

# Parents' and Carers' Pack

## Apprenticeship Information

Edition 22: September 2020

**GET STARTED**



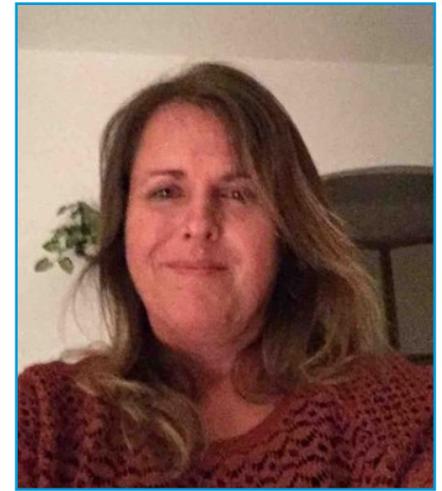
# Looking to the future

Helen George, Head of NEETs and Routes into Work

Dear Parents and Carers,

As schools and colleges open again after the summer holidays, we are delighted to let you know that the Apprenticeship Support and Knowledge for schools and colleges (ASK) programme continues to be available to all schools across England for the 2020/21 academic year. Through this fantastic programme, we are able to support young people, teachers, parents and carers to access a wide range of information and support about apprenticeships and other pathways. I would encourage you to speak to your child's school to find out more about this service.

In this month's edition, we have a special focus on apprenticeships in the NHS. We are able to share with you various areas within the medical profession that apprenticeships are available in, including nursing and coding. You will also hear from Samantha who is a Business Administration apprentice with a Healthcare Foundation Trust.



This September also sees the introduction of the new T Level option for young people. In this edition, we take a closer look at what this means for your child and how the subjects are going to be rolled out.

## Helen George

Head of NEETs and Routes into Work  
Education and Skills Funding Agency part of the Department for Education

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# Preparing for a new school year

Helping your child to think about careers and employability in 2020/21

This year will be a new challenge for young people going back to school. Whilst school communities try to transition to a new way of life, students will also be adapting to a new way of learning and engaging with their friends.

For those students who will be leaving school at the end of the year, and for you as parents and carers, you may also be thinking about their next steps and how to help them to prepare for a different kind of economy and world of work in their future.

We give some top tips below for how you can best support your child with their transition and to use this year to prepare.

**1 RESEARCH EARLY**  
Help your child to explore the different options available to them early in the year. They may already have an idea of what they want to do, but this could change and so having an awareness early will help them to adapt and plan for different scenarios. Be sure to link in with the school's careers support – they will have lots of information to help you.

**2 HELP THEM TO STAY UP TO DATE**  
At the beginning of the year, encourage them to sign up to different newsletters and follow social media accounts that could be of use. This could be employers, universities or careers advice services like the National Careers Service. Being connected will help them to stay aware of opportunities and the latest information.

**3 ENCOURAGE THEM TO KEEP AN EMPLOYABILITY LOG**  
Regardless of the pathway that your child chooses, one day they are likely to complete an application for a job or for a university course and will need to demonstrate their skillset. Help them to set up an employability log where they jot down details of ways in which they have improved their employability skills. For example, through webinars, online courses they have participated in or virtual work experience they have attended.

**4 EXPLORE THEIR PASSIONS AND STRENGTHS**  
If your child has a particular hobby that they love, try to have a discussion around the skills they're learning and demonstrating through this. Use opportunities to help them to identify and celebrate their strengths, which they may not always feel confident to recognise themselves.

**5 ENCOURAGE PARTICIPATION**  
Where opportunities to engage in extra-curricular activities or hobbies may be limited this year, try to encourage your child to participate in other activities, such as joining virtual careers fairs to explore university and employer opportunities, or taking part in an online course, for example. These will all help to show their pro-activity and passion to employers.

# The Government boost for nursing

## Benefits of taking the apprenticeship route

Nursing degree apprenticeships have been available since 2017 and they offer a great route into the profession. The Government recently announced an increase to the nursing workforce, with a package to allow healthcare employers to take on up to 2,000 Nursing degree apprentices, every year, for the next 4 years. This is a great time to share some key points that you need to know.

Name of the qualification	The Registered Nurse Degree Apprenticeship (RNDA)		
Qualification level	Level 6	Duration	4 years
Fields covered	Adult, Children, Learning Disability and Mental Health		
Entry requirements	Maths and English to a Level 2		
Professional Registration	On completion of the apprenticeship the requirements to apply for registration with the nursing and midwifery council will have been met.		
Training	The apprentice would be a supernumerary* member of staff but would be able to be involved and observe best practise throughout their qualification. They will have a balance of practical and theory learning which helps to develop underpinning knowledge.		
Development of the apprenticeship	The RNDA was developed with full involvement from health sector employers, to make sure that the qualification meets the Nursing and Midwifery standards which included the education and competency requirements.		

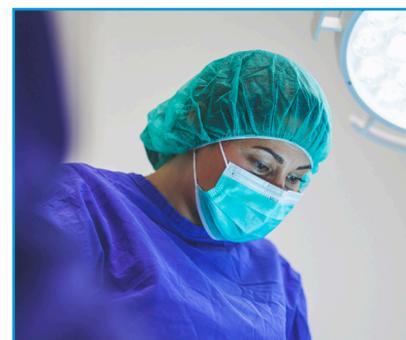
\*A supernumerary role is a role which is not part of an Employer's workforce complement, or headcount and where the work that a supernumerary worker is doing is additional to the employer's normal staffing requirements. In other words, if the worker was not there, the role would not need to be filled by anyone else.

## Benefits of doing a RNDA

- Full training to nationally recognised standards
- Achieve the same qualification as another who has been to university
- Gaining valuable experience on wards and with qualified peers
- Always learning new skills and being able to use them immediately under supervision of their superior
- No student debt
- Earning from day 1 of the apprenticeship

The RNDA route is an achievable and beneficial way of getting hands on experience and making a difference to people's lives whilst gaining a fully recognisable qualification. The NHS have put together a quiz to help identify what role would be most suitable, why not take the quiz together with your child: [www.healthcareers.nhs.uk/findyourcareer](http://www.healthcareers.nhs.uk/findyourcareer)

Read more about the Government's package to increase nursing degree apprentices here: [www.gov.uk/government/news/new-funding-to-double-nursing-apprentices-and-help-deliver-50-000-more-nurses](http://www.gov.uk/government/news/new-funding-to-double-nursing-apprentices-and-help-deliver-50-000-more-nurses)



# T Levels: the New Option

## What you need to know about T Levels

### What are T Levels?

In September 2020, the first T Level option will be delivered to students. They are a new qualification that is available following the completion of your child's GCSE's, providing an alternative route for gaining a recognised qualification that will support your child going on to an apprenticeship, higher education, or future employment.

T Levels are an equivalent level to A Levels, but with more of a focus on technical education. They are based on the same standards as apprenticeships and are designed with employers and training providers to ensure that the training is relatable to the industry.

### How is a T Level structured?

Your child will spend 80% of their time in the classroom learning about the subject they have chosen and 20% of their time (a minimum of 315 hours) with an employer undertaking an industry placement, gaining knowledge and skills that are required in a working environment.

The compulsory elements are made up of:

- A technical qualification, which will include:
  - Core theory, concepts, and skills for an industry area
  - Specialist skills and knowledge for an occupation or career
- An industry placement with an employer
- A minimum standard in Maths and English, if students have not already achieved them

### Key points to know about T levels

- It is a 2-year course
- A minimum of 45 days in the chosen industry placement
- Gain a nationally recognised qualification
- English and maths at a minimum of level 2, if not already achieved
- Transferable workplace skills
- It is not a job

### T Level grading

There is one overall grade awarded on completion on all of the elements. This is issued as a Pass, Merit, Distinction or Distinction\*.

The certificate will be broken down to identify their achievements for:

- A grade for the core component, (A\* to E).
- A grade for the occupational specialism, shown as:
  - Details of the industry placement
  - Details on any additional requirements
  - Grades for Maths and English qualifications (if applicable).



# T Levels: the New Option

What you need to know about T Levels

## When will T Levels be available

Initially, 3 subjects will be available, however over the next few years there will be a total of 24 subjects being released covering the majority of sectors.

### SEPTEMBER 2020 ONWARDS

- Design, Surveying and Planning for Construction
- Digital Production, Design and Development
- Education and Childcare

### SEPTEMBER 2021 ONWARDS

- Building Service Engineering for Construction
- Digital Business Service
- Digital Support Service
  - Health
  - Healthcare Science
- Onsite Construction Science

### SEPTEMBER 2022 ONWARDS

- Accounting
- Design and Development for Engineering and Manufacturing
  - Finance
- Maintenance, Installation and Repair for Engineering
- Management and Administration
  - Engineering, Manufacturing, Processing and Control

### SEPTEMBER 2022 ONWARDS

- Agriculture, Land Management and Production
- Animal Care and Management
  - Catering
  - Craft and Design
  - Hair, Beauty and Aesthetics
- Media, Broadcast and Production
  - Human Resources
  - Legal



To find out where in your area is offering T Levels, visit: <https://www.tlevels.gov.uk/students/find>  
To find out more about T Levels for your child or as an employer, visit: <https://www.tlevels.gov.uk>

# Understanding apprenticeships in coding

## What are the options?

Learning code is like learning a new language. It allows different computer programmes to talk to one another to allow activity to happen. Because of coding experts, we now have great systems in place to support businesses throughout the world. The 14th September is the start of National Coding Week and many schools will be involved, so we want to share the apprenticeship opportunities available in coding.

### What is a coding apprenticeship?

There are different types of coding apprenticeships available. Coders can work in roles such as web or mobile development, security, clinical coding and data science. Taking the apprenticeship route into coding will provide real insight and apprentices will stay up to date with developments and changes that are happening in the field.

### What are the entry requirements?

It would be typical for employers to ask for maths and English GCSE 9-4 or functional skills level 2 for coding roles. However, there could be the possibility that the training provider will be able to support your child to achieve these qualifications during the apprenticeship instead.

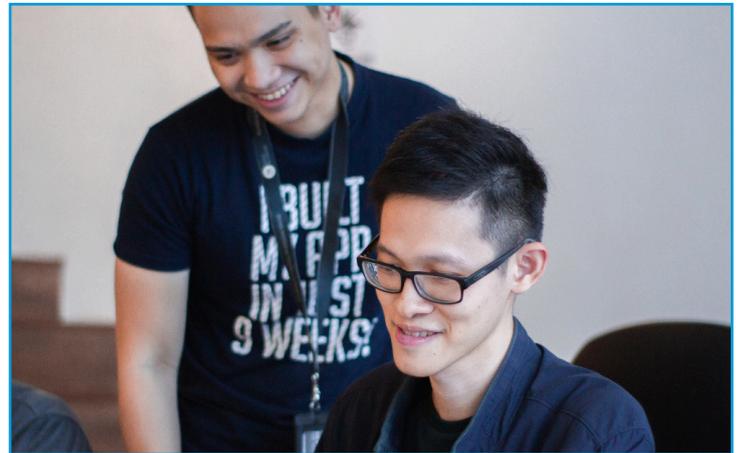
If your child would like to complete a Clinical Coding apprenticeship, the employer might also require Biology GCSE 9-4, but this will depend on the employer. There could also be other entry requirements that the employer and/or training provider ask for, so it is always important to check individual job adverts.

### What levels are available?

There are apprenticeship standards from a level 3 to a level 6, depending on the field your child chooses. Students leaving school might typically start at the level 3 to gain an understanding of the fundamentals of coding and their job role, with then the opportunity to progress through.

Skills/attributes employers might be looking for:

- Good attention to detail
- Patience and determination
- A strong memory



- The ability to be a good communicator
- Displays good time management
- A problem solver
- Logical, critical and creative thinking
- Analytical
- Can use their own initiative and can work independently

### What are the benefits of completing a coding apprenticeship?

If your child completes a coding apprenticeship, they will be able to use the skills that they are learning in real life situations. It will help them to develop their critical thinking skills in the working environment and they will be surrounded by experts in the field who will support them along the way. Technology, and the way that we use technology in our working and personal lives, changes all of the time, but by completing an apprenticeship in coding, your child will be learning and practising the most up to date methods, which is a great advantage for developing their skills and when applying for future job roles.

### Getting a step ahead

It is a good idea to encourage your child to keep evidence of any coding skills that they may have, including participating in online courses, for example, or any skills they may have been taught or self-taught. They could also join coding communities or even find some work experience that will support this area of development.

# Understanding apprenticeships in coding

## What are the options?



### CLINICAL CODER

If your child chooses this route, they will be working in the medical sector, processing and translating medical data. They would be expected to learn medical terminology and transfer them onto a Patients Administration System using alphanumeric code. This role requires professionalism and confidentiality.

All NHS and private hospitals in the UK, as well as health care companies, will employ clinical coders.

**Starting level:** Level 3

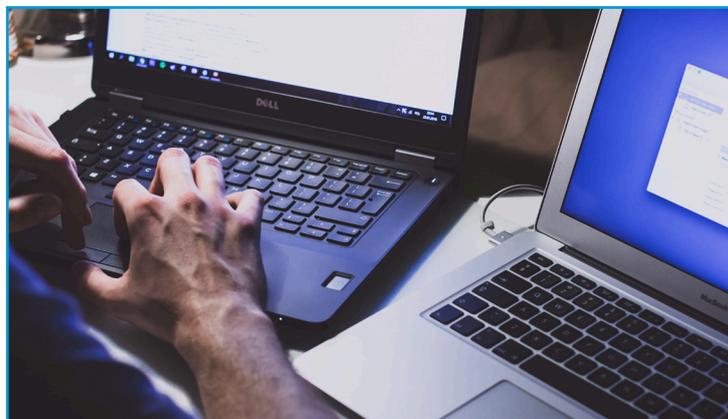
**Duration of the course:** 18 – 24 months

**Role responsibilities:**

- Extracting information from all types of clinical documents
- Identifying data quality and taking action accordingly
- Inputting clinical codes onto a Patient Administration System
- Communicating with stakeholder
- Undertaking background research

**Typical job titles:**

- Clinical Coder
- Coder



### SOFTWARE DEVELOPER

If your child decides that they would like to pursue a career in software development, then they would be designing and building applications for others to use on computers or mobile devices. To do this, they will have to write quality code, follow customer specifications and be able to analyse results and correct errors.

**Starting level:** Level 4

**Duration of the course:** 24 months

**Role responsibilities:**

- Work with a variety of internal and external people
- Use analytical and problem-solving skills to support clients
- Using algorithms and data structures to resolve problems
- Understanding and creating analysis artefacts

**Typical job titles:**

- Web Developer
- Application Developer
- Mobile App Developer
- Games Developer
- Software Developer

# Understanding apprenticeships in coding

What are the options?



## CYBER SECURITY TECHNICIAN

If your child opts for this route, they would be expected to understand the different types of cyber threats, risks, controls and measures that are required to protect various systems and keep them secure. This includes hackers. To do this they will be evaluating results of vulnerability assessments, performing cyber security compliance checks and handling security requests from internal and external stakeholders.

**Starting level:** Level 3

**Duration of the course:** 18 months

### Role responsibilities:

- They will be conducting specific cyber security tasks, including patching software and configuring firewalls
- They will be working with internal and external stakeholders
- Responding to complex issues and following direction to resolve them
- Have contact with customers suppliers and partners

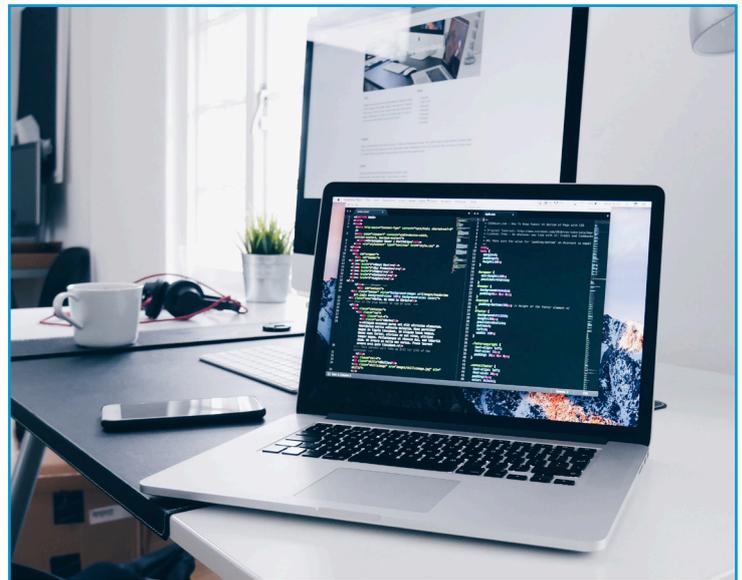
### Typical job titles:

- Cyber Security Administrator
- Incident Response Technician
- Junior Security Operations Centre (SOC) Analyst
- Junior Information Security Analyst
- Junior Threat and Risk Analyst

### More information

For more information on any of the above standards, visit: [www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)

To find out more about National Coding Week, visit: <https://codingweek.org/>



# 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.

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.

# Apprentice perspective:

## Life as an apprentice in Healthcare

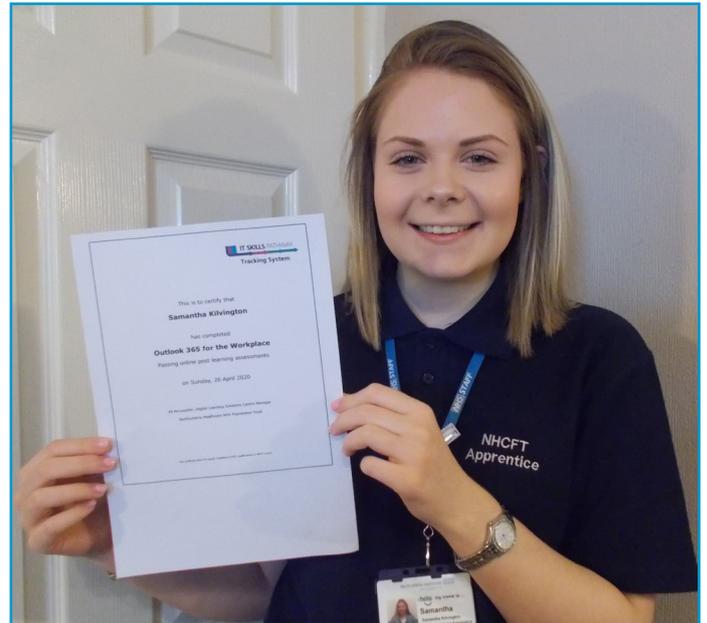
Meet Samantha Kilvington, Apprentice at Northumbria Healthcare Foundation Trust

I'm 19, and my apprenticeship journey has not been straight forward, but it has been worth every step! I left school in 2017 with 6 GCSEs. My passion since being a little girl has always been hairdressing. I found a local college that offers hairdressing courses, it sounded really fun. I applied and had a little interview/chat with one of the teachers at the college, and I was offered a place. During my summer holiday, I went into college once a week to get a taste of what it will be like when I started in September. After a few days going in I felt it was almost like going back to school, I decided that it wasn't for me and I declined the offer.

I started to look into apprenticeships. I had heard about them, but I didn't know too much. I did my research; what they are, how they work, and what qualifications you can get etc. I really liked the sound of them, so I began looking for an apprenticeship in hairdressing. I viewed lots of websites, Gov.uk was the main one I used. I asked people I knew to keep a lookout in shop windows or to let me know anyone who was offering hairdressing apprenticeships. Someone told me that they had seen a poster in the window of a local hairdresser. To show how keen I was, I returned the completed application form the same day that I had collected it.

**“Emergency services have had to quickly adapt to the increasingly dynamic environment while still maintaining the high standards of service that we all endeavour to provide to our community.”**

On the day of the interview, I was very nervous as I had never had a job interview before. I dressed smartly and arrived in plenty of time. I met the boss properly this time and had a very informal interview, it was more of a chat – this made me feel very comfortable and more at ease. She talked me through what was expected, the training I will receive and how long the apprenticeship was. I left feeling very happy with myself! I then did 2 weeks of paid work experience to see if I enjoyed working full time in the salon. This went well and I was offered the apprenticeship, which I accepted immediately.



When I first started it, I loved everything about it, and I thought this is what I was going to do forever. My training started a few weeks later and I enjoyed learning all the techniques that are required to become a fully qualified hairdresser.

**“Around 15 months in, I started to question if this really was what I wanted to do.”**

Around 15 months in, I started to question if this really was what I wanted to do. I was no longer enjoying my training and I had lost my passion for hairdressing. I spoke to my parents and my boss about my feelings and they were very understanding. They agreed they would support me in trying to get my passion back! I went back to work with 100% energy. I tried my hardest to love hairdressing again! For 2-3 months I did, but unfortunately, this did not last. My love for hairdressing was gone.

It was a massive shock to my mam and dad because ever since I could talk, it's all I talked about! At the time, I thought I was letting everyone down, myself, my boss and most importantly, my family. I made the heart-breaking decision to leave my apprenticeship and not continue with hairdressing.

# Apprentice perspective:

## Life as an apprentice in Healthcare

Meet Samantha Kilvington, Apprentice at Northumbria Healthcare Foundation Trust

Once I had I worked my two weeks' notice period, I didn't know what I was going to do, I broke down crying thinking that I was never going to get another apprenticeship or job and that I had messed up. With support from my family and friends, I realise that I could still find my dream career. I 'brainstormed' some ideas as to what I maybe wanted to do. I liked doing all the paperwork and my coursework when I was doing my hairdressing apprenticeship. I decided that I wanted something to do with documents and found that the job I wanted to go into was business administration.

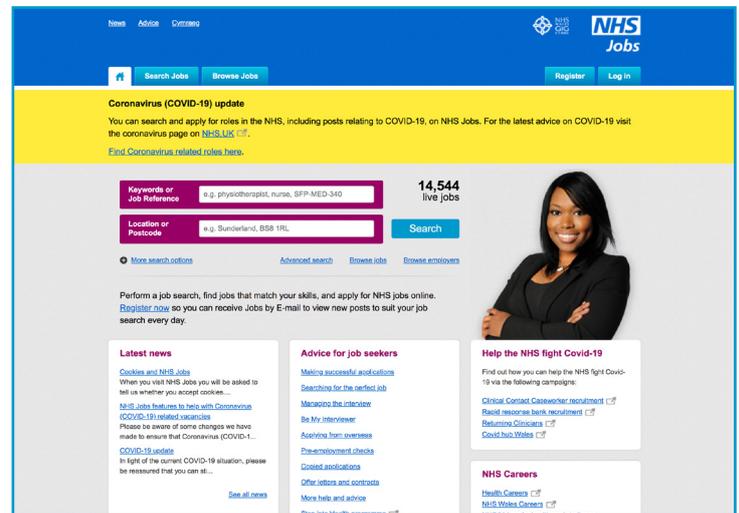
I looked for business administration apprenticeships on the Gov.uk website. I applied for a few, had a few interviews but wasn't successful and I lost my enthusiasm. I knew I needed to stay motivated as I wanted to do an apprenticeship!

While searching my local apprenticeship vacancies, I found a business administration position in my local hospital. I applied in plenty of time before its closing using the NHS jobs website. After a few weeks passed, I received an email to say that I had been invited for an interview – I was extremely happy. I did some research into the NHS prior to my interview and I learnt that the interviews were based on the NHS values.

During the interview, I was asked questions about myself and the NHS values. The interview lasted for around half an hour. At the end, I thanked them for their time, and they said that I should hear from them soon.

After the interview, to calm my nerves, I visited the local seafront, it was while I was there, I received a call. I was offered the apprenticeship place there and then! I was absolutely over the moon and I said yes straight away! She briefly explained that I would have a week's induction with all the other apprentices that would be starting at the same time.

There was roughly a month between my interview date and my start date. I was counting down the days. I got an email 2 weeks before the induction week explaining how it would work and that there would be a lot of people there. I am quite an anxious person so the thought of loads of people was very nerve-racking for me, but I think adrenaline took over on the day!



I recognised someone from my school – this helped to calm my nerves. I had a week-long induction including training courses, to prepare me for my role. On the last day of the induction, I was told I would be in Cardiology working with the secretaries.

I was nervous and excited on my first day. I met the manager and was introduced to all the people in Cardiology. That was in October 2019 and 9 months later I had an interview for a full-time position within the department that I love. The opportunities that I get are endless, the people I have met are amazing, and the support I have received has been incredible! I do things in my everyday role that I never thought I'd be able to do.

**“I am part of an amazing work family and I am the happiest I have ever been! I look forward to going to work every day and never want to leave.”**

My journey proves that even if the first apprenticeship isn't right, there is always an apprenticeship out there that will suit better! I wouldn't be in the position I am today without the support of my friends and family and everybody that I have met since starting in the NHS. I have made best friends for life; I am part of an amazing work family and I am the happiest I have ever been! I look forward to going to work every day and never want to leave.

# 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** plc

The Travis Perkins Group, who have a turnover of £6.9bn 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 it's 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 Certificate in Merchandising programme which offers a Level 2 Trade Supplier Apprenticeship. Once you've built your foundation knowledge of our products and our customers, you'll begin developing your leadership skills through our Diploma in Management and Higher Diploma in Management 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?

Travis Perkins <sup>plc</sup>

## 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**

# Supporting disabled individuals to access apprenticeships

Disability Rights UK is run by and for people with lived experience of disability or health conditions.

Apprenticeships are open to a wide range of people, including those with a disability, health condition or learning difficulty. Employers understand that it's important to give everyone a fair and equal chance and are also seeing that this means they can choose from a wider pool of talent.

Almost all apprenticeships can be made accessible and being disabled should not restrict people's job choices. It's possible, for example, for deaf people to work in music publishing, visually impaired people to take apprenticeships in photography and apprentices with dyslexia to support teaching and learning in schools.

The government Access to Work scheme can provide grants to pay for any specialist equipment and support costs in the workplace. Apprenticeships can be a great, direct route for disabled people to get skilled jobs and careers.

## How do I apply?

You can start by going to the Find an Apprenticeship website. To apply for a vacancy, track applications and receive alerts about new apprenticeships, you will need to create an account <https://www.gov.uk/apply-apprenticeship>

When creating an account, the 'Tell us more about you' section gives you the option of saying if you have a learning disability, disability or health issue. Employers who are part of the 'Disability Confident' scheme will guarantee disabled candidates an interview if they meet the basic apprenticeship criteria. This is followed by a question on any support that you may need at the interview. You can search for vacancies using a key word or you can browse by category. Clicking on a vacancy shows information on the employer, training provider, pay, length of apprenticeship, start date, duties involved, person specification and application process.

The 'About You' section is a chance to tell people about your strengths and skills. You should include your hobbies, interests and achievements. This section gives you the chance to tell the employer what you're like.

You might want to include examples of managing your disability as a way of demonstrating your strengths, for example showing greater determination or the ability to take initiative.



## Preparing for interview

After applying, it's important to prepare so you're ready for an interview or assessment. The following things are especially important:

- Find out as much as you can about the employer and the apprenticeship.
- Make sure you read any information sent to you about what the interview or assessment will involve.
- Decide whether you want to tell the training provider or HR department about any support you need.
- Plan your transport a few days before.
- Make a list of questions you could ask in the interview. This will help you decide if it's the right apprenticeship for you. It also shows you're keen.
- Dress appropriately and look ready to start work. For help on what might be suitable, speak to the training provider.
- Take a copy of the vacancy and your application form.
- Arrive early. This will give you time to gather yourself for a few minutes in reception. It also makes a good impression.
- Be polite, honest and positive. Employers won't be expecting you to have years of experience. If you get an interview, chances are you already have many of the things they're looking for.

# Supporting disabled individuals to access apprenticeships

Disability Rights UK is run by and for people with lived experience of disability or health conditions.

## Telling people about your disability

Some apprentices are happy to be open about their disability, learning difficulty or health condition because they had support at school. The application process should give you an early opportunity to do this.

The training provider or employer will usually have an Equal Opportunities form where you can mention your disability. This form is separate from your main application. It can be used to let the Human Resources (HR) department know about any support you might need in a job interview.

When you apply for a vacancy through the Find an Apprenticeship service website, there is a question in the 'Tell us more about you' section which asks if there is anything they can do to support your interview. It gives examples such as providing a signer, information in Braille or another person to come with you.

**'Disability confident employer' badge**  
This badge shows an organisation has made specific commitments to recruiting, and retaining disabled people. You'll see the badge displayed on apprenticeship adverts and application forms.



This section also includes asks 'Do you have learning difficulty, disability or health problem? In both cases, you can choose to answer 'Yes', 'No' or 'Prefer not to say'. Your answer will be passed to the employer and provider.

Employers who are part of the 'Disability Confident' scheme will guarantee all disabled candidates an interview if they meet the apprenticeship criteria.

## When to mention your disability

Remember that it's up to you whether or not you tell people. It can be hard to be open about your disability, health condition or learning difficulty because:

- You might think people will be less likely to offer you a place or that they'll treat you differently;
- You might not want to be labelled as a 'disabled person';
- You might think your disability makes no difference to your ability to carry out the work, so why should anyone else know about it?

## Where can I find out more?



For further help and tailored advice, Disability Rights UK have created a fantastic guide which can be downloaded free of charge from their website: [https://www.disabilityrightsuk.org/sites/default/files/civicm/IntoApprenticeships\\_2020\\_04\\_LowRes\\_Bookmarked.pdf](https://www.disabilityrightsuk.org/sites/default/files/civicm/IntoApprenticeships_2020_04_LowRes_Bookmarked.pdf)

# 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)

Agriculture, Environmental and Animal Care	Florist 	Using expertise to sell, arrange and cut flowers.	Level 2
Creative and Design	Storyboard Artist 	To use storyboards to visualise the narrative, planning shots and drawing panels to demonstrate the staging/action, and maintaining continuity between scenes of a production.	Level 7
Engineering and Manufacturing	Nuclear welding inspection technician 	Carrying out quantity control and welding inspections for the nuclear industry, to ensure the safety and robustness of nuclear sites.	Level 4
Health and Science	Dental laboratory assistant 	Assisting dental technicians, who design, make, modify, and repair custom made dental devices.	Level 3
Health and Science	Personal trainer 	Coaching clients (on a one to one and small group basis) towards their health and fitness goals.	Level 3
Health and Science	Bioinformatics Scientist (Degree) 	Specialist who use computational, data analytics and data mining techniques which are applied to a range of problems in the life science.	Level 7
Sales, Marketing and Procurement	Assistant buyer and assistant merchandiser 	Sourcing, selecting, maintaining, and delivering the right products to meet demand and business objectives.	Level 6
Transport and Logistics	International freight forwarding specialist 	Helping organise large-scale freight imports and exports.	Level 3

# Current apprenticeship opportunities

What's available now and in the next few months



The NHS is one of the largest employers in the world and is the biggest in Europe, with over 1.3 million staff. They offer a huge range of exciting and challenging opportunities covering a variety of interests and skillsets and are ideal for people who are passionate about making a difference.

Role:	NHS Employee Service Centre Assistant Apprentice	Role:	Business Administration Apprentice
Location:	Hull	Location:	Berkshire
Closing date:	1st October 2020	Closing date:	22nd September 2020
Role:	Business Administration Apprentice – Forensics Service	Role:	Specialist Practice Administration Apprentice
Location:	East London	Location:	Bristol
Closing date:	22nd September 2020	Closing date:	25th September 2020
Role:	Administration Apprentice (Walsall CAMHS)	To find out more about working for the NHS, visit: <a href="http://www.amazingapprenticeships.com/vacancies/employer/nhs">www.amazingapprenticeships.com/vacancies/employer/nhs</a>	
Location:	Dudley and Walsall		
Closing date:	20th September 2020		



The Royal Navy provides the opportunity to protect our nation's interest, all over the world, 365 days a year. It takes a dedicated team of around 30,000 men and women. There are various roles including Hospitality, Engineering and Business Administration making The Royal Navy a great employer to consider working for.

Role:	Hydrography and Meteorology Specialist (Data Apprentice)	Role:	Writer (Submariner) Business Administrator
Location:	Across England	Location:	Across England
Closing date:	31st December 2020	Closing date:	31st December 2020
Role:	Weapon Engineering	Role:	Warfare Specialist
Location:	Across England	Location:	Across England
Closing date:	31st December 2020	Closing date:	31st December 2020

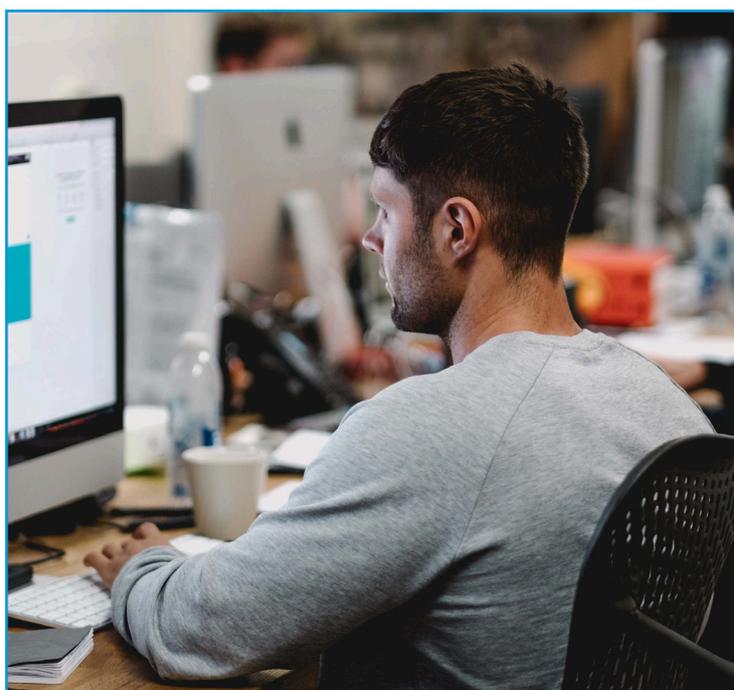
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# Current apprenticeship opportunities

What's available now and in the next few months

The Royal Navy listing continued

Role:	Engineering Apprentice	Role:	Medical Assistant
Location:	Across England	Location:	Across England
Closing date:	31st December 2020	Closing date:	31st December 2020
Role:	Personal Trainer	Role:	Air Engineering
Location:	Across England	Location:	Across England
Closing date:	31st December 2020	Closing date:	31st December 2020
Role:	Supply Chain Logistician	Role:	Catering Services (Chef)
Location:	Across England	Location:	Across England
Closing date:	31st December 2020	Closing date:	31st December 2020
Role:	Royal Marines Commando (HM Forces Serviceperson)	To find out more about working for the The Royal Navy, visit: <a href="http://www.amazingapprenticeships.com/vacancies/employer/royal-navy">www.amazingapprenticeships.com/vacancies/employer/royal-navy</a>	
Location:	Across England		
Closing date:	31st December 2020		



# National Apprenticeship Awards

Open for entries!

**Calling all apprentices, employers, and individuals who champion apprenticeships... the National Apprenticeship Awards 2020 are now open for entries!**

Back for their 17th year, the National Apprenticeship Awards are a fantastic opportunity to showcase the apprentices, employers and champions who have gone above and beyond, in spite of the challenges faced during this pandemic.

Entries to the awards are open until 25 September 2020 and this year's winners will be recognised via virtual ceremonies. It is free to enter the awards, and all entries must be made through the application website: [www.appawards.co.uk](http://www.appawards.co.uk)

There are nine categories to recognise exceptional employers, apprentices and apprenticeship champions:

## Employer of the Year categories

- SME Employer of the Year (for organisations with 1 to 249 employees)
- Large Employer of the Year (for organisations with 250 to 4,999 employees)
- Macro Employer of the Year (for organisations with 5,000+ employees)
- Recruitment Excellence (the winner is selected from Employer of the Year award entries, and will be awarded to an organisation that has recruited a diverse and high quality apprenticeship workforce).

## Apprentice of the Year and Apprenticeship Champion categories

- Intermediate Apprentice of the Year (level 2)
- Advanced Apprentice of the Year (level 3)
- Higher or Degree Apprentice of the Year (level 4 or higher)
- Rising Star of the Year\* (nominated by their employer, this award recognises apprentices that have made impressive progress in their career to date, and have the potential to go even further)
- Apprenticeship Champion of the Year (recognises individuals who go 'above and beyond' to champion apprenticeships. The nomination is made by a colleague or contact who recognises an individual's 'champion' credentials).

\* The Rising Star category will not include a public vote this year due to the condensed format of the awards

There are two scheduled webinars to explain the awards process in more detail, including hints and tips on completing your application. These can be accessed here:

Employer and Rising Star webinar: <https://tinyurl.com/YYC7J6V4>

Apprentice and Apprenticeship Champion webinar: <https://tinyurl.com/Y6EB8FM4>

Regional Ceremonies will take place online between 2<sup>nd</sup> and 6<sup>th</sup> November, with the national ceremony taking place online on **Wednesday 25<sup>th</sup> November**.



To find out more about the National Apprenticeship Awards 2020 please visit: [www.appawards.co.uk](http://www.appawards.co.uk)