

Parents' Pack

Apprenticeship Information

Edition 9: June 2019



Apprenticeships are for everyone

Carolyn Savage, Head of Apprentice Engagement



I am proud that the apprenticeship programme supports all individuals and is a truly inclusive pathway for all.

This month as we celebrate Pride, we have brought to you a case study of one of our Vacancy Snapshot employers, Capgemini, explaining the fantastic support that they provide for LGBT+ apprentices.

This is just one of many employers who are ensuring that all of their apprentices are treated equally and given essential support in the workplace. A number of employers have worked with their apprentices to develop really fantastic support programmes and activities to ensure that they feel valued and safe to express themselves individually.

Two years ago, the government launched the Apprenticeship Diversity Champions Network (ADCN). The Network promotes apprenticeships and diversity amongst employers and encourages more people from underrepresented groups, including those with disabilities, women and members of the Black, Asian and Minority Ethnic (BAME) communities and LGBT+, to consider apprenticeships.

If you would like to find out more about the work of the Apprenticeship Diversity Champions Network, please visit: www.gov.uk/government/groups/apprenticeship-diversity-champions-network



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tips

Get ready to impress.

Employers use an interview to get to know your child. Equally, your child can use it as an opportunity to see if the employer feels like the right fit for them. Take a look at our top tips to help your child to make a good impression.



BE EARLY

Prepare your route to the interview in advance. Plan to arrive 30 minutes before the set interview time and make sure you've built in time for any potential traffic problems. When you arrive, greet the receptionist with a smile to show that you are open and friendly.



DOUBLE CHECK WHAT YOU ARE ASKED TO BRING

Remember to bring any important documents that the employer has requested, such as ID, certificates or a portfolio. If you haven't got a document they have requested, let them know in advance, you may be able to arrange to bring an alternative.



GO OVER THE APPLICATION AND PREPARE SOME NOTES

Take a copy of your application with you so that you can remind yourself of what you may be asked. Also remember to take any key facts / notes from your research to help to impress the interviewer.



CHECK THE DRESS CODE

Dress smartly to show that you are taking the interview seriously. Most people will wear a smart pair of trousers or a skirt with a shirt or blouse. If you are not sure, check with the person that has invited you to the interview.



PREPARE SOME EXAMPLES

The interviewer is likely to ask you about your previous experience and also what you feel your strengths are. Have some relevant examples prepared from times that you have been part of a team, used your initiative and met deadlines.



BE PASSIONATE AND ENTHUSIASTIC

Start with a firm handshake at the beginning of the interview and speak clearly. Show genuine interest in the company by sitting up straight, smiling and making good eye contact. Remember to thank them at the end and shake their hand again.



PREPARE SOME QUESTIONS

A question to the interviewer such as, 'What have your favourite moments working here been?' would be a great choice. Or perhaps a question that shows research, for example, 'I noticed from your website ..., can you tell me a bit more about it?'

Finding an LGBT+ inclusive employer

Also available as a poster on amazingapprenticeships.com

FINDING AN LGBT+ INCLUSIVE EMPLOYER

Everyone should feel valued and accepted in the workplace. There are lots of employers doing wonderful things to celebrate and welcome LGBT+ individuals in their teams! Take a look at our 5 top tips below to help you to research LGBT+ friendly employers:

1 HAVE A LOOK AROUND THEIR WEBSITE

You can usually tell if an employer is proud to celebrate diversity as they will want you to know about it! Browse their website, do they have a separate section on diversity? Is LGBT+ included in their ethos or policies? Do they share information on support groups or societies they have for LGBT+ individuals?

2 CHECK OUT THEIR SOCIAL MEDIA

Look through their social media channels, particularly for smaller employers who may not have as much information on their websites. Do they support campaigns such as Pride or just give a general tone of inclusion and support?

3 WHAT DO THEIR EMPLOYEES SAY?

Does the organisation share case studies of LGBT+ employees? If you know a current employee, they might be able to give you an idea of how inclusive the employer is and the support they offer. You could also look up reviews that employees may have written about diversity and inclusion in the workplace.

4 WHAT DOES THE LGBT+ COMMUNITY SAY?

Websites such as Stonewall are a great place to start your research, as they publish a list of their 100+ inclusive employers. Don't forget other awards for diversity and inclusion, not all employers can feature in the top 100, but might still be brilliant!

5 VISIT THE EMPLOYER — HAVE A LOOK FOR YOURSELF

Challenge any stereotypes you may have about a sector or organisation by seeing it for yourself! Arrange a visit to get a feel for what the workplace is like. Smaller businesses who may not promote a lot on their website, could still be the perfect employer for you.

To find an apprenticeship visit [GOV.UK](https://www.gov.uk) and search for apprenticeships

Making the switch from school to work

Preparing yourself for a full time role.

The change from school to full-time work is a big one and adjusting to the workplace might be a challenge. Your child doesn't have to face this challenge alone. Four amazing apprentices share their tips with us on keeping motivated and staying well at work:



Use your lunch break

I found it was important to step away from my computer screen and make the most of my lunch break. I work for a big organisation, so finding someone to go to lunch with, take a walk round the local area or head to the gym for a quick workout was no difficulty at all

Ahmad, Bristol



Keep motivated

No matter how big or small, having something to look forward to at the weekend is a great motivator for me! I might catch up with a friend, go out to dinner or cook a meal for friends. This keeps me motivated and focused on my work.

Alfie, Gloucestershire



Take on a challenge

My colleagues and I took on the challenge of training for a local sponsored run, each lunch time we would train for 20 minutes. It was a great way to get up from our desk and take our minds away from work and even get to know each other a little better.

John, Berkshire



Be organised

I find taking five minutes at the end of the day to write a to-do list and plan what I need to do the next day really helps me be organised. Having a list or plan for the next day allows me to stop thinking about what I need to remember after I leave work!

Holly, Hertfordshire



There are lots of helpful online websites for mental health support. Check out <https://www.headstogether.org.uk/get-support/> for support.

What is 20% off-the-job?

Understand how your apprenticeship will be structured.



20% off-the-job

In England it is a statutory requirement for an apprentice to spend 20% of their paid time off-the-job. This will enable them to receive training

and to gain the relevant skills needed to complete their apprenticeship.

How does the government define off-the-job training?

Off-the-job training is training received by the apprentice, during the apprentice's paid hours, for the purpose of achieving their apprenticeship.



What can be included in off-the-job training?

- The teaching of theory, for example attending classroom lessons, lectures or online learning.
- Practical training, possibly through shadowing, mentoring, industry visits and attendance at competitions.
- Learning support and time writing assessments.

Does 20% off-the-job happen every week?

The time spent off-the-job has to be 20% of the overall paid contracted hours an individual spends as an apprentice. It can be delivered flexibly, for example, as part of each day, one day per week, one week out of five or as block release. The employer and training provider will decide the most appropriate model.

Where does the training take place?

The 20% off-the-job training can take place in or out of the work environment. Some employers have in-house training, whereas others work with Colleges, Universities and Training Providers to deliver the training. The training is then taught by subject experts, who have the required skills and experience to teach to a high level.

Will my child get extra study time for exam or end point assessment preparation?

Although it isn't a requirement for employers to provide study time, it is highly likely that the employer will help your child to prepare by giving them time to revise and possibly run mock assessments for them. If your child is struggling to complete their workload or studies, they should talk to their line manager, who might be able to help them find a better balance.

How can I find out more?

When you are helping your child to research apprenticeships, speak to the employer and training provider about how 20% off-the-job is planned to be delivered. There are many different approaches and they will be happy to explain how their programme runs.

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.

Capgemini: Being a Stonewall Top 100 Employer

Josh, an apprentice at Capgemini, explains what the company can offer their LGBT+ employees



What makes Capgemini a Stonewall Top 100 LGBT-inclusive employer?

Capgemini's diversity and inclusion strategy, Active Inclusion, has played a fundamental role in creating an environment where everyone feels valued, included and

empowered. Employees are encouraged to be open and themselves, without fear of judgement.

What does 'Active Inclusion' mean in practice?

In practice, this has meant that, as an LGBT+ employee, I've been made to feel welcome and comfortable from the day I joined, and my colleagues are approachable and supportive.

Capgemini has received numerous awards that are a testament to our dedication towards equality. For instance, Stonewall has recognised Capgemini in their Top 100 Employers list for workplace equality in 2018 and 2019.



How do you support LGBT+ employees?

There are several employee networks within Capgemini. The OUTfront network for LGBT+ employees and straight allies, of which I've been a member since I joined, was established just over 10 years ago to foster a supportive and safe environment at work and beyond.

With support from the OUTfront network, I'm now organising an event that aims to break down stereotypes about the technology industry and assure LGBT+ students interested in a tech career that they will be supported and empowered in the workplace.

If an LGBT young person secured an apprenticeship with you, what support could they expect?

As a young, LGBT+ person myself, I was unsure of what to expect when I joined. However, I quickly learnt that there is a lot of support in place for whatever worry or issue you may have, big or small.

The OUTfront network offers support in many different forms, whether that would be through individual, one-on-one conversations with network members, the co-ordination of initiatives including awareness and role model training courses, and ally support to empower team members.

At Capgemini, you are not treated differently or singled out because of how you identify. You are celebrated for being yourself, and that is something that I really love.

How do you celebrate diversity in your workforce?

At Capgemini, you are not treated differently or singled out because of how you identify. You are celebrated for being yourself, and that is something that I really love. Diversity is also celebrated by educating others about LGBT+ topics.

Capgemini: Being a Stonewall Top 100 Employer

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This ensures that there is a company-wide awareness about being LGBT+, so that your colleagues will be understanding and supportive of you. To build upon this, as part of the Active Inclusion strategy, there is plenty of material available on all things LGBT+.

Diversity is also celebrated through the events that Capgemini hosts and attends. For instance, Capgemini has had representatives who have marched as part of the London Pride parade for the last 2 years with InterTech (a wider LGBT+ network for individuals in the technology industry). As well as this, in the past OUTfront has hosted film nights showing LGBT+ films.

There is such a vast support network at Capgemini and so many individuals who you can speak to in confidence, if you needed to. There is always someone or somewhere you can go to. I would also say that getting involved is important – especially with OUTfront. After joining, attending different events when you can, and building your network is really useful and can help you expand your support system.

The technology industry can be scary but know that if you are joining Capgemini as an LGBT+ person, you will be whole-heartedly supported throughout your entire journey.



Find out more

You can check out Capgemini's profile on Vacancy Snapshot for information on their apprenticeship programmes, when they are recruiting, tips for applying and much more.

Visit: www.amazingapprenticeships.com/vacancies/employer/capgemini/

If an LGBT young person was considering an apprenticeship with Capgemini, but was feeling nervous, what would your advice to them be?









As someone previously in the exact same position, I can understand and sympathise with feelings of nervousness and apprehension before joining Capgemini. My main recommendation would be to speak out if you are having any difficulties or issues.

There is such a vast support network at Capgemini and so many individuals who you can speak to in confidence. There is always someone or somewhere you can go to.

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

Business & Administration	Career Development Professional 	Assisting individuals or organisations before or during career transitions to develop long and short term career strategies.	6 (Degree)
Construction	Building Control Surveyor 	Providing an impartial, independent and accountable third party service to confirm that building work achieves compliance with minimum standards.	6 (Degree)
Digital	Network Cable Installer 	Installing, terminating, testing and certifying network cable infrastructure components.	3 (advanced)
Engineering & Manufacturing	Food & Drink Engineer 	Maintaining, managing and installing a diverse range of specialist equipment and technology used to manufacture food and drink products.	Level 5 (higher)
Health & Science	Research Scientist 	Planning, leading and conducting scientific experiments and analysing results.	7 (Degree)
Health & Science	Sporting Excellence Professional 	Able to competently perform the professional sport in which they train such as cricket, football, rugby league and rugby union.	3 (advanced)
Protective Services	Specialist Rescue Operative 	Efficiently and safely completing rescue operations from confined spaces including at height or underground.	4 (higher)
Sales, Marketing & Procurement	Buying & Merchandising Assistant 	Buying and merchandising assistants work collaboratively to contribute to the delivery of department/company sales and profit targets.	4 (higher)

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.

Traineeships: A stepping stone into apprenticeships, further learning or employment



What is a traineeship?

Traineeships are run by colleges and training providers and are education and training programmes lasting between 6 weeks and 6 months. They include work experience and help young people reach their potential by preparing them for their future careers by helping them to become 'work ready'.

Designed to help young people aged 16 to 24, who don't yet have the appropriate skills or experience, traineeships provide the essential work preparation training, English, Maths and work experience needed to secure an apprenticeship or employment.

Find out more

If you are interested in learning more about whether a traineeship is for your son or daughter, you can find more information at <https://www.gov.uk/guidance/traineeships>.

Are you a parent of a young person who has previously completed a traineeship?

The traineeships policy team, within the Department for Education (DfE), are looking for young people, who were formerly on a traineeship programme, to become Champions for the traineeships programme.

The team want to increase young people's awareness of traineeships and are looking at developing a series of activities to support this. An example of these activities would be sharing their experiences to be used in case studies.

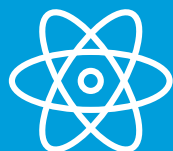
If you and your son/daughter would like to help increase young people's awareness of traineeships then please get in touch with traineeships.policy@education.gov.uk with your name and contact details.

Your support will help to influence future trainees, allowing more young people to kick-start their career and learn valuable employability skills.

Themed sector live broadcasts

Join LearnLive's broadcasts to hear directly from apprentices

Join LearnLive in July for a series of informative themed broadcast days. Each broadcast is focussed on a particular sector and will feature apprentices and employers who will be explaining apprenticeships in their industry. Register to join live on the day, or if you can't make it check back after the broadcast to watch it on catch-up.



NUCLEAR – Friday 19th July from 9:30am till 2:00pm

LearnLive will be meeting apprentices from different companies within the nuclear sector, including, Sellafield Ltd, ENERGUS and others. Jack Gritt, the president of Women in Nuclear, will also join the broadcast.

REGISTER NOW: <https://learnliveuk.com/apprenticeships-live-nuclear>



ENERGUS.



LEGAL – Tuesday 9th July from 9:30am till 2:00pm

LearnLive will be speaking to apprentices from various companies within the legal sector, including, Weightmans, Bidwell Henderson, Addleshaw Goddard and others.

REGISTER NOW: <https://learnliveuk.com/apprenticeships-live-legal>



**BIDWELL
HENDERSON**
COSTS CONSULTANTS LIMITED

Weightmans



FINANCE – Monday 15th July from 9:30am till 2:00pm

Apprentices from different companies within the finance sector will be discussing apprenticeships with LearnLive, including, AJ Bell, Lloyds Bank, J.P. Morgan and others.

REGISTER NOW: <https://learnliveuk.com/apprenticeships-live-finance>



J.P.Morgan



FIND OUT MORE

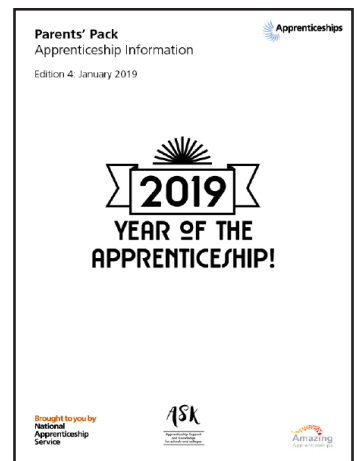
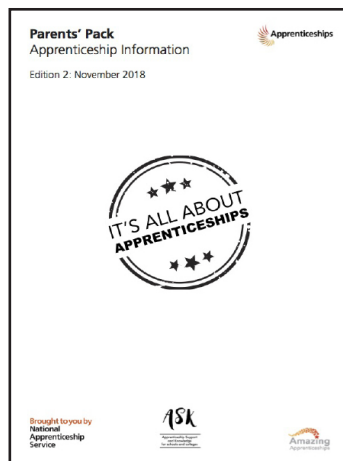
For more information about any of the above live broadcasts, please visit the LearnLive website: <https://learnliveuk.com/live-broadcasts> or contact Lauren Ashworth with any questions: lauren@learnliveuk.com

Previous editions of the Parents' Pack

Have you accessed all of our previous editions?

You can access all previous editions of the Parents' Pack on our website: www.amazingapprenticeships.com/resources
You can also click on the images of each edition below to be taken directly to the download page.

Sign up to our monthly newsletter to stay up to date with news and resources, we send out the Parents' Pack every month to our newsletter subscribers, so make sure you're among the first to receive it:
www.amazingapprenticeships.com/newsletter/

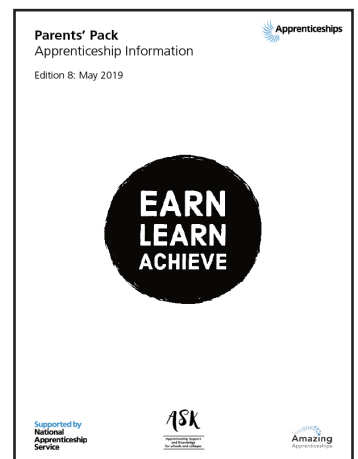
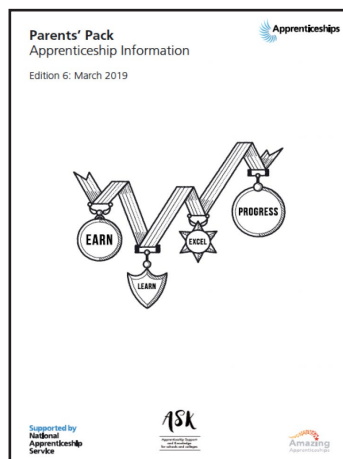
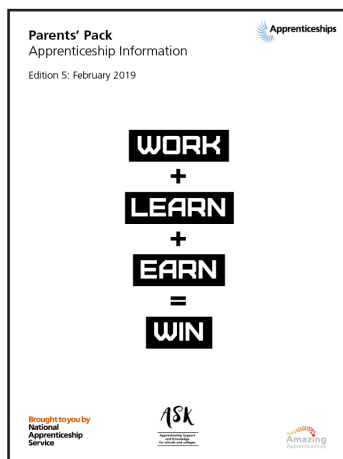


October 2018

November 2018

December 2018

January 2019



February 2019

March 2019

April 2019

May 2019