

Parents' Pack

Apprenticeship Information

Edition 18: March 2020



Preparing to apply

Carolyn Savage, Head of Apprentice Engagement

Dear Parents,

It is coming up to that time of year when your children in Year 11 or 13 will seriously be considering their next steps in their education.

This edition of the parents' pack highlights some of the amazing opportunities available to your child through an apprenticeship and identifies some helpful ways to be spotting those opportunities and putting their best foot forward in the application round.

We also celebrate the female apprentices who featured in Amazing Apprenticeships' 'Apprenticeship A-Z of Women at Work' resource, which shares the inspiring stories of 26 female apprentices in a variety of different job roles and industries to help to inspire the next generation following International Women's Day 2020.



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					

How can I tell if it's a 'good' apprenticeship?

Tips on finding the most suitable apprenticeship.

Finding the right apprenticeship is important to help ensure that your child has an enjoyable apprenticeship experience. We've collated some tips to help you spot the best apprenticeships.

1. WHAT ARE THEY PAYING?

A high salary doesn't automatically equate to a good apprenticeship, but a fair wage is an encouraging indicator that an employer is willing to invest in their staff. A low starting salary may increase with pay rises or it may be supplemented with other company perks. Try to see if the employer provides benefits such as product discounts or travel discounts and canteen subsidies.

2. WHAT ARE THE LIKELY PROGRESSION OPPORTUNITIES?

Try to find out what the progression opportunities are like within the company on completion of the apprenticeship. Does the employer talk about progression and climbing the career ladder during open days or as part of the recruitment process? Do they have any case studies on their website of staff who have taken on more senior roles?

3. IS IT A PERMANENT OR FIXED TERM POSITION?

Employers are allowed to offer either permanent or fixed term contracts to apprentices. If it is a fixed term position, it must cover the duration of the apprenticeship as a minimum. If it is a fixed term position, look for indicators that the employer is willing to support staff to move into permanent positions on completion.

4. WHICH TRAINING PROVIDER ARE THEY USING?

You will be able to look up the Ofsted rating for the provider and also have a look at their website to see which other companies they work with. You will be able to get a feel for how they look after their apprentices and celebrate their achievements through news and award ceremonies. Also, look out for the social and wellbeing opportunities that they provide their apprentices with such as clubs, societies, fundraising activities and volunteering.

5. IS THE ROLE VARIED?

Read the job description and job advert to see if the employer is offering the opportunity to be involved in different parts of the business or with different projects as this will help to make the role varied and exciting for your child. Lots of firms offer rotational programmes where the apprentice can spend time in different departments to find the place that they thrive in.

How can I find out more?

Remember to visit Vacancy Snapshot: www.amazingapprenticeships.com/vacancies to read up on some high profile employers and the packages that they offer their apprentices.

Celebrating female apprentices on International Women's Day 2020

Inspiring role models for young females considering apprenticeships.

In celebration of International Women's Day 2020, Amazing Apprenticeships launched 'The Apprenticeship A-Z of Women at Work' this month, highlighting 26 female apprentices and their employers to celebrate their success in their apprenticeship journey.

This resource includes 26 flashcards that feature inspirational female apprentices and their employers, in a wide variety of industries, along with a detailed case study booklet. Through this brilliant resource, we want to introduce individuals across the world to some amazing female apprentices, and to inspire them to find out more about the wide and exciting range of job roles available.



Flashcards



Case study booklet

PLUS



You can download and read their inspiring stories here: <https://amazingapprenticeships.com/iwd2020>



READ THE REVIEWS!



Apprenticeships provide real world skills

Apprentices will be learning skills they'll need for life from day one.

One of the great benefits of the apprenticeship pathway is the exposure and support that the apprentice will receive to develop new skills. From the beginning of their programme, apprentices will be learning and refining a mix of important behaviours and skills.

Skill	Personal development
Professional skills	From learning the basics of writing emails in a professional tone, to understanding the do's and don'ts of the workplace, apprenticeships introduce individuals to working life in a supportive environment.
Industry skills	Apprentices gain immediate exposure to how businesses work. They will gain an understanding of sector priorities and trends linked to the industry. Apprentices will also work with up-to-date technology and learn from experienced colleagues working alongside them every day.
Confidence	Apprentices are given lots of support by their employer to help them to build their confidence. Tasks such as working on projects, contributing to the organisations' goals and speaking with clients will help to build up confidence as a professional and in their everyday life.
Resilience	Finding and securing an apprenticeship can be competitive and just like any job in the real world, not everyone that applies will be successful first time. The rigorous application processes, as well as finding solutions for challenges that may occur in the job role, will teach apprentices to develop and build their resilience.
Time management	Getting up early, meeting deadlines and managing their workload whilst studying for their apprenticeship, can make apprentices some of the best individuals at managing and prioritising their time.
Interpersonal skills	Working in a team with colleagues of various ages and backgrounds is very different to the school environment young people are used to. Learning how to communicate effectively, work collaboratively, share/receive feedback, listen and manage relationships in a professional environment will provide the opportunity to develop amazing interpersonal skills.
Public speaking	Apprentices may need to present ideas to colleagues on team/individual projects, speak in meetings or even deliver a speech at a conference. There are likely to be lots of opportunities to develop this skill in their job role.

Life as an apprentice at Channel 4

Meet Chloe, Digital Marketing Diploma Apprentice at Channel 4



We caught up with Chloe, apprentice at Channel 4. Find out all about her apprenticeship journey and experience below.



What is your current job at Channel 4?

Agency Sale Executive

What does your job involve?

I create and design websites, design logos and even create apps! I have studied digital and mobile

marketing, reputation management and also learnt how to monitor metrics and analytics.

What made you choose an apprenticeship with Channel 4?

I was always passionate about working in the television industry and I wasn't sure whether to go to university. I saw this opportunity come up and it just seemed perfect for me.

What is it like working for one of the biggest broadcasters in the UK?

Working for Channel 4 was like ... WOW! How did I manage this?! Every day is a new opportunity and I've had the absolute pleasure of going to some of the most fabulous and inspiring events.

Every day is a new opportunity and I've had the absolute pleasure of going to some of the most fabulous and inspiring events.

Is the apprenticeship route very competitive for Channel 4?

I would be lying if I said it wasn't! There were 3,000 applicants in total and only around 12 apprenticeships going. Only 1 apprenticeship was up for grabs in the Manchester office. If our initial application was successful, we got invited to an assessment day.

There were 3 stages in total and it rallied down to only 4 of us that made it to the 121 interview. Although that seems terrifying... it was so fun and everyone was so lovely!

What is the most exciting project you have worked on?

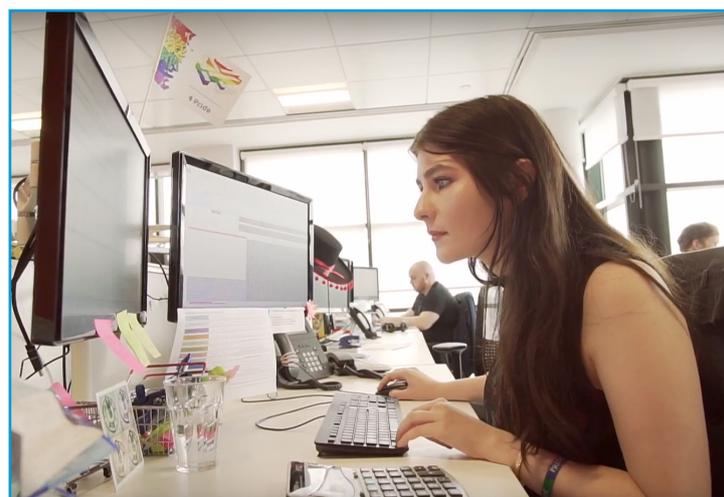
Probably the Manchester Pride Parade. It was incredible and I was so proud to be a part of it.

What have you accomplished through your apprenticeship?

I completed my Diploma. I won MPA Apprentice of the Year AND I gained a permanent role

What is your proudest moment since starting work at Channel 4?

Introducing 4Purple to the Manchester office. The #PurpleLightUp event was the proudest moment of my career, just watching the office light up Purple to raise awareness of International Day of Persons with Disability.



Life as an apprentice at Channel 4

Meet Chloe, Digital Marketing Diploma Apprentice at Channel 4



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

It's a total myth. I came out of the apprenticeship with a diploma and full time job. It really helped me get my foot in the door. I couldn't be happier with how it turned out. Your children will not lose out on anything, I assure you.

This apprenticeship changed my life. The apprenticeship allowed me to create my own path and helped kick start my now successful career.

This apprenticeship changed my life. I genuinely did not know where I was going or what I wanted to do. The apprenticeship allowed me to create my own path and helped kick start my now successful career. I couldn't encourage people more to take an apprenticeship.



Chloe recently also shared her story with Disability Rights UK, a charity who work for equal participation and opportunities for disabled people.

In the article, Chloe explains her route into her apprenticeship with Channel 4, how Channel 4 have supported her in her role and with her hearing impairment, what her apprenticeship has meant to her, as well as sharing her words of wisdom for young people with a disability considering an apprenticeship.



To read Chloe's inspiring case study and watch a short film of Chloe at Channel 4, visit:

<https://www.disabilityrightsuk.org/chloe-o-toole>

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

Legal, Finance and Accounting	Accounts / Finance Assistant 	Maintaining an efficient and accurate finance function within a business.	Level 2 (Intermediate)
Transport and Logistics	Air Traffic Controller 	Directing aircraft on the ground and through controlled airspace.	Level 5 (Higher)
Protective Science	Counter Fraud Investigator 	Leading small non-complex criminal investigations and a range of civil investigations.	Level 4 (Higher)
Creative and Design	Fashion Studio Assistant 	Supporting designers to create new materials, styles, colours and patterns for fashion brands and labels.	Level 3 (Advanced)
Sales, Marketing and Procurement	Marketing Manager 	Responsibility for the marketing activities and strategy of their organisation.	Level 6 (Degree)
Legal, Finance and Accounting	Motor Finance Specialist 	Offering and administering finance packaging to customers buying vehicles.	Level 3 (Advanced)
Agriculture, environmental and Animal Care	Veterinary Nurse 	Providing expert nursing care for sick animals.	Level 3 (Advanced)
Transport and Logistics	Transport Planner (Degree) 	Designing and developing transport and travel systems, which are safe to operate, environmentally sustainable and taking into account access needs for everyone.	Level 6 (Degree)

Applying with Santander

Santander take us through their application process.



STEP 1: ONLINE APPLICATION

Once you've submitted your application, we'll review and check you meet the requirements for your chosen role. We'll also be assessing your application form for accuracy – so check all your spelling and grammar before you submit your application!

 **We'll usually be in touch within a week of your initial application date**



STEP 2: ONLINE SCENARIO QUESTIONS

For some roles, after completing the online application, you'll be asked to complete online assessments. If you don't meet the requirements, your application won't be taken any further.

 **An outcome at this stage will typically be provided within 48 hours.**

STEP 3: MOVING FORWARD

If you pass the initial selection process you'll be invited to speak to a member of our Resourcing team to discuss the role in more detail. This call will last approximately 20 minutes.

 **We'll let you know how it went within a week.**

STEP 4: SHORT-LISTING

Having passed the initial selection process, your application will then be submitted for review for short-listing. If successful you will be invited to either a face-to-face interview or an assessment day, which will include some formal assessment of your skills and competencies.

 **This stage can take up to four to six weeks.**



STEP 5: OFFER

If you're successful we'll make a verbal offer for the role, subject to our Fraud, Credit and Referencing checks.

STEP 6: START DATE

Depending on the role, your start date could be very soon. Whenever you join, we'll be sure to give you everything you need to make a great impression on your first day

Upcoming vacancies with top apprenticeship employers

Explore the range of exciting apprenticeships

Check out a selection of employers from Vacancy Snapshot have recruitment windows open.



BARRETT

Roles in: Trades (Bedroom Fitting), Bricklayer, Construction, Quantity Surveyor and Design Engineering

Open: Now in all UK locations

Find out more: amazingapprenticeships.com/vacancies/employer/barratt-developments-plc



BP

Roles in: Data Scientist, Supply Chain, Upstream Digital Scientist, IT, Commercial Procurement, BP Software Developer and HR.

Open: Now in the UK

Find out more: amazingapprenticeships.com/vacancies/employer/bp-2



DIRECT LINE GROUP

Roles in: Customer Service, Private Insurance

Open: Now in Crewe

Find out more: amazingapprenticeships.com/vacancies/employer/direct-line-group



EY

Roles in: Assurance, Business Consulting, Tax, IT Risk Assurance, Personal Tax and Transactions

Open: Now in the UK

Find out more: amazingapprenticeships.com/vacancies/employer/ey



HSBC

Roles in: Wealth and Personal Banking + Commercial Banking

Open: Now in the UK

Find out more: amazingapprenticeships.com/vacancies/employer/hsbc-uk



MACE

Roles in: Health, Safety and Wellbeing

Open: Now in the UK

Find out more: amazingapprenticeships.com/vacancies/employer/mace

Upcoming vacancies with top apprenticeship employers

Explore the range of exciting apprenticeships



NETWORK RAIL

Roles in: L3 Engineering apprenticeship

Open: Now in the UK

Find out more: amazingapprenticeships.com/vacancies/employer/network-rail



PETS AT HOME

Roles in: Dog Groomer

Open: Now in the UK

Find out more: amazingapprenticeships.com/vacancies/employer/pets-at-home



ROYAL NAVY

Roles in: Marine Engineer, Air Engineer, Submarines and Weapon Engineer

Open: Now in the UK

Find out more: amazingapprenticeships.com/vacancies/employer/royal-navy



TRANSPORT FOR LONDON

Roles in: Business, Engineering and Technology

Open: Now in London

Find out more: amazingapprenticeships.com/vacancies/employer/transport-for-london

New Sixth Form resource

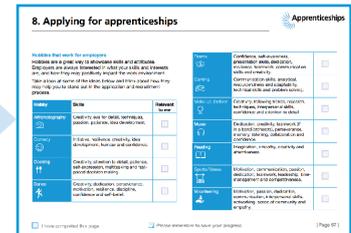
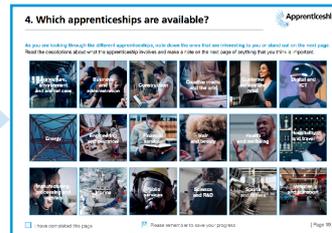
Student Apprenticeship Guide

High quality, impartial information on apprenticeships

SELF-STUDY GUIDE FOR YEAR 12 AND 13

Although designed for use in schools, we have recently launched the Student Apprenticeship Guide, designed for students in years 12 and 13, to equip them with essential information about apprenticeships and guide them through how to research and apply for opportunities. The interactive guide is packed with:

- Engaging activities
- Checklists
- Reflective questions
- Short films
- An application tracker tool



This is an exciting, new and informative resource that could support parents in assisting their child in researching and applying for apprenticeships.

 The guide is available to download here: tinyurl.com/twzxya4

NEW SELF-STUDY INTERACTIVE STUDENT APPRENTICESHIP GUIDE

CAN BE USED TO SUPPORT **DISTANCE LEARNING** OR CLASSROOM-BASED DEVELOPMENT

→ FOR USE WITH STUDENTS IN YEARS 12 & 13 ←

THE GUIDE INCLUDES

- + ENGAGING ACTIVITIES
- + CHECKLISTS
- + REFLECTIVE QUESTIONS
- + SHORT FILMS
- + APPLICATION TRACKER TOOL
- + NOTES SECTIONS
- + MUCH MORE...



PLUS: TEACHER GUIDE



Learn at home resource hub - coming soon

A new resources hub 'Learn at home', will provide useful and engaging resources for students during any school disruption

Learn at home

In response to the current situation concerning Covid-19, Amazing Apprenticeships has created a new online resource hub to ensure students can continue to explore apprenticeships from any location.

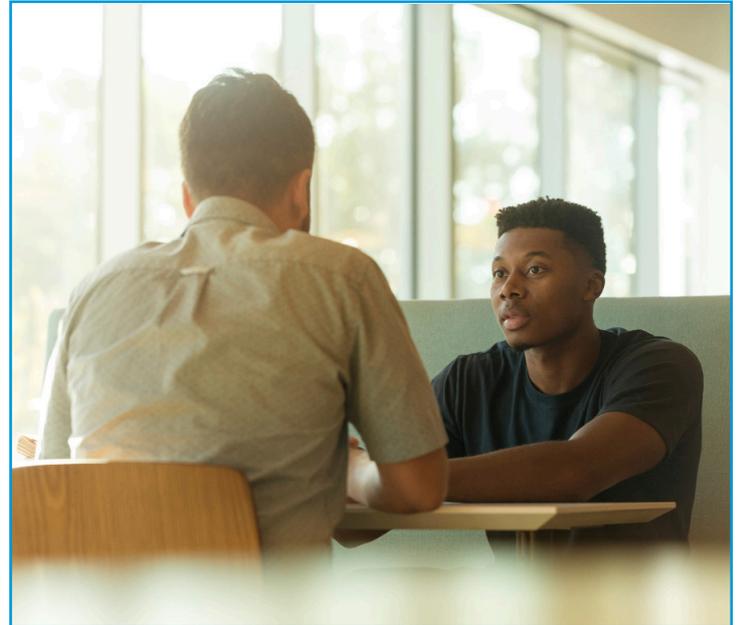
The new 'Learn at home' hub will contain a series of resources providing students with activities and ideas to keep the careers conversation flowing during school closures/disruption.

Activities will range from:

- Online interactive quizzes
- Mindfulness creative activity
- Online and offline puzzle activities
- Vlogs activity
- Informative online broadcasts
- Interactive Sixth Form guide
- Much more...

Who are the resources suitable for?

The majority of the resources are suitable for students in years 7 through to 13 and are expected to take up to 30 minutes to complete.



Register now

Sign up to our mailing list so we can let you know when the 'Learn at home' resource hub address has launched: <https://tinyurl.com/WTJ96R4>

Higher and Degree apprenticeship vacancy listing 2020

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

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

To download a copy of the listing, please visit:

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

Supported by
National
Apprenticeship
Service

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



Interactive apprenticeship

live broadcasts

Bringing a world of opportunity and experiences directly into the classroom

What is an interactive live broadcast?

Learn Live is an innovative, interactive, live online channel that brings a world of opportunity and experiences directly into the classroom, home or business. Each interactive Learn Live broadcast last no longer than 15 minutes and can be attended by an unlimited number of schools/colleges or individuals simply by logging into the channel.



Interaction during the broadcasts is encouraged by the presenter asking questions on what the student audience has seen on screen. The students are all given an opportunity to answer the questions one at a time and the first correct answer is awarded a point. The answers are saved at the end of the broadcast for evaluation purposes and shared with stakeholders.

What happens in a live broadcast?

The live broadcasts showcase an organisations key messages, provide live video feeds, play and share video content and applications and act as a repository of information that can be downloaded by teachers, students and parents. It as a secure, moderated chat facility that can be used with iPads, iPhones, Apple TV, PC/ laptop, Macs and Androids.

Students and teachers are encouraged to ask and answer questions during the broadcasts either verbally or by using the chat facility. Twitter is also used to capture questions and comments from students and teachers in real time during the live broadcasts which allows instant feedback to be given by the presenters from the organisations involved.

Who can access live broadcasts?

Learn Live technology is free to parents and doesn't require any additional equipment to be purchased to interact with the live broadcasts. All broadcasts can be viewed via a Google Chrome or Microsoft Edge browser on laptops, PCs or tablet devices.

All broadcasts on Learn Live are also recorded and available on the Amazing Apprenticeship website.

Find out more

To find out more about the live broadcasts please visit <https://amazingapprenticeships.com/live-broadcasts>