

# Parents' Pack

## Apprenticeship Information

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# Keep your options open

Carolyn Savage, Head of Apprentice Engagement

As we approach exam results days for GCSEs and A Levels in August, you may be thinking about apprenticeships as an option with your child either for now, or for in the future.

There are many fantastic apprenticeship opportunities available all year round and there are still lots of vacancies available to apply for.

A really great place to start researching apprenticeship opportunities is the government website Find an apprenticeship: [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

Remember to also check out Vacancy Snapshot if you are looking for employer and apprenticeship inspiration: [www.amazingapprenticeships.com/vacancies](http://www.amazingapprenticeships.com/vacancies)

The National Careers Service will also be available to support (see page 11) and have both a telephone helpline and an online chat facility where their expert advisers will be happy to speak to you, or your son or daughter, about their options and give them lots of useful advice and guidance.

Have a lovely summer break!

Carolyn Savage  
Head of Apprentice Engagement



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# How your child can maximise their summer

Hints, tips and ideas to share

With the summer holidays fast approaching, we have put together a short guide covering some of the things your child could do to help boost their employability. Take a look at some of our top picks below.

1

## GET SOME WORK EXPERIENCE

If your child has no idea what they might like to do as a career in the future, this is the perfect way to see what different jobs entail and the differences between diverse workplaces. Whether this is a day, a week or a month of shadowing or working for someone, this is a great opportunity to build up CV skills.

2

## TAKE A FREE ONLINE COURSE

If your child has an interest that isn't covered in depth at school or college, they can take one of thousands of free online courses. There are courses that cover almost every interest, from 'Chinese for Beginners' to 'Social Media Marketing.' These can be a great talking point at an interview. Find lots of free courses at: <https://www.coursera.org> or <https://www.open.edu/openlearn/>

3

## TRY SOMETHING NEW

Your child could start a new hobby. There are so many affordable ways to try something new. Language apps are a great option! Or they could try creating a new dish from their favourite ingredients, participating in a community action project or volunteering at a local music or park event.

4

## JOIN A TEAM

Teamwork is a great skill to develop and essential in almost every job role. Encourage your child to take part in some kind of team activity this summer. Perhaps there is a local sports group that they might like to join. It's also a great way to make some new friends too!

5

## GET A PART TIME JOB

To gain some professional experience, you could encourage your child to get a part-time job over the summer. This will not only provide them with new skills and new people to meet, but also a wage. They can also learn how to budget with their salary!



There are courses that cover almost every interest, from Chinese for Beginners to Social Media Marketing



# Live Broadcast highlights

An insight into apprenticeships at top employers

There are over 60 live broadcasts with employers and their apprentices, taking place across the UK in a variety of sectors. We've picked a few of our favourites below that might help your child decide whether a certain employer or sector would be suited to them! You can view these and lots more of great broadcasts on catch up via:

[www.amazingapprenticeships.com/live-broadcasts](http://www.amazingapprenticeships.com/live-broadcasts)



**TFL** - Meet Hannah, a Project Management apprentice for Transport for London. Find out how she ended up in her role and why she loves working for TFL in the transport sector.

Watch here: <https://amazingapprenticeships.com/live-broadcast/tfl-naw2019-interviews>

## Balfour Beatty

**Balfour Beatty** - Get an insight into life at the biggest construction company in the UK. Meet George, a second year, Civil Engineering degree apprentice and find out why he chose Balfour Beatty.

Watch here: <https://amazingapprenticeships.com/live-broadcast/balfour-beatty-21st-january-2019>



**BENTLEY**

**Bentley Motors Ltd** - Meet Matt and Jo, two degree apprentices at Bentley. Find out why they love working for Bentley and what helped them make the decision to relocate to Crewe.

Watch here: <https://amazingapprenticeships.com/live-broadcast/bentley-motors-ltd-13th-february-2019/>



**accenture**

**IBM & Accenture** - Sarah and Tomas, apprentices at IBM and Accenture, explain why they chose the apprenticeship route and how it has helped to kickstart their careers.

Watch here: <https://amazingapprenticeships.com/live-broadcast/apprentice-interviews-ibm-accenture>



**Unilever & BBC** - Two engineering apprentices at the BBC explain balancing working and studying for a degree. Jake, project management apprentice at Unilever, gives us an insight into his role.

Watch here: <https://amazingapprenticeships.com/live-broadcast/unilever-bbc-naw2019-interviews>

**SIEMENS**  
*Ingenuity for Life*

**LEYLAND TRUCKS**  
A PACCAR COMPANY

**Siemens & Leyland Trucks** - Hear from 3 apprentices in engineering and business roles, to understand the most exciting elements of their job roles and the application processes involved.

Watch here: <https://amazingapprenticeships.com/live-broadcast/siemens-leyland-trucks>

## Frequently Asked Questions

Your key questions answered

Over the year, we have spoken to thousands of parents at different careers events about their most pressing questions surrounding apprenticeships. Take a look at some of the most frequently asked questions below.

### Will my child meet other apprentices?

Most of the apprentices we speak to say they have been given plenty of opportunities to meet other apprentices. As well as this, they will be encouraged to network with colleagues, whether through their employer, particularly at large organisations who might run social or team building activities or their training provider who will encourage them to meet other apprentices who are studying with them.

### After their apprenticeship will they have a job?

The vast majority of employers will offer jobs to their apprentice after their apprenticeship, as they have invested a lot of money and time into the individual and trained them to work effectively for their organisation. However, many apprentices do move on to do so as they may have received a promotion or progressed to another role with a different company. 90% of apprentices stay in employment or training.

### How long are apprenticeships?

The length of an apprenticeship can vary depending on the level they are studying and the employer. All apprenticeships must last a minimum of 12 months. Typically, an intermediate or advanced apprenticeship will be between 12-24 months, whereas a degree apprenticeship could take anywhere between 4-6 years. This is a little longer than full-time university, due to an apprentice balancing a full-time job and studying.

### What support is available?

Apprenticeships are designed to give individuals a supportive environment to learn in. At work, the apprentice will have a line manager but they will also be assigned a mentor (and this person is not usually their line manager). Their mentor will be there to help and guide them as they commence their new role. The training provider will also provide support in their professional development and helping them to make the transition from full-time education into an apprenticeship and the world of work.

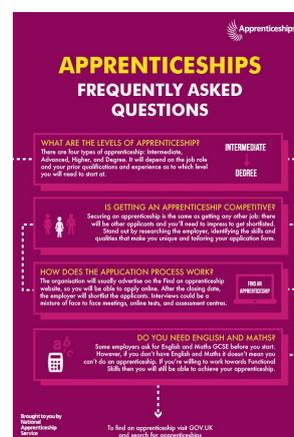
### My child doesn't have much experience or many qualifications, can they still do an apprenticeship?

Apprenticeships are available to anyone who has completed Year 11, living in England. There will be different entry requirements depending on the industry, job role and apprenticeship level. Changes to the minimum English and Maths requirements mean that people with a learning difficulty or disability can now access a level 2 intermediate apprenticeship as long as they can achieve an Entry level 3 qualification during their apprenticeship. Any previous experience will be valuable but not essential to most employers.

### More information

If you have more questions, check out our Frequently Asked Questions poster:

<https://amazingapprenticeships.com/resource/apprenticeships-frequently-asked-questions/>



# Results Day:

## How to prepare

### Keeping your options open

Results day can be a stressful day for many students who have just undertaken their exams, however it doesn't have to be. Having a plan A, B and even C is a great way to minimise disappointment and stress levels. Hear direct from some apprentices about how they prepared for results day.

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Make an account on Find an Apprenticeship and start scrolling through the different apprenticeship opportunities that are available. Remember to set up alerts and Find an Apprenticeship will notify you when an apprenticeship that matches your specification is added, you'll get notified! It's super easy to use and got me my apprenticeship.

**Oliver, Coventry**

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I knew I wanted to get a high-level qualification, so I used the Higher and Degree apprenticeship vacancy listing on GOV.UK before results day to see which employers and industries I was most interested in. After doing some research I was then able to narrow down the vacancies I wanted to apply to, and there were even links straight to the application form!

**Chloe, Manchester**

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I used the Find an Apprenticeship website to apply for lots of different apprenticeship opportunities. This was a great plan as I could keep my options open and managed to secure interviews with a few of the employers. Before the interviews I made sure to do extra research on the employers I was really interested in, to make myself as competitive of a candidate as possible.

**Dan, Plymouth**

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I knew I wanted to take a gap year so I could travel and do volunteer work. The benefit of this route meant I had time to really research and find my ideal apprenticeship. I used the Vacancy Snapshot website to get brilliant hints and tips direct from the employers. This made multiple application processes far less stressful and helped me to stand out from the crowd!

**Lydia, Ely**

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I had applied for both university and apprenticeships, so in the lead up to results day, I really thought about which option would suit me better. I spoke to lots of young people who had chosen one of the routes I was choosing between and made up my mind that I would be better suited to a degree apprenticeship, as opposed to full time university study. Speaking to others was invaluable.

**Luke, Norfolk**

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# Where an apprenticeship can take you with Travis Perkins

Did you know that Travis Perkins operate 20+ industry leading businesses across the UK?

Travis Perkins <sup>plc</sup>

The Travis Perkins Group, who have a turnover of £6.7bn and more than 28,000 colleagues, gave us some insight into how far an apprenticeship with them can take you. Find out why one of their apprenticeship programmes, from Customer Service to Management, might be right for your child.

## How can your career blossom in Travis Perkins after starting an apprenticeship?

Travis Perkins has a long history of developing its apprentices. When you look across the Senior Leaders within the Group, it's not unusual to find out that they started their Travis Perkins career as an apprentice. Within our Branches and Stores, we offer a full development journey through apprenticeship programmes.

Starting on the shop floor, you'll develop yourself through the Serving our Customers programme which offers a Level 2 apprenticeship either in Retail, or as a Trade Supplier, depending on the area of our business you join. Once you've built your foundation knowledge of our products and our customers, you'll begin developing your leadership skills through our Managing a Team and Leading a Business Programmes which offer Level 3 and Level 5 apprenticeship qualifications in Management.

The development offered through apprenticeships within the Travis Perkins Group really helps you to fast track your career. With the right attitude and willingness to learn, you could be managing your first Store or Branch within just 4 years.



## What are some of the benefits of life at Travis Perkins that an apprentice could look forward to?

When you join Travis Perkins Plc, you're opening up opportunities across the 20+ different businesses that make up the group. Our apprentices network with other colleagues across all of our businesses during their time on the programmes and for many of them, this has led to different career opportunities that they might not have considered previously.

When you join Travis Perkins Plc, you're opening up opportunities across the 20+ different businesses that make up the group.

All of our programmes give you the opportunity to drive performance across your business area and deliver projects that will positively impact what we do. Our supportive 'family feel' encourages you to challenge the way we do things, take risks and learn what works for you.

## What do you look for in your apprentice applicants?

For us, it's all about having the right attitude. Whichever Travis Perkins apprenticeship you choose, you'll need to be motivated, ambitious and up for working in a fast-paced, diverse environment. We'll give you plenty of support but you'll also get ownership, responsibility for real work and the freedom to figure out how to do things your way.

Our supportive 'family feel' encourages you to challenge the way we do things, take risks and learn what works for you.

# Where an apprenticeship can take you with Travis Perkins

Did you know that Travis Perkins operate 20+ industry leading businesses across the UK?

## What advice would you give apprentices hoping to progress through the business at Travis Perkins?

We spoke to some of our Senior Leaders who started their career journey on an apprenticeship to find out what advice they would give their former self, and pass on to any future apprentices within the business.

'Have a proactive approach to building your career and always say yes, you never know what it might lead to. People talk about making your own luck. The harder you work, and the more effort you put in, the luckier you get. If you say yes, you're putting yourself in positions where you can get luckier.'

- **Kieran Griffin, Managing Director**

'All of the ability and intelligence in the world doesn't count for much if you don't have a positive attitude and work ethic. In this business you get out what you put in so have a great attitude, be proud to work for your business and do all you can to look after our customers.'

- **Dan Storer, Regional Director**

Find out more about the great apprenticeship opportunities at Travis Perkins on Vacancy Snapshot: <https://amazingapprenticeships.com/vacancies/employer/travis-perkins-plc/>

Check out the Travis Perkins careers page here: [www.tpplccareers.co.uk/apprenticeships](http://www.tpplccareers.co.uk/apprenticeships)



'Enjoy it and give 110%. The opportunities to move up through the ranks are endless. When I entered trainee scheme as an 18 year old, I never thought I'd be a Director by the age of 30.'

- **James Woodward - Regional Director**

# How my employer has supported my mental health

Meet Molly Partridge, Young Apprentice Ambassador, and apprentice at Balfour Beatty. Molly shares her personal experience with mental health.



Mental health is more than just feeling “not okay”. Mental health plays a part in everyone’s lives and impacts us all in some way; whether you’re suffering with a mental illness or you’re supporting someone who is, you’re still affected.

Mental health and having a mental illness are two completely different things. Everyone has mental health, but not everyone has a mental illness - just like physical health and a physical illness. You can have good mental health but actually be diagnosed with anxiety. Or vice versa: bad mental health, but no mental illness. The two are often confused, but we can change that.

One thing to remember about mental health is that anyone can have bad mental health and you may not even know. The person you sit next to at work may have severe anxiety. Your cousin may be suffering with depression. You can never tell what someone is hiding and more often than not, someone will hide their mental health if they’re not in a good place. The sad reality is that there is still a stigma around mental health that people cannot do their jobs properly if they have a mental illness. People think that an employer is less likely to want you if they see “depression” or “bipolar disorder” on your records. And for young people, there’s a stigma that you can’t really “have bad mental health” if you haven’t experienced life as much as other people. All of this is incorrect.

I personally have bipolar disorder, which is a mental illness that impacts me in both episodes of mania and depression. I am on medication – both anti-depressants and beta blockers (for my anxiety and panic attacks). And my employer knows that this does not affect how hard I work.

I am just like any other employee: loyal, committed and willing to learn. I had fears of starting at my current workplace thinking people would judge me for being “only 21” and having pretty bad mental health.

But as soon as I started my job, I knew this simply wasn’t true. I’m not someone to hide my mental illness and I am willing to help people understand what I go through – all of the anxieties and how things impact me in different ways than other people, the good and bad parts of my mental health and more importantly, how I work.

**We have a ‘mates in mind’ scheme where we all talk about mental health, along with having mental health first aiders on each workplace site.**



My company is a brilliant company to raise mental health awareness with as we have a ‘mates in mind’ scheme where we all talk about mental health, along with having mental health first aiders on each workplace site. And this is something every workplace should invest in.

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Mental health awareness is important to apprentices so you know that what you're feeling is not uncommon and that you're not alone. We all need someone to rely on and whether this is a friend or colleague, you can find someone. You're not alone and you never have to be.

Every employee – not just apprentice – should know they can have help. They can help others too. Just explaining what makes you sad can help. Supporting or listening to someone who needs a shoulder to cry on will help. Raising awareness and removing the stigma around mental health will help.

Mental health awareness is important to apprentices so you know that what you're feeling is not uncommon and that you're not alone.

Every apprentice is in a position to change their business and even the world. We are the future. So whilst we're the future, we can help raise awareness of mental health. We can help people understand the difference between mental health and a mental illness. Next time you're in work, remember that you can help people and help raise awareness to mental health.



## Help and support

If you are experiencing mental health crisis and need urgent help, you can call Samaritans on 116 123. They're available to offer support 24/7 every single day of the year. Alternatively, you can text 'SHOUT' to 85258.

If you are concerned about the mental wellbeing of yourself, a friend, family member or someone you know, visit <https://www.headstogether.org.uk/get-support/> to find out about charity partners who are there for you.

# 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](http://www.instituteforapprenticeships.org/apprenticeship-standards)

Engineering and Manufacturing	Marine Technical Superintendent 	Overseeing vessel performance and the technical and operational condition of vessels.	7 (Degree)
Engineering and Manufacturing	Print Technician 	Producing a range of printed goods to meet customer and business needs.	3 (Advanced)
Creative and Design	Broadcast & Media Systems Technical Operator 	Supporting the delivery of broadcast and communication services	3 (advanced)
Transport and Logistics	Transport Planner 	Designing and developing transport and travel systems, which are safe to operate, environmentally sustainable, and take into account access needs for everyone.	Level 6 (Degree)
Construction	Acoustics Technician 	Understanding the science of sound and vibration propagation and applying this to work areas relevant to their employer's working practices.	4 (Higher)
Engineering & Manufacturing	Vehicle Damage Paint Technician 	Preparing, spraying and finishing vehicles that have been involved in collisions and other incidents.	3 (advanced)
Health & Science	Environmental Health Practitioner 	Promoting a safe and healthy environment for the public and businesses, through education and enforcement.	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.

## Employer Advice

### Hear directly from employers

Lots of our previous Parents' Pack editions have featured great apprentice employers! Find out what you might have missed below, just click on the logos to be taken to the Pack the article is featured in.

Hear from lots more apprentice employers via Vacancy Snapshot here: <https://amazingapprenticeships.com/vacancies>



Advice on applying with Nestlé



Assessment Centres with Sky



Apprenticeships with the Army



Construction professions with Mace



Legal apprenticeships with CILEx



Career progression with TONI&GUY