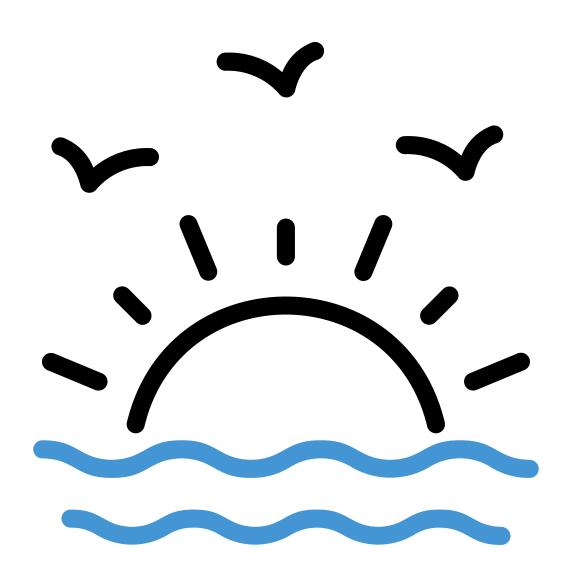
Parents and Carers' Pack



Helping your child to search and apply for apprenticeships

Edition 48: September 2023







Welcome

Greg Boone, Head of the Careers Service for Young People Unit, Department for Education

Dear Parents and Carers,

As we are start a new school year, we look forward to continuing to share information with you on the different options available to your children as they navigate further education and employment pathways.

The buzz around apprenticeships is continuing to grow, and more and more young people are realising what a fantastic option they are.

Over the academic year, we will be sharing exciting updates with you about apprenticeships, T Levels and other technical education options, helping you to better understand what is available and to support you in guiding your child

We hope that your children have a successful year and enjoy the transition back into school.

Greg Boone Head of the Careers Service for Young People Unit, Department for Education



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Apprentice insight: Life as an apprentice at United Utilities

Meet Samuel, an Award-Winning Level 2 Credit Controller Apprentice



Why did you choose the apprenticeship route?

I completed a Sport BTEC in Sixth Form and whilst I love watching and playing sport, I didn't feel a career in sport was for me. I wasn't sure what I wanted to do and I knew I didn't want to go to university, but did want to stay in education. I also wanted to earn money, so I thought an apprenticeship would be a good option. My next step was to decide which apprenticeship would be the right one for me and what I wanted my future to look like.

How did you find your apprenticeship?

Because I was unsure of what I wanted to do, it made my search harder. I talked to family and friends about apprenticeships, and one of them told me about the vacancy at United Utilities. I thought it would be a good opportunity, so I applied and was successful in my application.

What are the benefits of doing an apprenticeship?

My apprenticeship allowed me to complete the Chartered Institute of Credit Management (CICM) Level 2 with Kaplan UK. I had study time each week and was supported through the training programme. I earnt a salary at United Utilities and rotated the different departments, where I gained experience working with commercial and domestic accounts. It was when I was working with the Court Team that I really flourished. I really enjoyed the work I was doing, which motivated me. I was working hard and getting great results that colleagues recognised.



Water for the North West

What does a typical day look like?

I work within the Income team, supporting customers with their bills, taking payments and setting up payment plans. I can be taking inbound calls from customers who are reaching out for support, or I could be making phone calls, writing letters, receiving correspondence, reviewing old accounts and if required, contacting the courts.

"My apprenticeship has been great for me, and I want to share my experience with others and promote the benefits of apprenticeships."

What's your inspiration?

I want to support the people living in my local area. I can sympathise when customers find it difficult to keep their accounts up to date, and I like to help them the best I can. I like communicating with people and finding resolutions.



Apprentice insight: Life as an apprentice at United Utilities

Meet Samuel, an Award-Winning Level 2 Credit Controller Apprentice

What support did you have through your apprenticeship?

I had a great mentor who allowed me to build my confidence. We had regular catch-ups to talk through my achievements and my work. They were very supportive and always offered guidance and encouragement, which I really appreciated.

What are your proudest achievements?

I was very proud to have won an award at the North West Regional Apprenticeship Awards. I then won the Intermediate Apprentice of the Year Award at the National Apprenticeship Awards 2022. To win this category was just brilliant.

I also won the Chartered Institute of Credit Management (CICM) British Credit Rising Star Award 2023, which was incredible. At school, I was told I needed to realise my full potential. Since starting my apprenticeship, I have found a passion for something and understand what I can achieve to do this.

Why did you want to become an Apprenticeship Ambassador?

I want to support people in learning about apprenticeships. I was very unsure of what I wanted to do and where I wanted to take my career. My apprenticeship has been great for me, and I want to share my experience with others and promote the benefits of apprenticeships. Being an ambassador has also provided me with amazing opportunities, including being invited to the King's Coronation Concert.



Find out about other Apprenticeship Ambassadors and their stories here:

https://engage.apprenticeships.gov.uk/aan-testimonials





Water for the North West

Find out more about apprenticeships at United Utilities here: https://www.unitedutilities.com/corporate/careers/apprenticeships/



Scan to visit the website



To search for apprenticeship opportunities visit: https://www.gov.uk/apply-apprenticeship



Scan to visit the website



Apprenticeships uncovered

Keep up to date with apprenticeship opportunities

Apprenticeships are continually created and released through The Institute for Apprenticeships and Technical Education. The list below focuses on the **Catering and hospitality route** and includes some apprenticeships you may not have considered before. You can find out more on The Institute website: www.instituteforapprenticeships.org/apprenticeship-standards

Scan to visit the website



Baker



Produce bakery products, including bread, pastries or confectionery and package and label them to specification. Use, clean and check a range of tools and equipment and complete bakery documentation/records.

Level 2

Chef de partie



Prepare, cook and finish complex dishes while overseeing a section of the kitchen, which could be the pastry, larder, butchery, fish, sauce or vegetable section. Oversee and supervise Level 3 team members with receiving, storing, preparing, cooking and finishing of a range of food items.

Hospitality manager



Work across a wide variety of businesses including bars, restaurants, cafés, conference centres, banqueting venues, hotels or contract caterers to deliver fantastic customer service. Support management teams by supervising hospitality staff and services and running shifts.

Level 4

Maritime caterer



Work as a member of the hospitality/hotel services department on board ships and vessels of different types and sizes, preparing, cooking and baking various dishes, as well as food purchase and storage, budgeting and menu planning.

Level 2

Production chef



Work as part of a team in time-bound and often challenging kitchen environments, for example; schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens. Work with centrally developed standardised recipes and menus, producing food, often in high volumes.

Level 2

Senior culinary chef



Develop new recipes, products and product lines. Research, responsibly source, develop and launch products to meet specification briefs. Maintain high culinary standards, oversee all food preparation and presentation, order and maintain the inventory of food and supplies.

Level 4



Apprenticeships in the news

Find out what has been in the news from the world of apprenticeships.

The new 2023 **Top 100 Apprenticeship Employers and the Top 50 SME (Small to Medium-sized Enterprise) Apprenticeship Employers**rankings celebrate England's outstanding apprenticeship employers,
recognising their commitment to creating new apprenticeships, the
diversity of their apprentices, and the number of apprentices who



The top 10 this year includes:

successfully achieve their apprenticeships.

Rank	Employer	Sector
1	British Army	Armed Forces
2	ВТ	Technology
3	Royal Navy	Armed Forces
4	PwC	Professional services
5	The Go-Ahead Group	Transport, travel & logistics
6	Deloitte	Professional services
7	Royal Air Force	Armed Forces
8	EY	Professional services
9	Department for Work and Pensions	Public sector
10	Nissan	Manufacturing

Find out more by visiting: https://www.topapprenticeshipemployers.co.uk/



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Over 400 students and apprentices have won their place in the WorldSkills UK National Finals by competing in regional qualifiers across the UK in an array of disciplines such as metal fabrication and cyber security.

The finalists were drawn from a cohort of 6,000 young people who registered to showcase their skills across disciplines such as digital construction, health and social care, and additive manufacturing.

They will go through to the prestigious national skills competitions and compete across 51 categories to win their chance at joining the WorldSkills UK international development programme to compete globally at the WorldSkills 2026.

Skills minister Robert Halfon said: "Congratulations and best of luck to all of the apprentices and students competing in the national finals this year and showcasing their exceptional talents in a diverse range of skill disciplines, from manufacturing and engineering to health and social care. WorldSkills UK not only provides an unparalleled opportunity to hone your skills and climb the ladder of opportunity towards a better and brighter future, but it is also a chance to celebrate and champion vocational courses and the further education sector."



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Find out more about WorldSkills UK here: https://www.worldskillsuk.org/

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Career Starter Apprenticeships

More excellent career starter apprenticeships identified

The Department for Education (DfE) wants to ensure that young people and their parents have the opportunity to consider the full range of apprenticeships that are suitable for those starting their career, especially for young people with little or no work experience.

Apprenticeships Participation Lead at the Department for Education, Eve Oakley said:



"From talking to young people, their parents and teachers, we realised that quite often, young people are discounting apprenticeships at the lower levels, so levels 2 or 3, particularly where they might be doing a full-time level 3 course at the time. If they're doing A Levels or a BTEC, they automatically assume that their next step must be at the next level up. This means that they're effectively discounting a whole range of occupations and apprenticeships. For somebody who is leaving school and has little or no work experience, often level 3 is the appropriate entry point for them. The purpose of the Career Starter Apprenticeships is to shine a light on some of the really exciting opportunities and different careers there are at levels 2 and 3. We have also included stories from young people who have done these apprenticeships to show where these can lead."

Seven new Career Starter Standards have recently been identified and here is the full list of apprenticeships highlighted as excellent career starters:

- Bricklayer
- Business Administrator
- Chef
- Content Creator
- Cyber Security Technician
- Data or Software Technician
- Dental Nurse
- Digital Support Technician
- Early Years Educator
- Electrician
- Engineering Fitter
- Freight Forwarding Specialist
- Healthcare Support Worker
- Horticulture or Landscape Construction Operative
- Hospitality Team Member
- Information Communications Technician
- Plasterer
- Plumber
- Supply Chain Warehouse Operative
- Teaching Assistant

You can find out lots of detail about each of these apprenticeships, including hearing from apprentices themselves who are doing the apprenticeships, by visiting: https://www.apprenticeships.gov.uk/apprentices/career-starter-apprenticeships



Scan to visit the website

Ensure your child looks at a wide range of apprenticeships at different levels so they:

- ...don't limit their opportunities by only looking at certain levels.
- ...keep their options open to the full range of potential ways to reach their ideal career.
- ...don't miss a role that could be perfect for them.









How to prepare for the school year ahead

Our top tips for supporting your child thinking about their next steps

Each new academic year can bring fresh and exciting prospects. Some students will already have firm ideas about their next steps, however, for many it can feel overwhelming to start thinking about what they will be doing when they finish school. There are lots of different options to navigate, from selecting which subjects to study, to deciding what they want to do after they finish formal education. Here are some top tips for how you can best support your child through this next school year.

Choosing options



Encouraging your children to talk about the different topics within subjects they enjoy may help them to identify their passions and how

these could link to the options available in GCSE, A Level, T Level or other qualifications that would really suit them. Enjoying a subject often helps productivity and study. Plus, it may encourage your child to look for opportunities that match their interest.

Encourage participation in activities in and out of school



Whether it's a sport, art or drama club, coding or gaming societies or volunteering, your child will be gaining skills that will be transferable

into the workplace. Supporting your child in recognising these skills will help them gain the confidence to use them when demonstrating their skillset through an application process.

Careers Leader in school



Every school and college has a Careers Leader who will help to promote the links between subjects and career paths. They will arrange visits from local employers and training providers to share information to your child on opportunities after leaving school or college. They may also include articles in the school newsletter to keep you up to date with careers information, or even have a newsletter just for careers information. You may be able to speak to the Careers Leader at your child's school or college to obtain details on how you can support your child at home. Their name and contact details will be on the school or college website.

Find out what's happening



Careers events happen throughout the year. They may take place online or in person. They are a great way to learn more about the different routes available into certain

careers, as well as finding out about apprenticeship programmes employers offer. Look out on social media, on employer websites or visit websites such as:



https://www.youthemployment.org.uk/ careers-advice-help/list-of-uk-careersfairs/ or



https://www.ukcareersfair.com/events to find out more about events taking place near you.



Understanding apprenticeships in Law

What are the options?

A legal apprenticeship offers qualifications through education and training to perform substantive legal work that requires knowledge of the law and procedures. Through a legal apprenticeship, your child could go on to train to become a qualified solicitor, barrister or chartered legal executive.

Working in the legal profession is a varied and exciting career path across private and public sectors. Some of the tasks that your child would do include performing legal research, discussing cases with clients, preparation of legal documents, attending court for those who choose to go on to do a solicitor apprenticeship and this pathway will also include managing your own caseload!

What is a legal apprenticeship?

There are different types of legal apprenticeships available. Taking the apprenticeship route into becoming a legal professional will provide real insight and apprentices will stay up to date with developments and changes that are happening in the legal field.

Types of law apprenticeships

- Paralegal (Level 3)
- Probate Technician (Level 4)
- Chartered Legal Executive (Level 6)
- Licensed Conveyancer (Level 6)
- Solicitor (Level 7)
- Chartered legal executive litigator and advocate (Level 7)





Scan to visit the website

Find out more about these apprenticeships by visiting the Institute for Apprenticeships and Technical Education website:

https://www.instituteforapprenticeships.org/apprenticeship-standards/

What are the entry requirements?

Individual law firms and organisations with in-house legal teams set their own entry requirements and it will also depend on the apprenticeship level. Some schemes may require a certain level of GCSEs and/or A Level points to be able to access schemes, whilst other employers may not have any entry requirements but instead will focus on identifying potential.

It's important that you research your child's chosen apprenticeship pathway carefully and encourage them to contact potential employers to check what the entry requirements will be (if any) and that they are aware of what the recruitment process may include.

How do legal apprenticeships work?

A legal apprentice will divide their time between working for a law firm (on the job) and attending college, university or training with a training provider to study towards their qualification (off the job). They will spend the equivalent of six hours a week completing their off-the-job training.

They will be doing real work alongside experienced legal professionals, gaining invaluable experience and putting their study straight into practice in the workplace.



Understanding apprenticeships in Law

What are the options?

What do legal apprenticeships involve?

This largely depends on which apprenticeship pathway your child chooses to take, but could include:

Paralegal, Level 3

Apprentices will carry out tasks such as managing data and records, drafting legal documents and client correspondence, carrying out legal research, attending court hearings where appropriate, handling sensitive information and communicating with internal and external clients.

For those considering a career in law, a legal apprenticeship is a great way to achieve their dreams whilst enjoying all the benefits of an apprenticeship.



Solicitor, Level 7

Apprentices will manage cases of their own. They'll research cases, conduct interviews and advise clients, establish and maintain effective working relationships with clients and colleagues, draft legal documents, undertake spoken and written advocacy.



For more information on legal apprenticeships, see useful websites such as:



City Century https://citycentury.co.uk/



The Lawyer Portal

https://www.thelawyerportal.com/study-law/legal-apprenticeships/



CILEX https://www.cilex.org.uk/



The Law Society https://www.lawsociety.org.uk/career-advice/becoming-a-solicitor/qualifying-without-a-degree/apprenticeships

Scan QR code to visit the websites



Army Apprenticeships

Join as a soldier, get paid as a soldier and qualify with an apprenticeship with the #1 Apprenticeship Employer





The British Army is the largest Employer Provider of Apprenticeships in the UK, and number 1 in the 2023 Top 100 Apprenticeship Employers, with close to 15,000 apprentices currently enrolled on apprenticeships from Level 2 to Level 6, across more than 40 different programmes. That means that over 98% of soldiers enrol on an apprenticeship scheme when they start their initial trade training.

How do Army apprenticeships work?

Apprentices undertake the apprenticeship most relevant to their job role, as part of their initial trade training. The apprenticeships are designed with employers, ensuring the training is to industry standards and approved by the Institute for Apprenticeships and Technical Education.

The British Army remain committed to delivering and offering apprenticeships to all, and if there is a national apprenticeship standard available, those who join will be able to access one. Where there is not one, we will seek an appropriate alternative provision.

Which apprenticeships do the Army offer?

The Army run over 40 different apprenticeship schemes, which will help you progress within the Army and will be valued by other employers if and when you decide to move on.

Army apprenticeships are in the following areas:

- Public services and health
- Engineering
- Telecommunications & I.T.
- Animal care
- Logistics
- Construction
- Business administration



Level 2 apprenticeships

Intermediate Apprenticeships (level 2) are the first level of apprenticeship. An Intermediate Apprenticeship is equivalent to five good GCSE passes. If your child has not achieved GCSEs in Maths and English at grades 4, the Army will help them gain level 2 functional skills qualifications. The apprenticeship normally takes 12-18 months.



Job roles undertaking level 2 apprenticeships include:

- Driver
- Infantry
- Tank Crew
- Gunner
- Dog Handler
- Supply Chain Operative
- Armourer
- Port Operator



Army Apprenticeships

Join as a soldier, get paid as a soldier and qualify with an apprenticeship with the #1 Apprenticeship Employer



Level 3 apprenticeships

Advanced Apprenticeships (level 3) are equivalent to two A level passes or a T level pass. If your child already has Level 3 qualifications, advanced apprenticeships are a great way to gain practical, work-based skills and experience in a particular job and sector. Entry requirements vary, but typically they will need at least five GCSEs with grades 9 to 4/A* to C, including English and maths.

Job roles undertaking level 3 apprenticeships include:

- HR Specialist
- Aviation Ground Specialist
- Vehicle Mechanic
- Plumber
- Combat Medical Technician
- Aircraft Technician

The apprenticeship takes 18-36 months. Your child would start their training in initial trade training before completing the qualification, putting their knowledge into practice with their Field Army unit.



Level 4 apprenticeships

Higher Apprenticeships (level 4) are an equivalent to a foundation degree and can be an NVQ Level 4, a Higher National Certificate (HNC), a Higher National Diploma (HND), or foundation degree. There is also the opportunity to progress to Level 7, postgraduate degree level.



A Higher Apprenticeship can take up to five years to complete. Entry requirements for a higher apprenticeship may include at least five GCSEs grades A* – C (9 – 4 on the new grading system), including English and maths.

Job roles undertaking level 4 apprenticeships include:

- Royal Military Police
- Cyber Engineer
- Ammunition Technician
- Power Engineer
- Operator Military Intelligence

The course takes 18-36 months.

More qualifications

Every job in the Army offers the opportunity to progress to gain professional skills leading to higher qualifications, including full Bachelor's and Master's Degrees and degree level apprenticeships in leadership. Technical Corps like the Royal Engineers or the Royal Electrical and Mechanical Engineers offer support in gaining civilian qualifications, such as Chartered Engineer status.

Find out more about what the British Army has to offer here: https://tinyurl.com/283kcej5

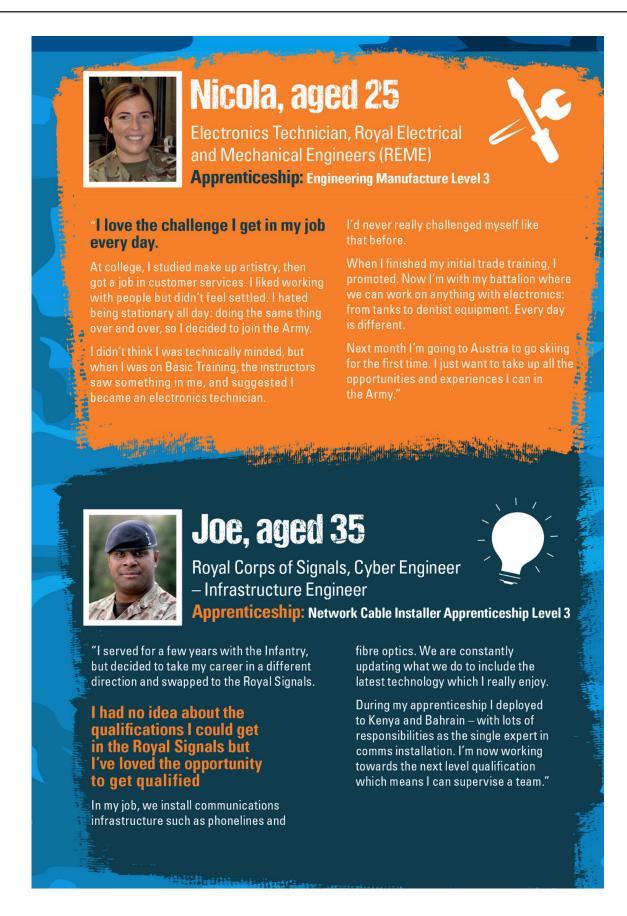




Army Apprenticeships

Join as a soldier, get paid as a soldier and qualify with an apprenticeship with the #1 Apprenticeship Employer







T Levels

A quick guide

T Levels - A quick guide

First launched in 2020, T Levels are proving increasingly popular. Here's our quick guide.

What are T Levels?

T Levels are vocational courses, and a high-quality alternative to A-Levels. One T Level is worth the same UCAS points as three A-Levels. They are two-year programmes with 80% of that time spent in the classroom, and 20% on a minimum nine-week industry placement with an employer.

Why should my child do a T Level?

Focussing on professional skills, T Levels have been designed with leading employers to give your child the knowledge and skills they need to progress into work, further study or an apprenticeship.

T Levels combine class-based learning with an industry

placement, giving your child the chance to get hands-on experience and learn what a real career is like while they continue their studies.

They will also get a nationally recognised qualification when

they pass. Their certificate will show the grade they achieve and give details of what they learned on the course, helping them to take the first steps in their career.

Do you have to pay to do T Levels?

T Levels are free if you start when you're under the age of 19 and have not already enrolled in another type of post-16 education.

What T Level subjects are available?

There are 18 T Levels already available to study in a range of exciting subject areas including digital, education, health, science, construction, finance and accounting. More courses will be available from September 2024. Find out more here: https://www.tlevels.gov.uk/students/subjects



can to visit the website

Where can I do a T Level?

T Levels are available at schools and colleges across the country. Visit this link to find a school or college offering T Levels near you: https://www.tlevels.gov.uk/students/find

Supported Internships

A quick guide

Supported Internships are for 16-24 year olds with an education, health and care plan (EHC).

It is an unpaid work-based study programme that usually lasts for one year. It includes an extended work placement that lasts for at least 6 months.

Your child will take the first step from education into the workplace while gaining the skills they need to get a paid job.



The National Development Team for Inclusion have produced an excellent guide for young people on Supported Internships, which you can find here:

https://www.ndti.org.uk/assets/docs/What-are-Supported-Internships-Easy-Read.pdf

Find out more about Supported Internships here: https://nationalcareers.service.gov.uk/explore-vour-education-and-training-choices/supported-internship







Dates for your diary

Free webinars throughout the year for teachers and parents/carers

As part of the Apprenticeship Support and Knowledge for Schools and Colleges programme (ASK), Amazing Apprenticeships are offering careers staff, teachers and parents/carers a schedule of free webinars throughout the year, to find out more about apprenticeships and how to support your child.

This series of informative webinars will provide an abundance of tips, advice and information from expert speakers across the apprenticeships and technical education world. Each webinar lasts for 30 minutes and will take place on Zoom. Participants are required to sign up before the session and will receive an email confirmation and a reminder an hour before it begins. The webinars will be recorded and shared with all registrants after the session.

Book your free place and catch up on recordings of all previous webinars here: https://amazingapprenticeships.com/workshops-webinars/



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2023				
Knowledge is power – what are the post-16 and post-18 technical education options?	Monday 25th September 2023 3:30pm	There are lots of technical education options for your child/students to undertake post-16 and post-18. Join this webinar for a clear picture of what they are, how to access them and next steps.		
Getting to grips with HTQs	Thursday 5th October 2023 3:45pm	Join this webinar to hear from Joanne Fradd, Policy Lead, Department for Education, to find out everything you need to know about HTQs.		
Understanding apprenticeships	Thursday 19th October 2023 3:30pm	Join us for a more detailed look at apprenticeships – exactly how they are structured, where you find them and who delivers them.		
Using the levels of apprenticeships to progress your career	Thursday 16th November 2023 3:30pm	In this session, we discuss how you can progress your career using the different levels of apprenticeships and how starting as an intermediate or advanced apprentice can assist you to progress even further.		
NAW 2024 – how to make the most of the resources	Thursday 14th December 2023 3:30pm	National Apprenticeship Week is coming soon and there are many free and exciting resources on offer to help you engage and inspire your students/child. Find out		





more by joining this webinar.



2024		
Sharing information about HTQs with your school/college community	Monday 22nd January 3:45pm	Join this webinar to hear from Joanne Fradd, Policy Lead, Department for Education, to look at how to share information with students, parents/carers and colleagues about HTQs to ensure good knowledge and awareness of these fantastic qualifications and support your school's work in meeting the Gatsby Benchmarks, as well as how to support students during the research and application process.
Everything you need to know – Autumn term round-up	Thursday 25th January 2024 3:30pm	This termly update is the first in a series of key information webinars for teachers and careers leaders. Expert speakers from Amazing Apprenticeships and the DfE will highlight what's new in technical education and apprenticeships and will cover any recent changes in policy and funding.
How to find and apply for apprenticeships	Thursday 29th February 2024 3:30pm	A step-by-step guide to the different vacancy platforms for apprenticeships, including Find an Apprenticeship, and tips for the application process.
How to impress in the application process	Thursday 21st March 2024 3:30pm	Want some top tips from current apprentices and apprentice employers? Hear directly about the best ways to impress in the apprenticeship recruitment process.
How to research and apply for HTQs	Wednesday 24th April 2024 6:00pm	If your child is looking for a post-18 qualification that is flexible, job-focussed and an excellent way to progress to a higher/degree apprenticeship, a full degree or a highly-skilled job, join us to find out more about HTQs.
Everything you need to know – Spring term round-up	Thursday 25th April 2024 3.30pm	This termly update is the second in a series of key information webinars for teachers and careers leaders. Expert speakers from Amazing Apprenticeships and the DfE will highlight what's new in technical education and apprenticeships and will cover any recent changes in policy and funding.
Apprentice stories	Thursday 23rd May 2024 3:30pm	Hear from real life apprentices who will share their experiences of being an apprentice, how they found their vacancy, what a typical day looks like and the benefits of doing an apprenticeship.
How to promote and support apprenticeships and technical education in your school or college.	Thursday 20th June 2024 3:30pm	Top tips and ideas for promoting apprenticeships and technical education, and supporting students, parents, carers and staff to understand the options.
Everything you need to know – Summer term round-up	Thursday 11th July 2024 3:30pm	This termly update is the third in a series of key information webinars for teachers and careers leaders. Expert speakers from Amazing Apprenticeships and the DfE will highlight what's new in technical education and apprenticeships and will cover any recent changes in policy and funding.