

Parents' Pack

Apprenticeship Information



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ASK ABOUT APPRENTICESHIPS

Supported by
National
Apprenticeship
Service

ASK

Apprenticeship Support
and Knowledge
for schools and colleges

Amazing
Apprenticeships

Results day is almost here, there's still time to make apprenticeships your plan A



Carolyn Savage, Head of Apprentice Engagement

Now more than ever, we are seeing the power of apprenticeships. They are a great route for young people and adults and offer a fantastic opportunity to get into work and develop crucial skills and behaviours whilst also achieving their apprenticeship and gaining experience. We see a complete mix of students opting for apprenticeships, including those who decide that a traditional academic learning environment is not for them, alongside those students who secure the top academic grades.

Gone are the days when apprenticeships were the last resort – we see thousands of students who are making apprenticeships their plan A and decide to opt for workplace learning instead of more traditional full time university study, proving that they are a great pathway for students of all abilities.

I regularly see young people daunted by the prospect of making the 'right' decision. I always reassure them that the 'right' decision is what they feel will be the best fit for them. An apprenticeship is a real job, with the added benefit of a huge amount of support from both the employer and their training provider. They will be supported and guided to access the apprenticeship that is going to be best for them and match their future career aspirations.



With the launch of the new Apprenticeship Support and Knowledge for Schools and Colleges (ASK) programme for the 2019/20 academic year fast approaching, I would encourage you to see what support is available through your child's school or college, to ensure they are getting the most up to date apprenticeship information.

Carolyn Savage
Head of Apprentice Engagement

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3 questions to help your child feel less overwhelmed about career choices

Focus on what they find interesting and enjoyable

Thinking about careers can be daunting for young people, especially if they have no idea what sort of industry or job role they would like to pursue. We have devised three questions below to help you have a meaningful conversation with your child all about careers, apprenticeships and post-school options. Look at the three questions below to help get the conversation started with your child...

1 WHAT KIND OF TASKS DO YOU ENJOY?

- This can be a useful way to start to narrow down the options.
- Your child can then think about which job roles or industries would best suit their skillset.
- This is also an opportunity to recognise which skills your child might need to develop before they apply for specific job roles in the future.

2 WHAT PROBLEMS DO YOU WANT TO SOLVE?

- This question aims to identify what motivates your child. For example, would they like to help the environment, help sick or poorly people, affect changes in government policy, create a new product or service etc.
- This question can refer to the sort of tasks they might like to do on a daily basis within a specific role, to the ethos and purpose of a company as a whole.
- This should help you to identify what sort of industry and some possible employers that your child would likely be happy to work in and for. Visit Vacancy Snapshot www.amazingapprenticeships.com/vacancies for useful information on a wide range of some of the UK's top apprenticeship employers.

3 HOW DO YOU WANT TO BE KNOWN?

- This question is a lot more focussed on what your child may wish to do in their long term career and the impact they might like their career to have.
- This should hopefully help them to decide what sort of career they would like to build.
- Identifying personal goals can help to motivate your child as they progress through their career. For example, do they see themselves taking on a leadership or management role? Would they like to travel the world? Would they like to invent a new product?

How to use a 'gap' well

Taking a break from studying to re-focus and gain experience

Taking a gap year, or taking a gap between school and starting an apprenticeship can be a great opportunity to gain experience, especially if your child isn't sure what they would like to do as a career in the future. This 'gap' can give them time to explore different career options, research and apply for apprenticeship vacancies and to enhance their CV. Look at our top suggestions to help your child have a productive gap year.

VOLUNTEERING

Volunteering can be anything from helping in a local charity shop to becoming a young leader at different sports groups.

It will provide the opportunity to develop communication and people skills, as well as gaining professional skills with leadership and responsibility.

Volunteering over a period of time also highlights consistency and reliability.



WORK EXPERIENCE

Gaining work experience, either through unpaid placements, shadowing or part/full time employment, is a good way to gain confidence in a work environment.

It is also an opportunity for your child to take an active interest in what they may or may not choose to pursue as their career route in the future.



EXTRA STUDY

Perhaps your child didn't quite secure the grades that they need and they may want to use their 'gap' as an opportunity to focus, study and then re-sit some of their examinations.

Alternatively, they may wish to complete some online studies in an area that is specific to the career path that they wish to pursue.

This extra research about their chosen sector and industry may also help your child to stand out in an interview.



First day in a new job

Useful advice from some current apprentices

The first day of a new job can feel a bit overwhelming for anyone, but especially if it is your first time entering a professional work setting. If your child is about to start an apprenticeship, share these words of encouragement from some real apprentices, who have all been in your child's position recently. Remember, you can always encourage your child to contact the employer before they start, if there is something that is making them particularly anxious.



Always be prepared

The first day is always scary! I treated it like the first day of school and made sure I had my outfit chosen and bag packed the night before - then I didn't have to panic in the morning!

Jack, Bristol



Nobody's perfect

No one will expect you to be perfect at your job on your first day. An apprenticeship is all about learning, so don't worry about getting things wrong. There have definitely been times when I've worried about getting something wrong but my line manager is really lovely and has always helped me out.

Ellie, Southampton



Get social

Keep up to date on the company's latest updates, follow them on social media and listen for any updates in the news. This will help you feel in the loop and ready for your first day.

Faisal, Rochdale



Be an early bird

If you're worried about being ready in time, make sure you go to bed early and get up before you think you should. Then you can get ready without rushing and make sure you don't miss your bus. You don't want to be late on your first day.

Miles, Somerset



Apprentice perspective: No one understands my job!

Meet Kelsie Stewart, Young Apprentice Ambassador who currently works at QA Limited, a digital education and skills provider.



Literally no-one understands my job! My role is brand-new role for the company so often people in the office are a bit confused; I get asked "What is your job?" or "What do you actually do?"

My position is a service delivery administrator and I am also enrolled on a business administration level 3 apprenticeship. We look after hundreds of apprentices and so my role was created because we needed to manage existing apprentices and to facilitate the on-boarding of new apprentices. My manager created a team that would look after hundreds of learners that would come on programme with us, ensuring they have the best experience on programme but also to make sure that we comply to all funding rules.

I left school at the age of 16 and secured a full-time job with Pandora. I wasn't sure what I wanted to do with my life or the kind of career that would be best for now. Now I am on my apprenticeship, I feel like I am heading in the right direction after feeling stuck for so long.

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I am only at the beginning of my apprenticeship – I only started 2 months ago! I have so far completed one module and I have also done a lot of online learning. I have learnt so much by simply reading and doing assignments. I didn't particularly enjoy the school environment but I do enjoy learning, I am learning even when I don't realise it.

I have been fortunate because my manager has also completed an apprenticeship. This has made the mapping of my role and progression to the apprenticeship standard an enjoyable experience and having a relatable mentor who understands what I am going through is a bonus!

I enjoy the flexibility an apprenticeship offers me. I get lots of on-the-job training that helps me build confidence and gain people skills that will help me as a person in any role I decide in the future. In addition to the skills, I will also gain the correct knowledge that I need to be able to perform my tasks and complete my apprenticeship.

I have all the resources around me that I need to complete my assignments. As an apprentice I get access to online learning resources, a skills coach and online tutors. It would be impossible to fail if you are a driven individual that wants the best for your career, which I am!



My top 3 tips for starting a new job role or apprenticeship are:

1. Take all the training that is offered to you and try to learn as much as possible.
2. Never take things personally or to heart in the work place.
3. Never give up on yourself and always believe in yourself that you can do it.

Considering a career in hospitality?

Join one of the largest sectors in the UK



The hospitality industry offers some of the most exciting, diverse and rewarding careers in the United Kingdom. It is the 3rd largest sector, employing more than 3.2 million people across every community and it continues to grow. With forecasts identifying the need for an additional 1 million employees over the next two years, we need to consider how these new recruits will be sourced.

Coupled with this, the government recently launched its first tourism-sector deal, designed to prepare the country for an expected increase of 9 million visitors per year. Part of the deal will support the creation of an additional 10,000 apprenticeships for people building careers in the tourism and hospitality sectors.



Download a set of four inspiring hospitality infographic posters, as seen above, by visiting the dedicated resources site: <https://www.worldskillsuk.org/come-on-in>. You can also access other sets of posters in the following industry areas:

- Front of House
- Housekeeping
- Management
- Reception



Supported by National Apprenticeship Service

Visit apprenticeships.gov.uk to find out more.

How to ace an interview with Network Rail

Network Rail owns, operates and develops Britain's railway infrastructure

Network Rail enables more than 4.6 million journeys to be made every day in the UK. This wouldn't be possible without their team of apprentices. We spoke to Network Rail to find out how to succeed at interview and secure a fantastic Engineering apprenticeship.

TIP 1 – Do your research

Always check out the organisation. Try to understand who their customers and what they offer them. Take time to learn what makes them different and make sure you're clear on why you would like to work for them. We suggest going direct to the Network Rail Careers page to find out all about the company and our apprenticeship opportunities: www.networkrail.co.uk/careers/apprenticeships

TIP 2 – On the day

Wear something that makes you feel good and is appropriate for the job you are interviewing for. Most importantly it should make you feel confident and look professional.



TIP 3 – Types of interview

There are many different types of interview used by employers:

- Competency based interviews
- Technical interviews
- Panel interviews

Make sure you are prepared and don't be afraid to ask what style of interview it's going to be.

TIP 4 – Use the STAR technique

Use the STAR technique to give your answers structure and to prevent you from waffling.

S = situation

Give general background to the situation you found yourself in

T = task

Think about a problem you solved or a task you faced

A = action

Describe the decisions you made and why. Talk about the key skills and qualities you demonstrated

R = result

What did you achieve? Were there any tangible or statistical results you can share?

Apprentices are a force to be reckoned with. While some people may be held back by a lack of opportunity in the workplace, Network Rail is the total opposite – its apprenticeship programme is a serious route into employment”
– Arran, Former apprentice

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TIP 5 – Example interview questions

You need to be prepared to talk about:

- Yourself
- Your skills and competencies
- The role and the organisation



TIP 6 – Prepare for the unexpected

You should be prepared for some potentially difficult or awkward questions. If you do find yourself in such a situation remain calm and take your time consider the question before responding.

TIP 7 – Closing with confidence

Leave your interviewer with the right picture of you with your final few words. Think of at least three skills or qualities you want them to remember after the interview. Finally, take the time to say thank you!

Find out more

For lots more information about the apprenticeship opportunities available at Network Rail and other fantastic application tips, head to:

<https://amazingapprenticeships.com/vacancies/employer/network-rail>

Set up an apprenticeship alert from their website too, to stay informed of any vacancies:

<https://www.networkrail.co.uk/careers/apprenticeships>



Why an apprenticeship should be your Plan A

Hear from some real apprentices

Almost every young person in the UK has experienced the nerves of results day. We wanted to share with you some of the young people who chose to do an apprenticeship with some of the top apprentice employers in the UK. Find out why they think it was the best decision they've made!

	<p>"The best thing about working here is the range of opportunities and continuous development on offer. After my apprenticeship I was able to continue my accounting studies while I worked. Plus, there's flexible working and a casual dress policy."</p> <p>Hollie, Finance Apprentice</p>
	<p>"Joining AstraZeneca as a research and development supply chain apprentice has been a fantastic experience. I have been involved in global projects, working with others from across the world to help deliver clinical trial medicines to patients on time, which is incredible rewarding."</p> <p>Jason, R&D Supply Chain Apprentice</p>
	<p>"I loved the idea of working for a British manufacturer that made hi-tech products. The Renishaw apprenticeship meant I could use the skills I gained in my physics, maths and D&T GCSEs. I now get to learn the practicalities of engineering and be hands on, while studying at the same time."</p> <p>Rose, Production Technician (Former Manufacturing Apprentice)</p>
	<p>"Before I applied to Hovis, I had an unconditional offer at university, and I hope no regrets choosing an apprenticeship over going to university. We are all very well looked after while we are at and away from site, and help is always there when you need it. This opportunity is fantastic and it is something you do not want to miss out on."</p> <p>Declen, Engineering Apprentice</p>
	<p>"I have thoroughly enjoyed my journey completing the apprenticeship. It has given me the drive to excel in my career, helped build my confidence and improve my life skills."</p> <p>Craig, Universal Banker</p>

Find out more

To find out lots more about the apprentice experience at a large variety of different firms, visit Vacancy Snapshot here: <https://amazingapprenticeships.com/vacancies>

Exciting new apprenticeship standards

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, Environmental & Animal Care	Ecologist 	Studying the relationships between living things and their environment to help to resolve potentially conflicting demands between economic development and the environment.	Level 7 (Degree)
Protective Services	HM Forces Serviceperson 	Carrying out a range of roles from general warfare to humanitarian tasks in the army, navy, RAF or royal marines.	Level 2 (Intermediate)
Business & Administration	Dental Practice Manager 	Managing all non-clinical aspects of dental surgery, leading the practice team and achieving excellent patient and cost efficiency.	Level 4 (Higher)
Legal, Finance and Accounting	Accounts / Finance Assistant 	Maintaining an efficient and accurate finance function within a business.	Level 2 (Intermediate)
Digital	Data Scientist 	Finding information in diverse data sets to address complex problems and improve organisational process.	Level 6 (Degree)
Catering & Hospitality	Production Chef 	Working as part of a team in time-bound and often challenging kitchen environments.	Level 2 (Intermediate)
Construction	Building Control Surveyor 	Providing an impartial, independent and accountable third-party service to confirm that building work achieves compliance with minimum standards.	Level 6 (Degree)
Health & Science	Dietitian 	Using advanced communication and behaviour-change skills to enable people to make lifestyle and food choices to improve their health.	Level 6 (Degree)

Exam Results Helpline 2019

Expert advice for students during the exam results period



The **National Careers Service** offers expert careers advice to students and their families year round, but is especially busy on results day.

The team of career advice experts provide free, impartial help and guidance to students once they leave school and they will be available again this year to contact over the results period. The **helpline** number is: **0800 100 900**

Get in touch for helpful advice on full time university, apprenticeships, traineeships and other options that might best suit your child.

The ASK Programme 2019/20

Fully funded apprenticeship support for your child's school or college

The Apprenticeship Support and Knowledge for school and colleges programme (ASK) is back for the 2019/20 academic year.

2019/20 is set to be a really exciting year for apprenticeships, and it is vital that all young people are supported to access excellent careers support, so they feel able to make informed decisions about apprenticeships as one of their options.

The ASK programme offers every educational establishment in England with students in years 10 – 13 access to a fully funded, bespoke apprenticeship support package to transform apprenticeship awareness activities so that students, parents, teachers and governors can be informed about the wonderful opportunities that apprenticeships offer.

There are exciting new updates to the ASK programme for the next academic year. Make sure teachers at your child's School or College book them in soon for the academic year!

Find out more

Schools can request support by filling in the online form request here: <https://amazingapprenticeships.com/request-support>

ASK ABOUT APPRENTICESHIPS

