Parents' Pack

Apprenticeship Information

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Service

ASK
ABOUT
APPRENTICESHIPS

Amazing
Apprenticeships

An exciting month ahead for apprenticeships

Carolyn Savage, Head of Apprentice Engagement

Dear Parents,

November truly is a month of celebration for apprentices, their employers and all those who help to promote the brilliant opportunities that apprenticeships can bring. Towards the end of the month we'll be preparing for the highly anticipated National Apprenticeship Awards 2019 - with the prestigious final ceremony being held on 27 November.

The National Apprenticeship Awards, now in their 16th Year, showcase the diverse range of sectors engaged with apprenticeships, and the success stories of those who have embraced apprenticeships with zest. Apprenticeships are helping employers to thrive and apprentices to follow their dreams. The awards provide an opportunity to celebrate the very best employers, apprentices and apprenticeship champions across the country.

During November we will also be attending lots of exciting careers events across the country, including Skills London on 15-16 November and WorldSkills UK Live from 21-23 November. We'll be speaking to students, parents and teachers about the benefits of apprenticeships and helping to answer your questions. Be sure to check our twitter account @apprenticeships to get a better idea of what's in store at these exciting events.

Carolyn Savage
Head of Apprentice Engagement

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Apprenticeship key facts

Apprenticeships

Get back to basics with our key facts about apprenticeships

Learning about apprenticeships can be daunting, so we've included some of the key facts you need to know to begin to help your child to explore the opportunities available to them.

Key facts

- Apprenticeships are real jobs and you will earn a real wage
- Apprenticeships are available to anyone over the age of 16, living in England and have no upper age limit
- Apprenticeships have four levels, intermediate, advanced, higher and degree
- An apprentice will spend 20% of their time off-the-job training
- Up to 20,000 apprenticeship vacancies are advertised on Find an apprenticeship, the government portal

For more information about apprenticeships, visit apprenticeships.gov.uk

There are apprenticeships in **1,500** job roles covering more than **170** industries.

20% of an apprentice's paid time is off-the-job. This is when you learn and develop in your role. 20% is equivalent to one day a week.

Anyone over the age of **16** (who has finished Year 11 at school) can start an apprenticeship.

Up to **20,000** apprenticeship vacancies are advertised on the Find an apprenticeship portal

An apprentice usually works for a minimum of **30** hours per week.

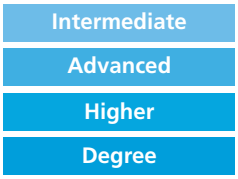
All apprentices are entitled to the **Apprentice National Minimum Wage** (this is slightly different to the National Minimum Wage).

Apprentices get at least **20** days paid holiday per year, plus **8** bank holidays.

12 months is the minimum length of all apprenticeship programmes

Since May 2015, over **1.7** million people have started an apprenticeship in England.

There are **4** different levels of apprenticeships, intermediate, advanced, higher and degree



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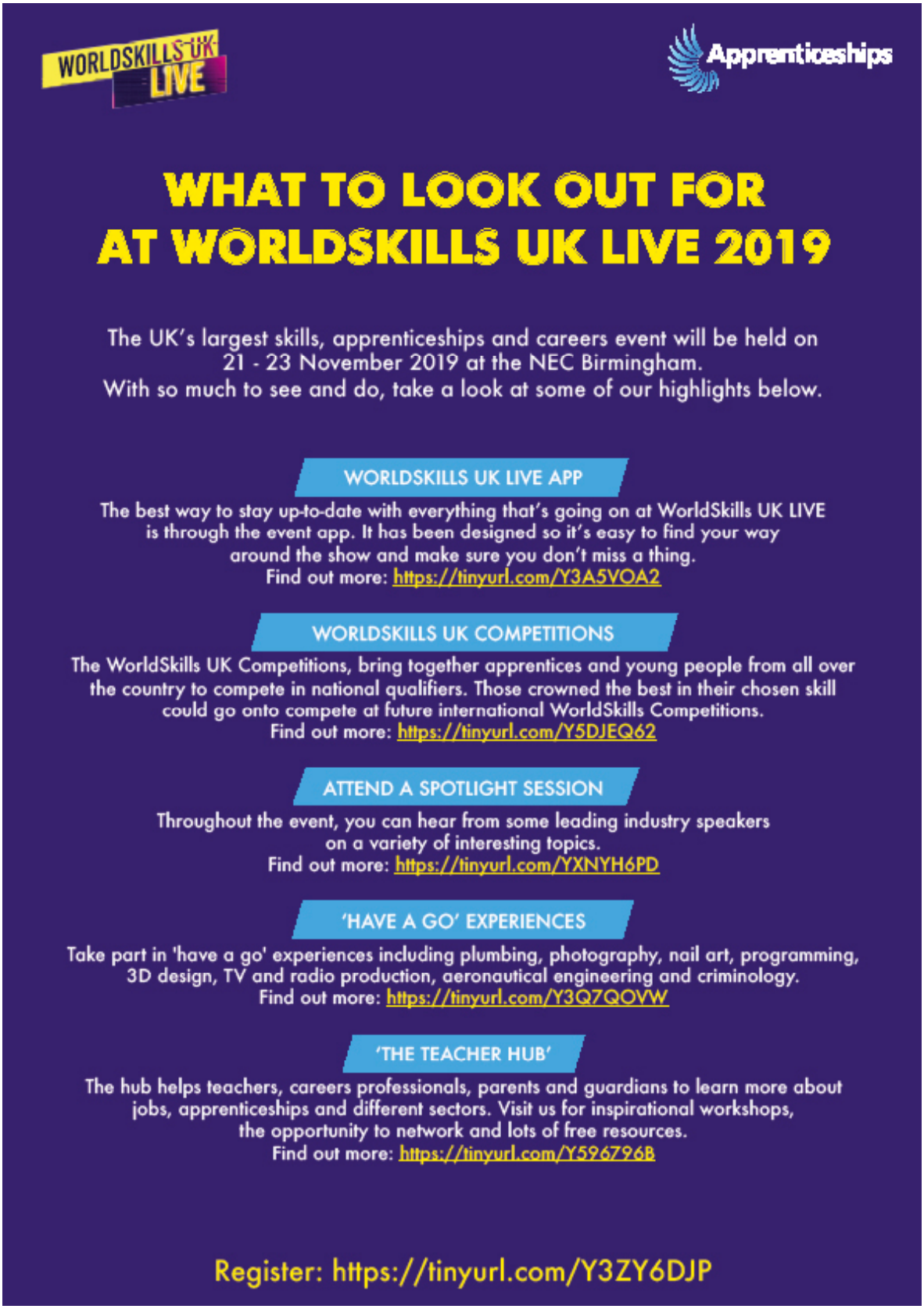
Visit apprenticeships.gov.uk to find out more.

What to look out for at WorldSkills UK Live 2019

Highlights of some of the best the event has to offer



The essential university open day checklist for degree apprenticeships

Apprenticeships

A useful checklist designed to help you get the most out of your visit

University open days can be a fantastic opportunity to find out more about apprenticeships. Complete this essential checklist during your next university open day visit to help you and your child find the right degree apprenticeship for them.

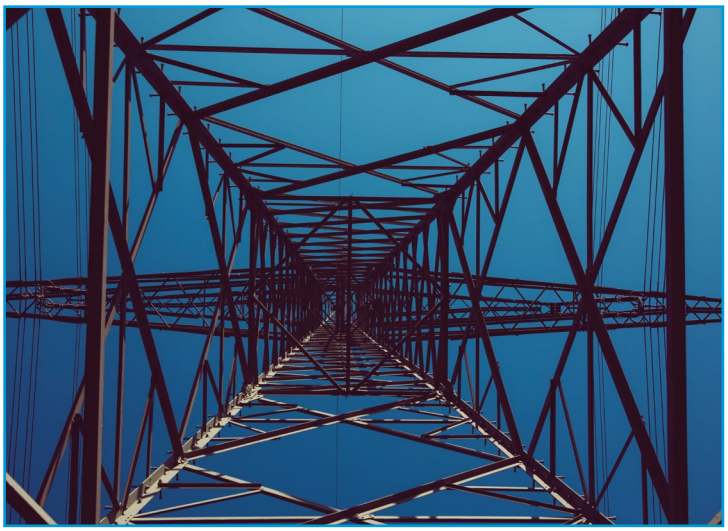
1	**Does the university offer or are they planning to offer Degree apprenticeships?** Many universities now offer Degree apprenticeships as an alternative to full-time university. Find out if the university you are visiting offers apprenticeships and to tell you about any exciting programmes that may be emerging in the future.	☐
2	**Which employers do you deliver apprenticeships for?** The university will be able to tell you about which employers they are working with to offer apprenticeships and also when you should be looking to apply.	☐
3	**Do you understand what's involved in the university apprenticeship application process?** 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 what's involved in advance can be helpful so that you are aware of what to expect.	☐
4	**Does the university 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 which can be invaluable.	☐
5	**What kind of delivery models is the university 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. Make sure you ask about the different models available for each programme to get a feel for how it will work.	☐
6	**Does the university offer regular contact with the employer and apprentice?** The best apprenticeship programmes will insist on regular contact between the university, apprentice and their employer. This approach is designed to 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	**Are you aware of positive feedback from Degree apprentices that are already part of the university's 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 any case studies you can view.	☐

Understanding Engineering apprenticeships

A hepful insight into the exciting world of Engineering apprenticeships

What is engineering?
Engineers come in many varieties and work for a huge range of different employers. There are roles for everyone, whether you want to reduce reliance on fossil fuels, keep people around the world supplied with fresh water and sanitation, build bridges or make a useful mode of transport go even faster.

Engineering roles use scientific and mathematical understanding and use it to invent, design, analyse and build things to solve problems and achieve practical goals. This can include the development of roads, vehicles, machines, tools, processes, and computers, this can also relate to manufacturing as well as producing items such as pharmaceuticals and cosmetics.



Who can become an engineer?
Most industries need engineers from a range of different disciplines for the varied knowledge and skills that they each bring. You can join the industry at any level, and often have the chance to study for further qualifications once you're in. Engineers can also work in different industries.

Common areas of engineering

Civil Engineering

A Civil engineers' job is to design, construct and maintain the man-made parts of our environment. These include buildings, bridges, roads, railways, dams, tunnels and airports.

Chemical engineering

Chemical engineers understand both how chemicals react to form new substances and how the facilities work that perform these reactions on an industrial scale. These facilities produce a vast array of everyday products, including food, fertiliser, pharmaceuticals, cosmetics, plastics and petrol.

Mechanical engineering

Mechanical engineers understand how forces act on solid objects, how liquids and gases behave, and how energy is converted from one form to another. Mechanical engineers use this knowledge to design machines that can cope with the forces they are placed under and to develop systems such as pumps, fans, turbines and power plants.

Electrical engineering

Electrical engineers understand how electricity works, and how to generate and use it. This could include generating electricity from renewable resources, working in a power station, helping to electrify a railway line or providing a building with heating and power. They may also be involved in Electronic engineering, using electrical circuits in areas such as communication, navigation, medical technology and manufacturing technology.

Life as an apprentice at Sky Sports

Maddy Morrison, Apprentice at Sky Sports

We caught up with Maddy Morrison, apprentice at Sky Sports. Find out all about her apprenticeship journey and experience below.

What is your current job role?
I work within Sky Sports News' TV production team as a gallery co-producer. My role involves writing scripts, editing picture, creating graphic sequences and producing the output in the gallery, which is a room filled with 100 television screens showing live sport and different camera angles that's directed live for viewers to watch. I have to react to breaking news for arguably the world's leading 24-hour rolling sports news channel.

How did you get into this role?
I completed a two-year Sky Sports News apprenticeship, which allowed me to gain an NCTJ diploma, which university students normally take as a Masters qualification. After the course, I obtained my full-time role at Sky.

What did your apprenticeship involve?
My apprenticeship was filled with a range of opportunities. The first 20 weeks was spent studying for the NCTJ diploma qualification, which involved learning key skills in Journalism, from shorthand to law. Following the course, I worked in every department of the newsroom so I could discover which area suited me for the future.

This included the news gathering team where I'd be sourcing stories, liaising with reporters and cameramen and thinking of innovative shoots. I also worked in the digital department writing articles for our website and posting social media bulletins, but it was production where I felt I thrived.

What made you choose an apprenticeship working for Sky?
Whilst studying my A-Levels at sixth form, I carefully researched the different paths I could take. I always had a drive to work in sports journalism and I felt that an apprenticeship was an unmissable opportunity. Despite having offers to study sports science at top universities, I realised an apprenticeship would not only provide me with a qualification but allow me to go straight into the industry and gain first-hand experience.

What is the most exciting project you have worked on?
Deadline Day is arguably the biggest day for Sky Sports News. There are high profile guests, breaking news every minute and cameras all over the place so you have to be careful where you walk! As I came to the end of my apprenticeship, I was asked to be a producer on 2 new shows dedicated to transfers. It was incredibly exciting having the chance to create a show from scratch. We had to choose theme tunes, graphics, features and even presenters. It was a brilliant challenge and something that allowed me to quickly develop during my apprenticeship.

As you can imagine, we also have a number of famous sportsmen and women who regularly come into the newsroom. We're also encouraged to go to shoots on location, for example, this month I went up to Manchester and met Juan Mata!

Life as an apprentice at Sky Sports

Maddy Morrison,
Apprentice at Sky Sports

I also got to work on covering Wimbledon and I produced, organised guests and interviewed tennis players, such as Serena Williams and Rafael Nadal. Sky's Ocean Rescue scheme is a prominent campaign, so I made it my mission to get players talking about the single-use plastics at the tournament. It was Johanna Konta's views that triggered the story to break on every Sky platform and in other media.

How did you find the apprenticeship for Sky?
Whilst studying at sixth form I had a passion for sports journalism and was keen to pursue this in the future. The Amazing Apprenticeships website directed me to a number of companies within sports broadcast, where I discovered the scheme at Sky.

Is the apprenticeship route competitive for Sky?
Sky Sports News take on one apprentice every year, so it's quite a rigorous application process. I filled out questions online before progressing to a telephone interview and assessment centre. Sky employ a number of apprentices across the business however, such as marketing, finance, customer services and technology, so there are endless opportunities available.

What is your proudest moment since starting at Sky?
Along with being named London's Advanced Apprentice of the Year, one of my proudest achievements has been producing my end point assessment for my apprenticeship qualification. Whilst promoting apprenticeships at Chelsea FC's academy, I came across the story of a young girl from a London estate who'd been beaten up for playing football. Despite that, she'd made it into the academy. Her story and the determination she'd shown resonated with me and she became the subject of my final project which aired throughout the day on Sky Sports News.

Would you say you have had the same opportunities being an apprentice at Sky as other colleagues?
I believe I would not have had such a range of experience if I did not come through as an apprentice. Having the chance to work in every department of the newsroom is a luxury that very few people have been able to enjoy. The scheme is designed for you to learn, so my colleagues were keen to invest time and offer continued support, which has provided me with a unique skill set to become a strong member in the newsroom.

What would you say to parents who are concerned that an apprenticeship isn't as good an option as studying full-time at University?
Having been Head Girl at a leading grammar school, choosing an apprenticeship over the traditional university route meant I broke the mould, but it's safe to say that it has been the best decision of my life. An apprenticeship not only gives you an industry recognised qualification, but you're immersed within a company gaining first-hand experience, all whilst being paid! The scheme allowed me to pursue my interests and was incredibly flexible.

In another world, I would currently be studying for my third year at University with the added exam pressure and student debt it presents. However, I'm fortunate to have a senior role at one of the UK's leading broadcasts. Choosing what to do after school is a tough decision and different for every individual, but I think an apprenticeship is a brilliant opportunity that shouldn't be overlooked.

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

Health and Science	Advanced Clinical Practitioner	Managing defined episodes of clinical care independently, from beginning to end, providing care and treatment.	Level 7 (Degree)
Transport and logistics	Cabin Crew	Providing excellent customer service to passengers while ensuring their comfort and safety throughout the flight.	Level 3 (Advanced)
Creative and design	Junior Journalist	Creating new items using a combination of words, pictures and moving images.	Level 3 (Advanced)
Health and Science	Midwife	Giving the necessary support, care and advice during pregnancy, labour and the postnatal period.	Level 6 (Degree)
Engineering and manufacturing	High speed rail and infrastructure technician	Providing technical solutions across the construction maintenance and operations of a high-speed railway.	Level 4 (Higher)
Engineering and manufacturing	Food and drink engineer	Maintaining, managing and installing a diverse range of specialist equipment and technology used in the manufacture of food and drink products.	Level 5 (Higher)
Construction	Design and construction management	Leading, managing and coordinating the design and/or construction process of building and infrastructure projects.	Level 6 (Degree)
Health and Science	Nuclear Operative	Responsible for the operation of plant systems and equipment on nuclear facilities.	Level 2 (Intermediate)

Upcoming vacancies with top apprenticeship employers

Apprenticeships

Explore the range of exciting apprenticeships

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

BAE Systems
Working at BAE Systems offers opportunities in advanced defence technology, supporting air, land and naval forces so they can protect people, national security and keep critical information and infrastructure secure. For further information and to see the opportunities available now, visit https://amazingapprenticeships.com/vacancies/employer/bae-systems-plc

CISCO
Would you like to work for a worldwide company, who through communication, allows business to feel closer and safer. Thanks to its leading IT, networking and cyber security technology. For further information and to see the opportunities available now, visit https://amazingapprenticeships.com/vacancies/employer/cisco-systems

Nestle Advanced Apprenticeships
Would you like to support Nestle in their goal of enhancing quality of life and contributing to a healthier future? With a history that dates back to 1866 Nestle has become the world's largest food and beverage company. They have their own Nestle Academy where you can learn from the best to be your best. For further information and to see the opportunities available now, visit https://amazingapprenticeships.com/vacancies/employer/nestle-2

Unilever
With a high focus on making sustainable living a common place, Unilever are always doing their best to reduce the environmental footprint of some of the best know brands around the world. Having a career with Unilever means you would be helping to create a better world for the future generations. For further information and to see the opportunities available now, visit https://amazingapprenticeships.com/vacancies/employer/unilever h

Glaxo Smith Kline
Would you like to be part of a leading company in pharmaceutical medicines, vaccines and consumer healthcare products to help the health of others? At GSK you could be starting the research all the way through to supplying the product. There are many opportunities to suit your passion. For further information and to see the opportunities available now, visit https://amazingapprenticeships.com/vacancies/employer/gsk/

Government Economic Service
If you are enthusiastic about making a difference to the lives of people and society while using your analytical skills and making decisions then working in the civil service could be an option for you. For further information and to see the opportunities available now, visit https://amazingapprenticeships.com/vacancies/employer/government-economic-service

Anti-Bullying Week: Ways to support your child

Supportive advice for parents ahead of Anti-Bullying Week 2019

Find out more about Anti-Bullying Week 2019, running from 11th November - Friday 15th November 2019, and the ways in which you can support your child.

Anti-Bullying Week 2019
Whether it is verbal, physical, online or in person, bullying has a significant impact on a child's life well in to adulthood. This year's theme, 'Change Starts With Us', underlines how by making small, simple changes, we can break this cycle and create a safe environment for everyone.

In partnership with O2, the Anti-Bullying Alliance has produced a raft of free cross-curricular resources for primary and secondary schools to help them bring about change.

Another simple way to show your support for the campaign is Odd Socks Day, supported by SafeToNet, being held on the Tuesday 12 November. CBeebies star and Anti-Bullying Alliance patron Andy Day and his band Andy and the Odd Socks will encourage pupils to wear odd socks to school to celebrate what makes us all unique and raise money for a good cause.

How to support your child
The Anti-Bullying Alliance has some helpful advice for parents who are worried that their child is being bullied. Your key role is listening, calming and providing reassurance that the situation can get better when action is taken.

- Listen and reassure them that coming to you was the right thing to do. Try and establish the facts. It can be helpful to keep a diary of events to share with the school or college.
- Assure them that the bullying is not their fault and that they have family that will support them. Reassure them that you will not take any action without discussing it with them first.
- Don't encourage retaliation to bullying - such as violent actions. It's important for children to avoid hitting or punching an abusive peer. Reacting that way has negative and unpredictable results- they may be hurt even further, and find that they are labelled as the problem. Rather suggest that they walk away and seek help.
- Find out what your child wants to happen next. Help to identify the choices open to them; the potential next steps to take; and the skills they may have to help solve the problems.
- Encourage your child to get involved in activities that build their confidence and esteem, and help them to form friendships outside of school (or wherever the bullying is taking place).
- Discuss the situation with your child's teacher or Head teacher - or the lead adult wherever the bullying is taking place. Every child has a right to a safe environment in which to learn and play. Schools must have a behaviour policy which sets out the measures that will be taken to prevent all forms of bullying between pupils.

More information
Download free resources, videos and other content, including an interactive parent tool, at:
www.anti-bullyingalliance.org.uk

Join the campaign on social media with @ABAonline using #AntiBullyingWeek #ChangeStartsWithUs

Higher and Degree apprenticeship vacancy listing 2019/20

The Higher and Degree Apprenticeship listing showcases thousands of vacancies from various employers starting in 2020. Your child can apply for these apprenticeships and a place at University at the same time.

Higher and Degree apprenticeships are widening access to the professions bringing together the very best of higher and vocational education. Degree apprenticeships give you the opportunity to train in a top career, whilst also attaining a degree from some of our best universities. Tuition fees are paid for by your employer and the government and you will be learning and earning a salary from day one.

To download a copy of the listing, please visit:
https://www.gov.uk/government/publications/higher-and-degree-apprenticeships

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Free apprenticeships support for your child's school

The Apprenticeship Support & Knowledge for schools and colleges (ASK) programme offers free support to schools and colleges with their apprenticeship awareness activities for students, teachers and parents.

Funded by the Department for Education, the ASK programme has a brand-new offer this year, with activity packs available for KS3, the development of a dedicated Sixth Form programme and an array of new resources.

Schools can continue to engage in awareness activities, registration and application workshops, mock assessment centre workshops and teacher and parent support throughout the year. To find out more about what your child's school can access, please download the ASK Brochure 2019/20 here:
https://amazingapprenticeships.com/resource/ask-offer-brochure

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Apprenticeships with the House of Commons: Apprentice vlog

A new vlog, focussing on apprenticeships with the House of Commons, has been created by Amazing Apprenticeships and edited by apprentice, Holly Hollingworth.

The vlog goes behind the scenes as Holly finds out about roles at UK Parliament with the House of Commons, meets some of their current and former apprentices, and finds out what it takes to be a House of Commons apprentice. Watch the full vlog now: https://vimeo.com/370522463