

# Parents' Pack

## Apprenticeship Information

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# Awards that showcase the diversity of apprenticeships

Carolyn Savage, Head of Apprentice Engagement



Dear Parents,

We recently held the National Apprenticeship Awards 2019, where hundreds of apprentices and employers joined together in London to celebrate the national finalists. Our host for the evening was Reggie Yates and our winners and finalists were from all over England and included apprentices of all ages and employers of all sizes.

The awards are a brilliant way to showcase the diversity of apprenticeships. It really doesn't matter where you live, what your age, gender or ethnicity – apprenticeships are for all and we welcome the way that they are able to support so many individuals to achieve their dreams.

Of course, the employers were recognised too through the employer awards and we saw every size and type of business make it through to the finals, from small organisations through to macro organisations.

As we head towards the Christmas break, we hope that you will have a wonderful time with your family and friends and if you have any spare time, you might consider taking some time to view the wide range of apprenticeship vacancies currently available on the Find an apprenticeship website.

Carolyn Savage  
Head of Apprentice Engagement



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## key facts

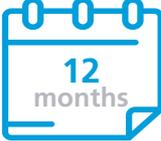
Get back to basics with our key facts about apprenticeships

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 <b>1,500</b> job roles covering more than <b>170</b> industries.</p> 	<p><b>20%</b> 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 <b>16</b> (who has finished Year 11 at school) can start an apprenticeship.</p> 	<p>Up to <b>20,000</b> apprenticeship vacancies are advertised on the Find an apprenticeship portal</p> 				
<p>An apprentice usually works for a minimum of <b>30</b> hours per week.</p> 	<p>All apprentices are entitled to the <b>Apprentice National Minimum Wage</b> (this is slightly different to the National Minimum Wage).</p> 				
<p>Apprentices get at least <b>20</b> days paid holiday per year, plus <b>8</b> bank holidays.</p> 	<p><b>12</b> months is the minimum length of all apprenticeship programmes</p> 				
<p>Since May 2015, over <b>1.7</b> million people have started an apprenticeship in England.</p> 	<p>There are <b>4</b> different levels of apprenticeships, intermediate, advanced, higher and degree</p> <table border="1" data-bbox="1198 1794 1431 1962"> <tr><td>Intermediate</td></tr> <tr><td>Advanced</td></tr> <tr><td>Higher</td></tr> <tr><td>Degree</td></tr> </table>	Intermediate	Advanced	Higher	Degree
Intermediate					
Advanced					
Higher					
Degree					

# 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>

# 5 questions to help your child think about apprenticeships

## Working out the options

With so many opportunities available, choosing the right apprenticeship can be a difficult decision for your child. We've put together 5 questions to help you when thinking about the different options.

### 1 DO YOU KNOW WHAT YOU WANT TO DO?

If your child does have an idea of their future job, you can help them to research the routes available and if an apprenticeship will help them to get there. If they are still unsure of what they might like to do, you could help them to research the different types of apprenticeships available and explore what they might find interesting. Did you know, there are over 400 apprenticeships that cover over 1700 job roles?

Check out: <https://www.apprenticeships.gov.uk/industries>

### 2 WHAT APPRENTICESHIP LEVEL DO YOU THINK WOULD BE MOST SUITABLE TO GO FOR?

Apprenticeship levels can often be misunderstood and whilst many might see the next level to what has already been studied as the next step, those entering the workplace for the first time might need to take a sideways step into their desired industry. Help your child to have more options and research all of the levels of apprenticeships available to them.

### 3 WHAT KIND OF EMPLOYER WOULD YOU LIKE TO WORK FOR?

Does your child want to work for a large/small employer? What are the benefits for both? What ethos and values do they want the employer to have? What would attract them to an employer? What other opportunities would they offer? Use the government website Find an apprenticeship to explore the different kind of businesses currently recruiting.

Check out: <https://www.gov.uk/apply-apprenticeship>

### 4 WOULD YOU WANT TO STAY AT HOME/LOCAL OR EXPLORE OPPORTUNITIES FURTHER AWAY?

Would your child be willing to commute for an apprenticeship or even re-locate? Would they prefer to stay at home? What transport would they use and what budget would they need? Does the employer offer any support for travel/re-locating? You can use the government website Find an apprenticeship to look into the different locations and travel options.

Check out: <https://www.gov.uk/apply-apprenticeship>

### 5 DO YOU KNOW WHERE YOU CAN FIND OUT MORE?

There are lots of resources available on Amazing Apprenticeships that your child can use to find out more. They can also speak to a Careers Adviser or the National Careers Service for further guidance.

Visit: <https://amazingapprenticeships.com/>

# What is expected of an apprentice in the workplace?

Find out more about the support apprentices receive and the realistic expectations of employers from their apprentices.

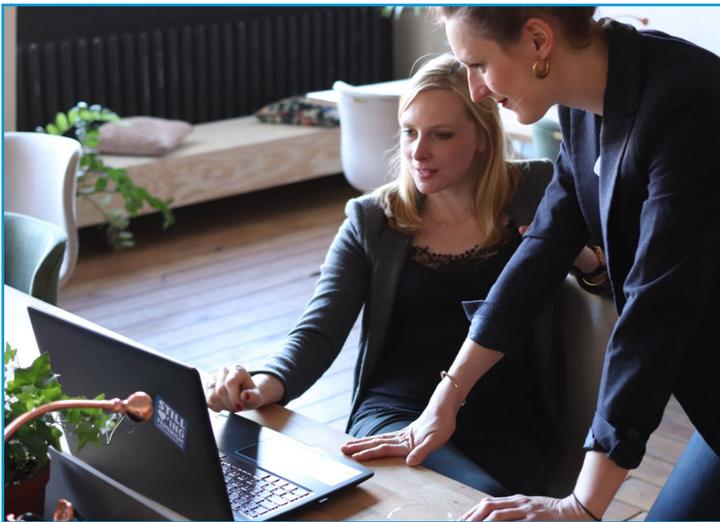
## What can you expect?

Many parents have concerns about how much will be expected of their child when completing an apprenticeship and whether they will be asked either too much or too little by their employer.

It is important to remember that apprenticeships are designed as jobs with training, so the employer recognises that the apprentice will not be fully competent in that role and will need support and training to help them to learn and develop. There will therefore be systems and people in place to help the apprentice to fulfil their role.

Equally, apprenticeships are real jobs and so apprentices will have proper responsibilities and projects that they work on, they will not just be making cups of tea.

With this in mind, as long as apprentices treat their apprenticeship as they would a job, demonstrating some of the below behaviours and qualities, they are likely to succeed and impress their employer.



## Professionalism on the job

As with all employees, apprentices will be expected to behave in a professional manner. They should be polite, courteous, on time, presentable and conduct themselves as expected by the employer.

## Passion for chosen industry and employer

Apprentices may not enter the workplace with all of the relevant skills or knowledge, but the employer can train the apprentice in those areas. Entering the workplace with passion and enthusiasm is what will make the apprentice thrive and stand out.

## Undertaking any required training

Apprentices must engage and participate in all training elements of their apprenticeship, including both on and off-the-job training.

## Submit all work on time and to the level required in the standard

Apprentices must keep up to date and submit their work to the required standard.

## Learning and Commitment Statement

If your child were to secure an apprenticeship, the Training Provider would require them to agree to and sign a document called the 'Apprenticeship Learning and Commitment Statement'.

This document is also reviewed by the employer and will outline exactly what is expected from the apprentice during their apprenticeship, giving further guidance to the individual.

# Life as an apprentice at Troup Bywaters + Anders

Basant Kaur Sehra,  
Apprentice at Troup Bywaters + Anders

We caught up with Basant Kaur Sehra, apprentice at Troup Bywaters + Anders. Find out all about her apprenticeship journey and experience below.



## What apprenticeship are you completing?

I am currently in my 2nd year of a Level 6 Degree apprenticeship in Building Services Design Engineering with Troup Bywaters + Anders (TB+A). At the end of my apprenticeship, I will have a full degree as

a Bachelor of Engineering (BEng) in Building Services Design Engineering and be working towards gaining my professional recognition of Incorporated Engineer (IEng).

## What does your job involve?

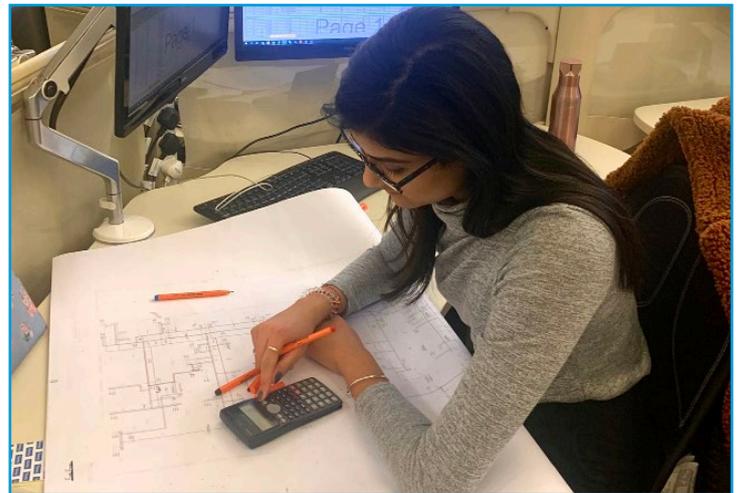
My job role is a building services design apprentice engineer. Building services, in simple terms, are everything that work within a building, such as lighting, fire alarms, heating, cooling, sockets etc. I mainly work in hospitals and so I see far more than you would in say an office, for example. This includes complex water systems, medical gases, nurse call systems, standby generators and all the back-up technologies that mean the hospital is working 24/7 and meeting strict energy and carbon targets.

I have become mechanically biased, therefore design mainly Heating, Ventilation and Air Conditioning (HVAC) and water services systems. On a day to day basis, I am completing calculations, doing AutoCAD (Computer Aided Design) drawings and even marking up drawings to be completed. When it comes to issue day, I ensure all mechanical drawings are up to TB+A standards and ready for the client.

While completing my day to day work duties, I also attend London Southbank University 1 day a week and complete coursework and exams for my degree.

## What is it like working for your employer?

I enjoy working for TB+A as the people within the company are welcoming, approachable and lively. The engineers are continuously pushing me to achieve my best and complete further training and take on more responsibilities.



## What is the most exciting project you have worked on?

The most exciting project I have worked on has been the re-development of 2 hospitals, Poole and Royal Bournemouth, as I have been able to take the lead in designing the water services from the very beginning and develop it as the job progresses. The project has taught me how to deal with constant changes and how to co-ordinate with the rest of the team to ensure the best solution, for example, co-ordinating Riser spaces.

## How did you find the apprenticeship with your employer?

I came across Troup Bywaters + Anders when searching for apprenticeships. Keen to do an apprenticeship, I emailed various companies expressing my interest and attaching my CV. TB+A got back to me with an invitation for my first interview almost immediately. After the interview process and meeting a few people within the company, I knew it was the right place for me and that I'd fit right in.

# Life as an apprentice at Troup Bywaters + Anders

Basant Kaur Sehra,  
Apprentice at Troup Bywaters + Anders

## What made you choose an apprenticeship with your employer?

TB+A has won many awards over the years for their apprenticeship scheme, including the National Apprenticeship Awards London Region 2019, so I knew I was in good hands when it came to getting the most out of an apprenticeship. With over 20% of the company made up of apprentices, it meant I would be well supported throughout.



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

I would say I was at an advantage by doing an apprenticeship rather than a disadvantage, as I am already 2 steps ahead of those at full time university. I am gaining first-hand knowledge from experienced engineers, working on live projects, learning about the professional environment and still getting my degree.



## In a few words, what do apprenticeships mean to you?

Apprenticeships to me means opportunity, development and a challenge.

## Would you say you have had the same opportunities being an apprentice as someone who works there full time?

I would say I have the same opportunities as the full-time engineers, if not more, as I am working on the exact same live projects as them and constantly being given new roles and responsibilities.

## What would your advice be for someone looking for an apprenticeship?

The best advice I can give is to be proactive. You need to go out looking for and applying for apprenticeships, they won't come to you!

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

Engineering and manufacturing	Aerospace Engineer 	Creating aircraft components and equipment, specialising in a specific engineering discipline. For example, airframe, design and stress, systems integration, support engineering and manufacturing.	Level 6 (Degree)
Catering and hospitality	Commis Chef 	Preparing food and carrying out basic cooking tasks in every section of a kitchen under the supervision of a senior chef.	Level 2 (Intermediate)
Sales, marketing and procurement	Event Assistant 	Working in an events company or events department in an organisation, helping event planners and project managers to organise and host events.	Level 3 (Advanced)
Construction	Chartered surveyor 	Providing professional advice and recommendations to clients on land, property or construction.	Level 6 (Degree)
Transport and logistics	First Officer Pilot 	Supporting the aircraft Commander and to assist her/him in the safe and efficient conduct of the flight.	Level 6 (Degree)
Engineering and manufacturing	Gas network team leader 	Building, maintaining and repairing the country's gas network infrastructure to provide a reliable supply of gas to domestic, commercial and industrial users.	Level 2 (Intermediate)
Business and administration	HR Consultant/Partner 	Providing human resources (HR) expertise within a company or organisation.	Level 5 (Higher)
Protective services	Operational firefighter 	Tackling a wide range of emergency situations such as tackling fires, searching, rescuing and protecting people and animals.	Level 3 (Advanced)

# Application tips with BT



BT gives tips on preparing for their application process and how to stand out

Did you know that BT has operations in around 180 countries and is the largest provider of fixed line mobile and broadband services in the UK?

BT offers apprenticeships with entry points at both post-GCSE and post-A-Level that offer the opportunity to develop valuable skills and attain professional qualifications, while building a career with prospectus with a world leader in the telecommunications industry.

We spoke to BT to find out how to succeed in their application process and what to expect.

## TIP 1: Before you apply

First, ask yourself:

- Which apprenticeships is for me?
- Is it available in my location?
- Why do I want to work for BT?
- What can I bring to BT?

## TIP 2: Filling in the online form

Some handy tips for you to consider when completing the online form:

- **Gather all the information you need**  
Before you start, put together all the information you may need e.g. details of your academic qualifications.
- **Take your time**  
Chose a time when you're free to sit down and really focus on your application. Give yourself plenty of time to fill it in.
- **Be thorough**  
Before you submit your form, review your application to see if you could add anything to support it.
- **Ask for an honest review**  
Before hitting the submit button ask someone you trust to read through your application and to give you their honest feedback.
- **Answer each question honestly**  
Don't think of answers based on what you think other people would do, or what you think somebody else might expect. It's your personal answers we're interested in.

- **Connect your answer to the role you're applying for**

When answering the questions, it will help you to think about how the challenges described relate to the apprenticeship you're applying for. For example, if you've applied to one of our Engineering programmes, we'll present some challenges that might appear while you're visiting a customers' premises. Or, if you've applied for one of our Customer Service programmes, we'll present some challenges that may come up while you're speaking to a customer.

When you're ready to start make sure you're in a quiet room with a stable internet connection – and off you go. Good luck!

"The apprenticeship route was ideal, it gave me the ability to leave school and go straight into work whilst still gaining that same level of academic qualification as I would at university. I loved that I could become a fully qualified accountant and do a full time job at the same time!"

**Caroline – Finance Apprentice**

# Application tips with BT



BT gives tips on preparing for their application process and how to stand out

## TIP 3: Online Factors assessment

The first step in our process is the Online Factors test, which is designed to find out about your personal working style and behaviour. Don't worry, it's simpler than it sounds! You'll be shown a series of short statements then you'll be asked to state how much you agree or disagree with them.

There's no time limit – and you can take as long as you like. But once you've started you must finish it in the same session. To ensure you get the best result possible we suggest the following approach:

- **Tell us if you need any help**

We're committed to ensuring that everyone can perform at their best. If you have any concerns about taking our assessments or need any adjustments, please email our team on [bt.apprentices@bt.com](mailto:bt.apprentices@bt.com) within three days of receiving your assessment invite. They'll be happy to talk through any needs.

## TIP 4: Video Interview

The video interview will allow us to see your personality, drive and motivation in action. This will help us work out whether you're a good fit for your preferred BT apprenticeship. During the interview, you'll be asked specific questions relating to your chosen apprenticeship programme.

Here are our top tips to help you get ready:

- **Prepare your device**

You can use your PC, laptop or mobile for the interview. Make sure whichever device you choose is fully charged.

- **Practice makes perfect**

You can log in and complete practice interviews to familiarise yourself with the video interview system. Only you can see these videos so it's the perfect opportunity to prepare yourself and build your confidence.

- **Be aware of your background and environment**

Ensure you're in a clean and tidy area where you won't be disturbed.

- **Dress to impress**

Remember, even though you're not in a face-to-face interview, your video interview will be reviewed so it's important to dress appropriately.

## TIP 5: Assessment Centre

The assessment centre is where we get to see you in action. Before you attend, it's worth thinking through the following points:

- **Be yourself:** Don't just say what you think we want to hear.
- **Be informed:** Make sure you know as much as possible about BT. Read our website in detail, as well as any materials we've sent to you.
- **Think about what you can offer:** Be clear about your own strengths and weaknesses and what you can bring to BT.
- **Get involved:** We'll be looking at how well you work with other people, so it's good to have a few examples from your background in mind.
- **Qualifications:** You'll also need to bring any relevant qualification certificates you weren't able to add to your application form. This is really important! If your interview is successful, we won't be able to make you a job offer until we've seen evidence of your qualifications.

# Upcoming vacancies with top apprenticeship employers

Explore the range of exciting apprenticeships

Check out which employers from Vacancy Snapshot have recruitment windows opening up in December and January.



## GlaxoSmithKline

**Roles in...** Engineering, Finance, Lab scientist, Manufacturing, Manufacturing scientist

**Find out more:**

<https://amazingapprenticeships.com/vacancies/employer/gsk>



## Government Economic Service

**Roles in...** Economist degree apprenticeship programme

**Find out more:**

<https://amazingapprenticeships.com/vacancies/employer/government-economic-service>



## Renishaw

**Roles in...** Manufacturing engineer, Technical engineer, Software engineer, Engineering, Embedded electronics

**Find out more:** <https://amazingapprenticeships.com/vacancies/employer/renishaw>



## Boots

**Roles in...** Pharmacy Advisor

**Find out more:**

<https://amazingapprenticeships.com/vacancies/employer/boots-uk>



## Network Rail

**Roles in...** Engineering

**Find out more:**

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



## Sky

**Roles in...** Technology, Customer service, Business, Media, Journalism

**Find out more:**

<https://amazingapprenticeships.com/vacancies/employer/sky>



## Transport for London

**Roles in...** Business, Engineering, Technology

**Find out more:**

<https://amazingapprenticeships.com/vacancies/employer/transport-for-london>

# National Apprenticeship Week 2020



National Apprenticeship Week will be taking place from 3rd February – 7th February 2020. The theme this year is 'Look Beyond', which will celebrate the diversity and value that apprenticeships bring to employers, apprentices and communities across England.



The National Apprenticeship Service will be asking young people to 'look beyond' traditional routes into employment and explore the diversity of career opportunities available through apprenticeships, as well as asking parents to 'look beyond' old preconceptions around apprenticeships, building their understanding of the value they bring.

A number of events will be taking place across the country to celebrate the week, which will be advertised in January on the NAW2020 events map. Amazing Apprenticeships will also be sharing resources and information for parents to get involved with. Look out for more information at [www.amazingapprenticeships.com](http://www.amazingapprenticeships.com) in January.

## Latest live broadcasts

Catch up on the latest live broadcasts exploring apprenticeship opportunities with employers in the STEM sectors:



AXA



PwC



New Scientist Live

Visit: <https://amazingapprenticeships.com/live-broadcasts/>

## Higher and Degree apprenticeship vacancy listing 2019/20

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>