

Parents' Pack

Apprenticeship Information



Edition 2: November 2018



Brought to you by
National
Apprenticeship
Service

ASK

Apprenticeship Support
and Knowledge
for schools and colleges



What would you like to see in the next Parents' Pack?

Carolyn Savage, Head of Apprenticeship Engagement

Dear Parents,

We were delighted to see such a positive response to the first ever edition of the Parents' Pack last month. To date, the resource pack has been downloaded over 3,500 times and has been shared widely across social media.

We would like to build on this success and ensure that even more parents have access to clear and unbiased information about apprenticeships. We recognise the importance of engaging with parents and would value your ideas and feedback. Please email your comments and suggestions to hello@amazingapprenticeships.com

We hope that you find November's issue useful and look forward to receiving your feedback.

Yours sincerely,



Carolyn Savage, Head of Apprenticeship Engagement
Education and Skills Funding Agency



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The importance of keeping options open

Guidance for Parents



Consider all options

Your child has a number of different options when considering what they want to do when they leave school or college. It is important to take time to consider all options, even if they think they know what they want to do, so that they can make an informed decision about their future.

When can my child leave school?

All young people in England are required by law to continue in education or training until their 18th birthday. They may choose one of the following:

- Study full-time at school, college or with a training provider.
- Undertake full-time employment or volunteering combined with part-time study or training
- Secure an apprenticeship

Can my child apply for full-time study and an apprenticeship at the same time?

Depending on the age of your child, they are permitted to apply for different options e.g. school sixth form, college, university or an apprenticeship and then receive offers from all of these. This encourages them to research the opportunities available and to create choices. Then, when the time is right to make their selection, they will hopefully have a few different routes available to them.

Which employers offer apprenticeships?

Thousands of employers offer apprenticeships, from huge corporations to small businesses. All apprenticeships offer bespoke training and study programmes, making it a highly personal experience, regardless of whether your child is the only apprentice in the business or one of a large group.

Where can I see the vacancies available?

The Government provide a website called **Find an apprenticeship** www.gov.uk/apply-apprenticeship

This site lists many current apprenticeship vacancies and applicants can search and apply. You can set up an account to manage alerts so that you receive a text message or email when a job is added that you might be interested in.

Can my child apply for more than one apprenticeship at a time?

It is a really good idea to submit a number of applications to different employers so that they have a greater chance of securing an apprenticeship. Employers will advertise at different times throughout the year so it is important that your child understands that finding an apprenticeship can be a slightly more complicated process than applying to a full-time study course. They will need to go through a recruitment process and for some employers, this can take a number of months.

What if my child changes their mind?

Your child is allowed to change their mind. For example, if they decide to study full-time at a school sixth form but then feel it might not be right, they are permitted to apply for apprenticeships. Similarly, if your child secured an apprenticeship but decided that it wasn't right for them, it will be just like any other job and your child would be expected to work their notice period. They would then be able to go on to study or seek employment elsewhere and would be supported by their training provider.

Where can I find out more?

The **National Careers Service** offers advice about careers and skills in England.

Please visit: <https://nationalcareersservice.direct.gov.uk/contact-us/home>

Exciting new apprenticeship standards

New apprenticeships are being developed and released all the time through The Institute for Apprenticeships. The list below shows some of the brilliant new apprenticeship standards available.

Find out more here: www.instituteforapprenticeships.org/apprenticeship-standards

Agriculture, environment and animal care	Crop Technician 	Optimise crop yield whilst maintaining and improving the surrounding environment.	3 (advanced)
Business and administration	HR Consultant/Partner 	Provide human resources expertise within a company or organisation.	5 (higher)
Care services	Adult care worker 	Provide frontline care for vulnerable adults in their own homes and other healthcare settings.	2 (intermediate)
Catering, hospitality and events	Hospitality Manager 	Work across a variety of organisations focusing on ensuring excellent customer experience.	4 (higher)
Creative arts, media and design	Bespoke tailor and cutter 	Produce tailored clothes that are cut and made to a unique pattern for an individual.	5 (higher)
Digital	Infrastructure technician 	Set people up on Information Technology systems, provide support & solve IT problems to help organisations run smoothly.	3 (advanced)
Education and childcare	Teacher 	Educate young people to achieve the highest possible standards.	6 (Degree)
Engineering and manufacturing	Fashion and textiles product technologist 	Produce a variety of clothing and fashion items, from leather goods to medical textiles.	4 (higher)
Hair and beauty	Beauty therapist 	Complete beauty treatments as a key part of a beauty business.	2 (intermediate)
Health, Science and Pharmaceuticals	Paramedic 	Provide high quality and compassionate care, responding to the needs of service users.	6 (Degree)

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Legal, finance and accounting	Assistant accountant 	Carry out routine financial activities and support for businesses and organisations of all types and sizes.	3 (advanced)
Leisure, sport and tourism	Personal trainer 	Coach clients (on a one to one or small group basis) towards their health & fitness goals.	3 (advanced)
Property and construction	Architect 	Work on the design of new buildings and the redesign of existing buildings.	7 (Degree)
Protective services	Police community support officer 	Support communities to address issues, both crime and incident related.	4 (higher)
Sales, marketing and procurement	Junior estate agent 	Complete tasks such as arranging viewings and accompanying colleagues on site visits to properties.	2 (intermediate)
Transport and logistics	Train driver 	Responsible for driving trains in a safe, punctual, economic manner over various routes.	3 (advanced)

7 questions to ask at university open days about Degree apprenticeships

Open days are a fantastic opportunity to find out more about apprenticeships. Asking these questions could help you to explore alternatives to full-time university to help you make an informed decision in the future.

	Questions to ask	Why should you ask this?
1	Is your university offering or planning to offer Degree apprenticeships?	Not all universities are offering Degree apprenticeships yet, but many do and will be able to tell you about the brilliant employers that they are working with and the range of exciting programmes that are emerging.
2	Which employers are you working with currently, what kind of apprenticeship vacancies do they have and when do they advertise?	This will give you an idea of which employers to research further and the number of vacancies they might be offering. Finding out about the date to apply is important as many employers with large programmes now focus on the opening date, rather than the closing date.
3	What is your university apprenticeship application process? Do you require a personal statement as well as the apprenticeship application?	Once you have secured your apprenticeship with the employer, many universities will require their degree apprentices to also submit a personal statement as part of their application to university. Knowing this in advance can be helpful so that you are aware of what to expect.
4	Does your careers service provide support with apprenticeship applications?	Many university careers services will provide applicants for their Degree apprenticeship programmes with support and guidance about the recruitment process.
5	What kind of delivery models are you offering?	Degree apprenticeship programmes are completely different to full-time university. You could attend day-release, online learning, block release or a blend of all of these. Ask about the different models available for each programme to get a feel for how it will work.
6	How much contact will the university have with the employer and apprentice?	The best apprenticeship programmes will insist on regular contact between the university, apprentice and their employer. This should lead to the best possible results for the apprentice as there will be a coherent understanding of what both the job and course demands of them.
7	How many Degree apprentices do you have currently? What are they saying about the programme?	This will give you a good idea about the work/life balance and will provide you with real-time feedback about how much they are enjoying the programme. Ask the university if any of their Degree apprenticeship students are available for a chat or have recorded any case studies that you can view.

Catch-up and live apprenticeship broadcasts

An insight into apprenticeships at top employers

Access the very latest apprenticeship information through live broadcasts – completely free of charge! Watch interviews with employers and their apprentices by joining live or watching on catch-up at a time to suit you.

Visit: www.amazingapprenticeships.com/live-broadcasts

Catch-up broadcasts available to watch now



BBC

The BBC offers apprenticeships in 4 main areas: Production, Technology, Journalism and Business. Current apprentices, Junior and Rose both find the dynamic Business Management Degree apprenticeship an exciting and stimulating job. They love the flexibility of working in different departments every 4 months and explain why a career with the BBC is for them.

Watch now: <https://tinyurl.com/YB9U64XV>



Coca-Cola

Hear from apprentices and recruiters about the exciting apprenticeship opportunities at Coca-Cola European Partners. The 3 featured apprentices all have different roles across the UK and highlight the fantastic career progression and job perks that an apprenticeship at Coca-Cola can provide you with!

Watch now: <https://tinyurl.com/YCKXFZQW>



Microsoft

Meet apprentices, Kayla and Mitch, and alumni apprentice, Divya, who are all excelling in finance or technology roles at Microsoft – jobs they couldn't even explain prior to their apprenticeship! Head of Careers, Phil Page, explains what makes candidates like them stand out and successful in the application process.

Watch now: <https://tinyurl.com/YCTOE84W>



IBM

Do you have an interest in global technology and innovation? Throughout the IBM Live Broadcast, two apprentices, Dana Smith, Foundation Business Administrator Apprentice and Dedipya Rimal, Automation Consultant Apprentice, explain everything from enrolling on their apprenticeship to where they are now as young professionals.

Watch now: <https://tinyurl.com/YB9VU66U>



Royal Mail

Interested in a career at The Royal Mail? Hear from Christina Brown, a Level 4 AAT finance apprentice, and The Royal Mail's talent manager, Louisa Joseph. They employ anything from 50 – 90 apprentices across the whole of England, Louisa gives you the inside tell on how you could have a competitive advantage over the other applicants.

Watch now: <https://tinyurl.com/YDEAQ2AG>

Catch-up and live apprenticeship broadcasts

An insight into apprenticeships at top employers

Upcoming broadcasts - register: www.amazingapprenticeships.com/live-broadcasts

	<p>PwC 22nd November 2018 at 10am</p>		<p>Gloucestershire Care Services NHS Trust 16th January 2019 at 10am</p>
	<p>National Grid 27th November 2018 at 10am</p>		<p>Silent Night 22nd January 2019 at 10:30am</p>
	<p>Transport for London 28th November 2018 at 10am</p>		<p>Gatwick Airport 30th January 2019 at 10:30am</p>
	<p>Travis Perkins 30th November 2018 at 10:30am</p>		<p>Specsavers 6th February 2019 at 10am</p>
	<p>AJ Bell 13th December 2018 at 10am</p>		<p>University of Exeter 4th March 2019 at 10am</p>
	<p>Unilever 10th January 2019 at 10am</p>		<p>Greene King 15th May 2019 at 10am</p>

Employer advice with Nestlé

Lucy Skrzeczkowski, Academy Pastoral Manager

at Nestlé UK&I gives tips on applying for a Nestlé apprenticeship



The Nestlé Academy application process is designed to find out if you have the strengths and values we're looking for. Do your research, but most importantly, be true to yourself and show genuine passion and enthusiasm.

STEP 1: ONLINE APPLICATION

There is no way to revise for the online application – we just need your personal details, and want to know about your preferences and what engages you.

TIP: Submit your application as soon as possible, and do not miss the deadline if there is one!

STEP 2: ONLINE TESTS

Following successful submission of your application, you will be invited to complete online tests, including a situational strengths test (how you would respond to certain situations), a numeracy test, and a social mobility questionnaire.

TIP: You can try out some sample Situational Strengths Test scenarios. There is no time limit to the numeracy test – work efficiently, but effectively. The social mobility questions are optional.

STEP 3: STRENGTHS-BASED VIDEO INTERVIEW

A Strengths-based Video Interview will include questions designed to identify your strengths in more depth, as well as some technical-based questions, so we can identify your passion for and knowledge of the function you're applying to.

TIP: The interview is automated, so there won't be an interviewer to speak to. Instead, the questions are presented on the screen and you record your answers using a webcam.

STEP 4: ASSESSMENT CENTRE

The Assessment Centre will be held at one of our Nestlé sites. You will be assessed in a series of strengths-based exercises, which may include group exercises, one-to-one interviews or presentations.

TIP: If you need to prepare anything before the day you will be briefed beforehand. Otherwise this is your opportunity to show us what you're made of, so be prepared and be yourself.

Higher and Degree apprenticeship vacancy listing 2018/19

The newly released listing is available now

The higher and Degree Apprenticeship Listing showcases thousands of vacancies from various employers starting in 2019. You 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 attain a degree from some of our best universities whilst training in a top flight career. 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>

