible for the everyday care and husbandry of the animals within the collection. | Level 3 |
| Agriculture, environmental and animal care | Animal trainer |  | Planning, managing, delivering, and reviewing the training of animals. | Level 4 |
| Care services | Adult care worker |  | Providing frontline care for vulnerable adults within their own homes, day-care centres, residential and nursing homes, and other healthcare settings. | Level 2 |
| Construction and the built environment | Stonemason |  | Installing new, natural, sustainable and ethically sourced stone or to conserve, repair or replace existing natural stone in buildings and/or landscape projects. | Level 2 |
| Creative and design | Junior advertising creative |  | Advertising creatives are responsible for coming up with original, exciting, and memorable ideas that meet clients' briefs, and which can then be used in a range of mediums (e.g. Radio, TV). | Level 3 |
| Engineering and manufacturing | Nuclear reactor desk engineer |  | Operating, monitoring and controlling the nuclear reactor and associated equipment in normal operational mode, as well as abnormal conditions. | Level 6 |
| Protective services | Operational firefighter |  | Tackling a wide range of emergency situations, such as fires, searching, rescuing, and protecting people and animals. | Level 3 |
| Protective services | Intelligence analyst |  | Working alongside intelligence collection officers and other operational support roles to identify patterns and trends of the information and data they are handling. | Level 4 |

National Apprenticeship Awards 2022

A quick look at this year's awards



Congratulations to all the finalists in the National Apprenticeship Awards 2022!

The National Apprenticeship Awards, now in their 19th year, recognise, reward and celebrate exceptional apprentices, employers and apprenticeship champions. Apprenticeships help shape successful lives and build successful businesses across a large and diverse range of sectors. The Awards give both individuals and businesses the chance to showcase the very best in practice across the country.

Throughout October, each region held their own awards ceremony, celebrating and inspiring apprentices and employers. The winners were then shortlisted for the national awards.

The ceremony took place on the 30th November 2022, and was hosted by TV celebrity, Steph McGovern. The evening showcased a wide range of inspiring nominees, speakers and award-winners.

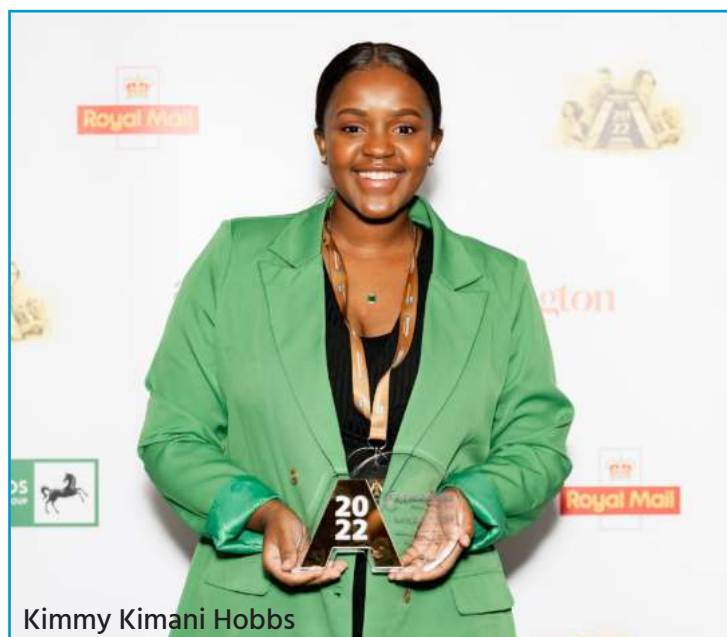
Congratulations to apprentice winners:

- **Samuel Johnson, from United Utilities, was awarded Intermediate Apprentice of the Year.**
- **Ali Amin, from Shawpak, was awarded Advanced Apprentice of the Year.**
- **Eisosa Abdullahi, from Salesforce, was awarded Higher or Degree Apprentice of the Year.**
- **Thomas Bartlett from Crosby Management Training Ltd, was awarded the Rising Star of the Year Award.**
- **Kimmy Kimani Hobbs, from Milton Keynes College, was awarded the Apprenticeship Champion Award.**
- **Umayr Tanveer, a Software Engineering Apprentice at BT, was presented with this year's Special Recognition Award.**

National Apprenticeship Awards 2022

A quick look at this year's awards

All the employers who were recognised and awarded during the evening should be congratulated for their work. All nominees and winners shared truly inspiring stories and are great advocates and role models for apprenticeships. The event is a great way to inspire young people and encourage them to consider an apprenticeship as a career option.



To view the full list of winners or to watch the ceremony in full, visit:
www.appawards.co.uk/live-stream



Scan to visit
the website

Green apprenticeships

Find out more about the opportunities in green apprenticeships

This year saw the launch of the first ever Green Careers Week (7th-12th November), to help young people find out about new technologies and careers that will help improve our world. Lots of research shows that young people are really worried about climate change and Green Careers Week aimed to highlight the career paths available to help improve the climate in the future.



It's an exciting time for individuals thinking about green apprenticeship roles. With the Government's target for the UK to reach 'Net Zero' carbon emissions by 2050, they are working with employers to deliver apprenticeships and technical qualifications that meet the needs of the green economy and help to tackle climate change.



If your child is interested in working in a role that contributes to Net Zero, there are an increasing number of options available. Many organisations are now focusing on the different ways they can have a positive impact on the environment through the products and services they offer, and in turn, linking this to the apprenticeship programmes that they offer.

While all apprenticeship roles could contribute to achieving Net Zero, there are some where all, or part of, the role includes tasks that specifically work towards it.



If your child wants to look for a green apprenticeship, take a look at the new Rapid Read created by Amazing Apprenticeships.

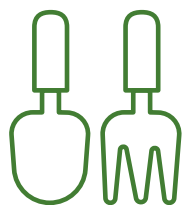
www.amazingapprenticeships.com/app/uploads/2022/10/Green-Careers-Week-Rapid-read.pdf



Scan to visit the website



Examples of green apprenticeships



Countryside worker Level 2 Duration: 12 months

Countryside workers take care of our protected landscapes – National Parks, Areas of Outstanding Natural Beauty and National Nature Reserves, as well as private estates, country and urban parks. Countryside workers will do challenging work outdoors, which may be remote.

Responsibilities

- Building and repairing a variety of field boundaries.
- Maintaining public rights of way.
- Improving habitats and woodland.
- Surveying/monitoring habitats, flora and fauna.



Smart Home Technician Level 3 Duration: 18 months

A Smart Home Technician (SHT) is the professional who installs, configures and maintains technology in homes, including audio, video, security systems, heating, air conditioning, blinds, doors, gates and many others.

Responsibilities

- Work on construction sites and in homes to create integrated systems using a variety of equipment.
- Install, configure, calibrate and troubleshoot a range of devices, from simple components through to complex integrated systems environments.
- Work with colleagues in other trades and liaise with home owners.

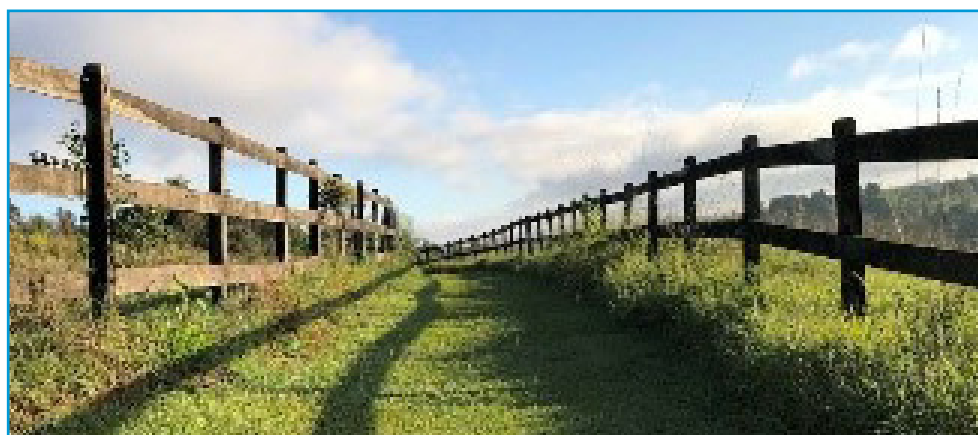


Environmental Practitioner Level 6 (Degree) Duration: 60 months

The broad purpose of the occupation is to provide employers with a high level of professional environmental expertise, whilst providing a robust overview of key issues and the relevant policies, regulations and legislation an organisation must consider when delivering a specific project or programme.

Responsibilities

- Have a high level of knowledge and understanding of environmental principles.
- Manage innovative solutions that maintain, enhance and minimise environmental impacts.
- Management and analysis of specialist environmental tests and activities, research and field inspections.
- Collection and monitoring of data on site/field-based activities.
- Leading projects.
- Work with internal and external stakeholders and clients.



Getting ready to apply

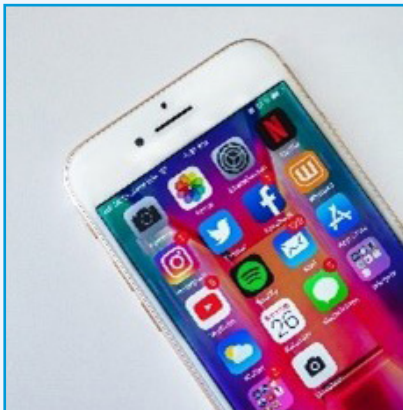
What your child could be doing over the Christmas holidays

While the Christmas holiday is a time to relax and unwind, it is also a good opportunity to set aside time to focus on your next steps and start to look for apprenticeship opportunities.

Here are some tips on what your child could be doing to make the most of their time in the Christmas holidays.

1. Plan carefully

The holidays are always busy, especially the Christmas holidays, with meals, events, parties, opening presents etc. Make sure you've discussed any Christmas plans with your child and then encourage them to plan out what they are doing during the holidays. They can then identify when they will have time to search for apprenticeship roles. It would be a good idea to make a timetable and encourage them to stick to it.



2. Use social media

There are lots of organisations working with young people and they will almost certainly have social media accounts. Encourage your child to follow them as then apprenticeship roles, information and other opportunities will come up without them having to search.

In addition, encourage them to use the time to make sure their social media accounts are mature and professional looking, especially if their profiles are open. Having an interesting social media presence can help them to stand out, especially if they want to do an apprenticeship in marketing, journalism or media.

Your child may be surprised when you encourage them to use social media, rather than asking them to spend less time on it!

3. Research

The Higher and Degree listing launched recently, so if your child is looking for a level 4-7 apprenticeship, spend some time with them looking at the current opportunities available on the listing.

<https://amazingapprenticeships.com/resource/higher-and-degree-listing/>



Scan to visit
the website

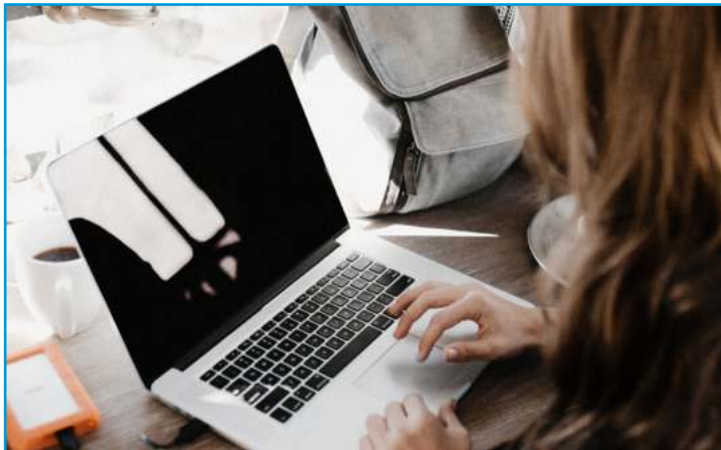


Getting ready to apply

What your child could be doing over the Christmas holidays

4. Use apps

Your child may also be surprised if you encourage them to use their phones, but there are lots of apps that could help with their apprenticeship search. Calendar and to-do list apps are great for helping with organisation, there are even to-do list apps with alarms that won't switch off until you've completed a task! There are also apps that block you using social media or other apps for a certain amount of time, to stop you getting distracted when researching or completing application forms.



5. Reach out

Encourage your child to spend some time over the holidays finding out which companies they are interested in that offer apprenticeships and write to them to introduce themselves, including their CV, even if there aren't any current vacancies.



Make a plan:



Post-16 options for young people with SEND

Focusing on strengths

Helping your child to decide what to do after they leave education can feel difficult to plan for. Parents of young people with Special Educational Needs and Disability can often be particularly concerned around finding the right employment or training programme that will provide appropriate support to their child, whilst also recognising their strengths and supporting their progression and development.

When looking at apprenticeships with your child, it is helpful to identify opportunities that can play towards your child's skillset. Helping your child to identify their unique skills and to spot those opportunities can be a useful place to start.

Hobbies and interests

Individual characteristics may be identified through achievements at school or hobbies. Try to help your child to think about what hobbies or interests they enjoy and what skillset that helps to demonstrate.

For example, if they enjoy the below hobbies, this could demonstrate the following skills:



| Hobby | Skills |
|--------------|--|
| Reading | Imagination, empathy, creativity and attentiveness |
| Gaming | Communication skills, analytical, resourcefulness and adaptability, technical skills and problem solving |
| Volunteering | Motivation, passion, dedication, communication, interpersonal skills, networking, sense of community and empathy |

Once you have worked this through and come up with a helpful list that they can refer back to, you can then help them to identify the apprenticeship job descriptions that are looking for those skills.

For example, you may see job roles such as the below looking for the following skills:

| Skill | Job roles / Sector |
|----------------------|---|
| Communication skills | Customer Service, Education, Healthcare |
| Attention to detail | Engineering, Accounting, Construction |
| Methodical/logical | Computing, Data Analysis, Researcher |



Post-16 options with SEND

Focusing on strengths

The needs of the environment

Researching the employer and what the working environment is like can be a helpful next step for your child to start to consider. The environment must be suitable for their needs to reduce anxiety and increase productivity, so trying to understand a bit more about the workplace can help them to find the best opportunities for them.

For example, would they prefer to be looking for employers/apprenticeships with:

- A busy office or quiet environment
- A structure and routine or varied role
- Regular working hours or varying shift patterns
- Time spent working outside
- Working with lots of colleagues or a small team
- Opportunity to work from home



Reasonable Adjustments

It is important to note however, that the Equality Act 2010 requires an employer to make Reasonable Adjustments for individuals with disabilities who are applying for, or are doing, a job. A 'reasonable adjustment' is a change to remove or reduce the effect of an employee's disability so they can do their job or can apply for a job.

This could include having software added to their computer so that they can listen to their screen, having a desk that is suitable for a wheelchair, having additional time for tasks or the possibility to have a job coach that can support a person for up to 6 months in a role.

Adjustments can also be made at the interview stage, so it is important that your child notifies the employer when applying for a job and accepting an interview, in order for them to adapt the process as necessary for your child to thrive.

Disability Confident

Disability Confident is a government scheme designed to encourage and support employers to attract, recruit and retain disabled staff. On Find An Apprenticeship, you can choose to tick the Disability Confident box, so only roles with employers who are Disability Confident Committed will show up.

www.findapprenticeship.service.gov.uk/apprenticeshipsearch

Only show



Disability Confident



Scan to visit
the website



To find out more about the support available, visit:

www.acas.org.uk/reasonable-adjustments/asking-for-reasonable-adjustments

www.citizensadvice.org.uk/work/discrimination-at-work/discrimination-at-work/taking-action/asking-your-employer-for-changes-to-help-if-youre-disabled



Scan to visit
the website

A look at the T Level in Catering

Information about this new T Level

The Christmas holidays are a great chance to spend time with your child and think about the hobbies and interests they have that could lead to their next steps in education and work. Christmas is a particularly good time if your child enjoys cooking or baking. In this article, we look at the Catering T Level and what it involves.

T Level in Catering summary

- Available from September 2023
- An option after you finish your GCSEs
- Level 3 qualification
- 2 year course
- Minimum of 9 weeks in the workplace with an employer on an industry placement
- Suitable for anyone seeking a career in the catering sector
- Entry requirements for each course are set by the individual school or college

What you'll learn on this course

Students will develop an understanding of a broad range of topics relevant to the sector, including:

- Culinary quality
- Kitchen operations
- Health, safety and security
- Nutritional analysis
- Food safety practices and procedures
- Team working
- Business, including risk assessment, waste management principles and supply chain management



Options to specialise

In addition to the core content, each student will also complete one module of Professional Cookery. Students are expected to develop understanding and advanced skills to work with the following different food groups:

- Meat, poultry and game, including associated products
- Fish and shellfish dishes and products
- Vegetables, vegan and vegetarian dishes, including vegetarian protein sources and specific dietary considerations and needs
- Dough and batter products, including fermented dough
- Paste and patisserie products
- Hot, cold and frozen desserts
- Biscuits, cakes and sponges

T-LEVELS
THE NEXT LEVEL QUALIFICATION

Scan to
visit the
website



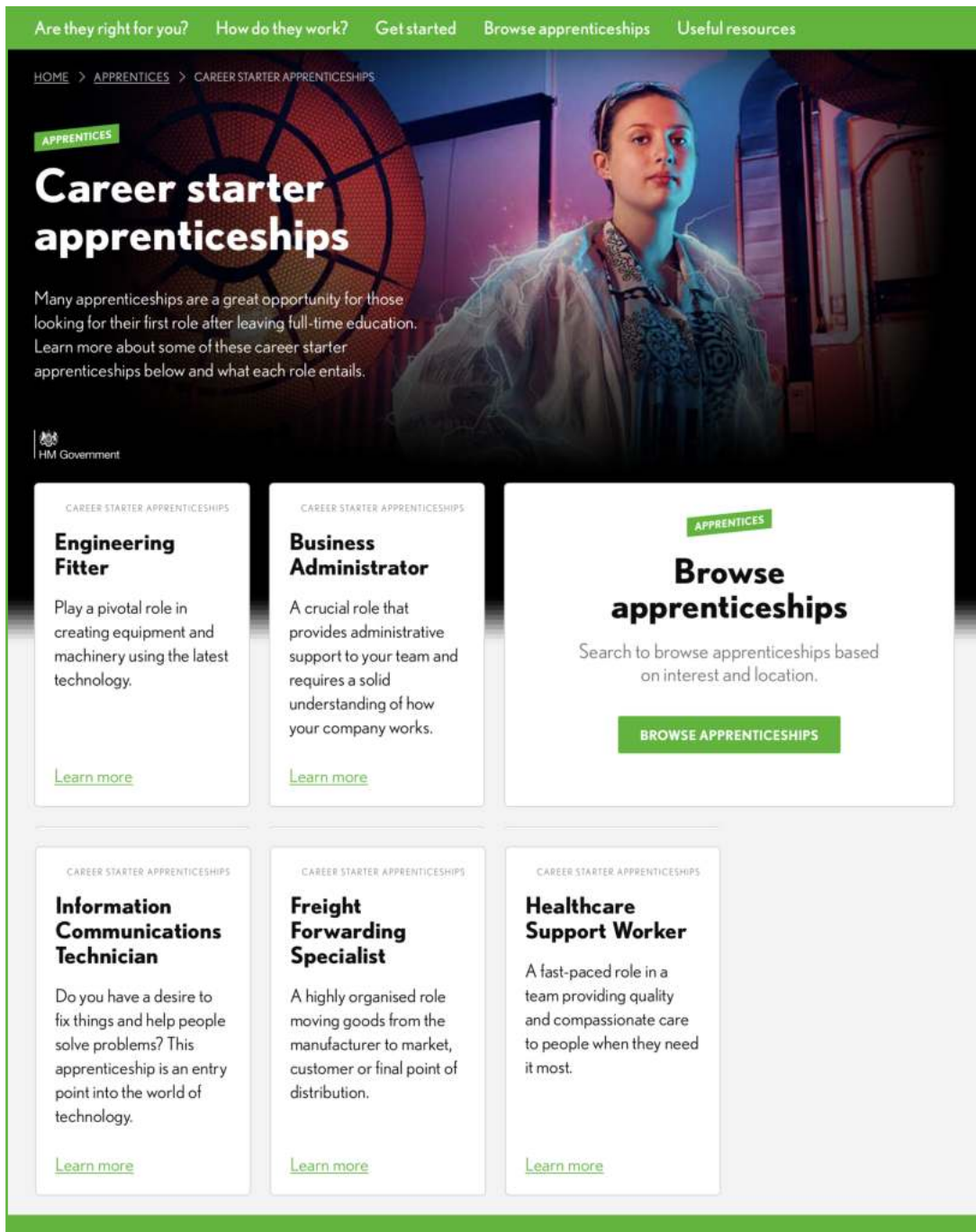
Go to: <https://www.tlevels.gov.uk/students/find> and put in your postcode to find your nearest school or college offering T Levels.

Career Starter Apprenticeships

Getting your career started

The Department for Education (DfE) wants to ensure that young people and their parents have the opportunity to consider the full range of apprenticeships that are suitable for those starting their career, especially for young people with little or no work experience. Many apprenticeships are a great opportunity for those looking for their first role after leaving full-time education and you can learn more about them on the DfE Apprenticeships website www.apprenticeships.gov.uk/apprentices/career-starter-apprenticeships

Scan to
visit the
website

The screenshot shows the 'Career starter apprenticeships' page on the apprenticeships.gov.uk website. The page has a green header with navigation links: 'Are they right for you?', 'How do they work?', 'Get started', 'Browse apprenticeships', and 'Useful resources'. Below the header is a breadcrumb trail: 'HOME > APPRENTICES > CAREER STARTER APPRENTICESHIPS'. The main heading is 'Career starter apprenticeships' with a sub-heading 'Many apprenticeships are a great opportunity for those looking for their first role after leaving full-time education. Learn more about some of these career starter apprenticeships below and what each role entails.' The page features six cards, each for a different apprenticeship role, with a 'Learn more' link at the bottom of each card. The roles are: Engineering Fitter, Business Administrator, Browse apprenticeships (with a 'BROWSE APPRENTICESHIPS' button), Information Communications Technician, Freight Forwarding Specialist, and Healthcare Support Worker. Each card includes a brief description of the role.

Engineering Fitter
Play a pivotal role in creating equipment and machinery using the latest technology.
[Learn more](#)

Business Administrator
A crucial role that provides administrative support to your team and requires a solid understanding of how your company works.
[Learn more](#)

Browse apprenticeships
Search to browse apprenticeships based on interest and location.
[BROWSE APPRENTICESHIPS](#)

Information Communications Technician
Do you have a desire to fix things and help people solve problems? This apprenticeship is an entry point into the world of technology.
[Learn more](#)

Freight Forwarding Specialist
A highly organised role moving goods from the manufacturer to market, customer or final point of distribution.
[Learn more](#)

Healthcare Support Worker
A fast-paced role in a team providing quality and compassionate care to people when they need it most.
[Learn more](#)

Apprenticeships with the Government Economic Service

Find out about the GES Economist Degree Apprenticeship

The Government Economic Service Degree Apprenticeship Programme (GES-DAP) is a four-year programme.

The degree apprenticeship offers your child the opportunity to work in a central government department or agency on some of the most important social, environmental and economic issues our country faces – all while earning a wage and studying for a degree in economics with the University of Kent. The course is fully funded so your child will not accumulate any tuition fees.

Apprentices will work in central government departments in London and nationwide. Once complete, your child will have an apprenticeship, an economics degree, and the experience of four years' working in the Civil Service – putting them in a brilliant position to progress their career.

You can find out more about the GES Economist Degree Apprenticeship by visiting the website below:

www.gov.uk/government/publications/the-government-economic-service-degree-level-apprenticeship



Closing date
The closing date for applications
is Monday 14th February 2023.

Scan to
visit the
website



T Level Celebration

Celebrating the success of T Levels in the House of Lords

On 28 November 2022, a celebratory event in the House of Lords brought together 2020 T Levels students, providers, and parliamentarians including Baroness Barran MBE and Damien Hinds MP.

This was an opportunity to celebrate the success of the first cohort of T Level students and to spotlight these high quality and world-class qualifications. Speakers included Lord David Sainsbury, who led the initial review into technical education in 2015; Baroness Barran; several of the students and one of the student's employers, Ben Neville from Peter Marsh Consulting.

Lord Sainsbury spoke about the importance of technical education for skills, jobs and young people's futures. Student Madeline Jeffery spoke about her experience doing the Education and Childcare T Level at Exeter College. She is now studying for a BA (Hons) in early education at the prestigious Norland College, where there are 10 job offers for every student. Joe Harper, a Digital student from Havant and South Downs College, is now an IT technician, while John Lack, a Construction

student from Barnsley College, is now studying at Lincoln University. We also heard from AJ Oliver, a second year T Level Digital student at La Retraite in London, who has so impressed her industry placement Lloyds Bank that they have already offered her a degree apprenticeship.



Scan to
visit the
website



Go to <https://www.tlevels.gov.uk/students/find> out more about T Levels or have a look on social media at the hashtag #TLevelsCelebrations to find out more about the event.

Dates for your diary

Free webinars throughout the year for teachers and parents

As part of the Apprenticeship Support and Knowledge for Schools and Colleges programme (ASK), Amazing Apprenticeships are offering teachers and parents a schedule of free webinars throughout the year.

Book your free place now: www.amazingapprenticeships.com/workshops-webinars

Scan to
visit the
website



These are a series of informative webinars that will provide an abundance of tips, advice, and information from expert speakers all around the topic of apprenticeships. Each webinar lasts for 30 minutes and will take place on Zoom. Participants are required to sign up before the session and will receive an email confirmation and a reminder an hour before it begins. The webinars will be recorded and shared with all registrants after the session.

2023

| | | |
|---|---|---|
| NAW 2023 – how to make the most of the resources | Tuesday 24th January 2023 Time: 3:30pm | National Apprenticeship Week is coming soon and there is a wide range of resources on offer to help you engage and inspire your children or students. Find out more by joining us. |
| How to impress employers | Wednesday 8th February 2023 Time: 3:30pm | Want some top tips from apprentice employers? Hear directly from employers about the best ways to impress them and leave a positive lasting impression at the apprenticeship interview. |
| Apprentice stories | Tuesday 7th March 2023 Time: 3:30pm | Hear from real life apprentices who will share their experiences of being an apprentice and the benefits of doing an apprenticeship. |
| Maintaining motivation - supporting young people in applying | Wednesday 26th April 2023 Time: 3:30pm | Want to keep your children or students motivated while applying? There are a range of resources available to help them. Find out what's on offer and how to access them. |
| Understanding the flexibilities of apprenticeships | Tuesday 16th May 2023 Time: 3:30pm | There is a range of support on offer for apprentices, including the possibility of a flexible apprenticeship. Find out what's available and how to access it. |
| Pathways to apprenticeships | Tuesday 6th June 2023 Time: 3:30pm | Want to know the difference between a T Level and a Traineeship? Join us to find out about the different pathways to apprenticeships. |
| 'Apprentice Early Connect' coming in October 2023 | Tuesday July 4th, 2023 Time: 3:30pm | An exciting new way of finding and applying for apprenticeships is being launched in autumn 2023. Join us to find out more. |