

Parents' Pack

Apprenticeship Information

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Getting inspired about apprenticeships in 2019/20

Carolyn Savage, Head of Apprentice Engagement

Dear Parents,

We have been delighted to see such a positive response to our Parents' Packs in the last academic year. We will be building on this success and bringing you even more editions this year, containing a range of useful articles, such as advice from employers and apprentices, as well as the latest updates and unbiased information about apprenticeships.

You will find lots of helpful information in this edition of the Parents' Pack to help you feel informed about all things apprenticeships and hopefully pass on this knowledge to your child, so they are also aware of all of their options. Apprenticeships are proving to be an incredibly successful pathway to kickstart a career, but don't just take our word for it; hear from apprentices Akeem, Nadia and Abigail, who provide a brilliant insight into life as an apprentice in 2019.



There are lots of other places to go for apprenticeship support, so please don't hesitate to visit:

<https://apprenticeships.gov.uk>

<https://amazingapprenticeships.com/>

<https://nationalcareersservice.direct.gov.uk/>

Carolyn Savage
Head of Apprentice Engagement

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A guide to apprenticeships

What's an apprenticeship?

An apprenticeship is a genuine job and under all circumstances an apprentice will be employed from day one. Apprenticeships combine practical training in a job with study.

An apprentice will:

- work alongside experienced staff
- gain job-specific skills
- earn a wage and get holiday pay
- be given time for study related to their role (the equivalent of one day a week)

What levels are there?

All apprenticeships include elements of on the job and off the job training, leading to industry recognised standards or qualifications. Some apprenticeships also require an assessment at the end of the programme to assess the apprentice's ability and competence in their job role.

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at grade A*– C or 9 – 4
Advanced	3	2 A level passes/Level 3 Diploma/ International Baccalaureate
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

What can they earn?

The national minimum wage (NMW) for apprentices is £3.90 per hour from April 2019. The apprentice NMW applies to apprentices aged under 19 or aged 19 or over and in the first year of their apprenticeship.

Apprentices aged 25 and over, and not in the first year of their apprenticeship, will be entitled to the National Minimum Wage.

Year	25 and over	21 to 24	18 to 20	Under 18
April 2019	£8.21	£7.70	£6.15	£4.34

This is the legal minimum pay per hour, most receive more. The Apprenticeship Pay Survey 2016 estimated the average gross hourly pay received by apprentices in Great Britain was £6.70 an hour for level 2 and 3 apprentices which is equivalent to nearly £14,000 per year. More details on salaries and entry criteria in specific apprenticeship occupations can be found on [GOV.UK](https://www.gov.uk) and search 'apprenticeships'

Why apply?

- Earn a real wage;
- Be trained in the skills employers want;
- Set yourself up for the future – apprentices enjoy marked salary increases when they complete their training, and those completing a higher apprenticeship could see increased earnings of an estimated £150,000 over their lifetime.*

Entry requirements

Apprenticeships are available to anyone over the age of 16, living in England and have no upper age limit. The National Apprenticeship Service is committed to ensuring that high quality apprenticeships are a prestigious option, accessible to all people from all backgrounds. All vacancies on [Find an apprenticeship](https://www.findanapprenticeship.gov.uk) will clearly state what the entry requirements are for the job role being advertised. There will be different entry requirements depending on the industry, job role and apprenticeship level.

Recent changes to the minimum English and maths requirements now mean that people with a learning difficulty or disability can now access a level 2 intermediate apprenticeship as long as they can achieve an entry level 3 qualification during their apprenticeship.

A Disability Confident Employer will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria as defined by the employer. For more details, search Disability Confident on [GOV.UK](https://www.gov.uk).

Where to look for an apprenticeship?

With so many opportunities on offer, there are several ways you can find an apprenticeship.

More information, including videos of current apprentices, is available at apprenticeships.gov.uk. You can search and apply for vacancies on Find an apprenticeship on [GOV.UK](https://gov.uk). Once registered on Find an apprenticeship, email and text alerts can be set up about new apprenticeship vacancies which may be of interest.

If you would like to view more information on a selection of well-known employers you can visit the vacancy snapshot at amazingapprenticeships.com. It displays a range of employers fact files outlining the types of apprenticeship vacancies available at these companies across the year. If you have a specific interest in a certain employer, it is also worth going direct to their recruitment site.

You could also meet employers and their apprentices through our new live broadcast feature. In these interviews, we take a look behind the scenes of a range of different employers and meet some of their apprentices amazingapprenticeships.com/live-broadcasts.

Contact the National Apprenticeship Helpdesk for further support on **0800 015 0400** or by email: nationalhelpdesk@findapprenticeship.service.gov.uk.

Our YouTube channel has useful hints and tips on applying plus other videos on apprenticeships, visit [YouTube](https://www.youtube.com) and search apprenticeships/NAS.

How to apply?

At any one time on Find an apprenticeship, in a variety of careers and industries across England, there are between 12,000 - 20,000 apprenticeships vacancies online available at gov.uk/apply-apprenticeship. You can search by keyword (job role, occupation type or apprenticeship level) and by location. In addition, some employers advertise vacancies on their website.

Once the right job comes up, simply register on the website and follow the step by step instructions to apply for the role.

What is the role of the training provider?

The training provider has a key role to play in providing off-the-job training, assessing progress towards achieving their qualifications and supporting you generally during their apprenticeship. They work very closely with the employer to ensure that the apprentice receives:

- an induction programme on starting
- a detailed training plan (including on-the-job training)
- regular progress reviews
- opportunities to put into practice off-the-job learning so that they can achieve their qualifications/requirements of the apprenticeship
- mentoring and general support throughout the apprenticeship

This will all be documented in a commitment statement that is part of the Apprenticeship Agreement. This is an individual learning plan that the provider, the employer and apprentice will all sign up to.

You can find out more about learner satisfaction with training organisations and colleges by accessing the learner satisfaction survey results on the FE Choices pages of [GOV.UK](https://gov.uk).

How many hours per week will an apprentice be working?

The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training you undertake.

However, this does not apply in every circumstance. For example, people with caring responsibilities or people with a disability may work reduced weekly hours. Where this is the case, the duration of the apprenticeship will be extended to take account of this.

The time spent on off-the-job training should be at least 20% and should be included as part of working hours. The employer must allow time to complete the apprenticeship within the working hours. If support is needed with English and maths, this should also be within

Further Support

Additional financial support is available for care leavers starting apprenticeships. A £1,000 bursary is available to support care leavers who are aged 16-24, this will be paid directly to them in the first year of the apprenticeships.

If you need help with your apprenticeship application or professional advice on making the right choices, visit: nationalcareersservice.direct.gov.uk for a web-chat with an adviser or call: 0800 100 900 (free from landlines and mobiles).

Follow National Apprenticeship Service:

 **@Apprenticeships / @FireItUp_Apps**

 **@fireitupapps**

 **FireItUpApps**

Visit apprenticeships.gov.uk or call 08000 150 400

Where to look for an apprenticeship

Ideas and top tips from the experts

It can be hard to know where to start when you initially begin to look for an apprenticeship. This can be made a little easier by following our top tips below for where to start your search.

Find an apprenticeship

Find an apprenticeship is the government's apprenticeship vacancy system showing around 20,000 vacancies in England at any one time. Users are able to search the huge range of vacancies available.

Top tip: You can manage alerts to receive emails or text messages when new apprenticeship vacancies are added to the site

www.gov.uk/apply-apprenticeship

Vacancy Snapshot

Vacancy Snapshot is a fantastic platform through Amazing Apprenticeships, showcasing some of the best-known apprenticeship employers in the UK.

Top tip: It offers a unique look behind the scenes at the employers and provides hints and tips for the different recruitment processes, as well as when they are likely to advertise.

amazingapprenticeships.com/vacancies/

Employer website

If you already have an employer in mind, go direct to their website careers pages. You will find lots of information about possible apprenticeship programmes. Be sure to take a look at their competitors too, so your child can find an apprenticeship that will suit them best in their desired industry.

Top tip: If you can't find the information you need, contact the employer and ask if you can be added to their mailing list

Social media

Twitter, Facebook, Instagram, LinkedIn and other social media sites can often be a great way to keep up to date with employers' recruitment cycles and what the process is.

Top tip: Make sure to follow the employers' careers accounts. Check your child's own social media account is suitable for any possible employers to view also.

Personal networks

If your child is looking for a particular type of apprenticeship, make sure they tell their family and friends! Often young people find their apprenticeship through people that they know, so you never know what opportunities might arise.

Top tip: Ask if they are able to help with work experience or work shadowing opportunities too - this is a great way to gain insight into different job roles.

What is the role of the employer?

The support your child can expect from their employer

Employers are at the centre of apprenticeships. They make the decision to recruit an apprentice to join their workforce and commit to supporting the apprentice to develop their skills and learning, whilst paying for their salaries and any associated costs of the off-the-job training with the training provider.

What does the employer have to do?

- Provide a genuine job with a contract of employment that covers the full duration of the apprenticeship. In many cases, employers will offer permanent employment.
- Ensure the apprentice undertakes real work, which gives them opportunities to access, develop, practice and evidence the knowledge and skills required to meet the apprenticeship standard.
- Allow the apprentice paid time to attend external off-the-job training and assessments as part of their working hours – this will be at least 20% of their paid time.
- Communicate with the training provider and help to choose the end-point-assessment organisation.
- Pay the apprentice a salary.
- Provide ongoing workplace and personal support to the apprentice.



Workplace support

All apprentices will have a line manager who will be responsible for ensuring that the apprentice is supported in their job role and that they are progressing in their apprenticeship. Where it is possible, in addition to a line manager, the apprentice may also have a workplace mentor or other members of their team who provide additional support and guidance.

Good employers recognise that an apprentice will be both an employee and a learner and so will ensure that there is a network of support around them to help them to succeed in the workplace.



Find out more

Check out some employers championing apprenticeships in the UK.

Read about the benefits and support that they offer their apprentices. www.amazingapprenticeships.com/vacancies

Life as a Media Production apprentice at the BBC

Akeem Graham,
Media production apprentice, BBC

We caught up with Akeem Graham, camera trainee and media production apprentice with the BBC. Find out all about his apprenticeship journey and experiences below.



What does a typical working day look like for you?

My job as a camera trainee is very unpredictable and therefore no day is the same. It can either be very organised with pre-planned jobs away from the office, where I will get a call sheet in advance, so I know exactly what I'm doing on the day, or it can be completely unplanned! On days where I don't have pre-planned jobs, I will meet the camera operator I am shadowing at the office and we will wait to get a call from the crew desk, highlighting where our services are required. Some of these days can be quiet with no call-out jobs and other days we will be filming all day. The unpredictability makes each day quite exciting.

What has been the most memorable moment of your apprenticeship so far?

My favourite moment from my apprenticeship so far has been attending the media day at Melwood, Liverpool's Training ground. It was ahead of their massive Champions League final against Tottenham. There was a jam-packed press conference and also an open training session with all the players. I saw players who I regularly watch on TV and play with on FIFA, right in front of my eyes! I was fortunate enough to be second camera for a BBC Breakfast special interview with the legendary Jürgen Klopp, who kindly took a picture with me at the end. To top things off, I was

third camera for a BBC Sport interview with 2018's player of the year, Virgil Van Dijk. Yes, I took a picture with him too! Even though I'm a Manchester United fan, I have to appreciate meeting and filming such world class people. It was a day I will never forget.

How do you find the work study balance of an apprenticeship?

I find the work/study balance really good. Every few months we go to Chesham, Buckinghamshire to study at college for a week. This is where we do all the studying related to our apprenticeship. Fortunately, it is all coursework and no exams! We are away from Sunday to Friday and our workload is quite manageable. I find it's always best to stay on top of the work and get it done while you're at college. In some cases, we are given work at the end of the week which we must complete in our time. I only work 4 days a week in my department which gives me time to complete any outstanding work on my days off! This has definitely helped with the work/life balance.

My Line Manager ensures I am placed with an experienced camera operator, who helps me to manage my workload. The support is great and no matter how busy it gets I will never be given more work than I can handle.

How do you manage your job workload? Do you have a line manager that helps you to prioritise what needs to be done?

As an apprentice, we are very well looked after. My Line Manager ensures I am placed with an experienced camera operator, who helps me to manage my workload. The support is great and no matter how busy it gets, I will never be given more work than I can handle. The collaborative approach of working alongside a more experienced camera operator enables the workload to be spread between us, which is always a bonus.

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Media production apprentice, BBC

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What was the application process like for your apprenticeship?

The initial application for this apprenticeship was online. After that, I had an online video interview where I had to speak for a maximum of one minute, answering a given question. I then got an invitation to an assessment day. This consisted of 2 group activities, followed by speed interviews, where 6 different people interviewed me during a 10 minute time slot, where I had to answer as many questions as possible. Luckily, I managed to answer them all! Finally, I had an interview with my News placement manager, followed by a basic camera and editing test. This tested my creativity, thought process and how quickly I can learn.



Apprenticeships can sometimes be viewed as an easy route as opposed to studying full-time, for example. Do you think this is the case?

I don't agree that apprenticeships are an easy way out. In my opinion, apprenticeships compared to University is an accelerated way into your chosen profession. It grants you the industry experience that so many companies desire from their new employees to have. With experience behind you, the pressure to have excelled at school is reduced, allowing you to be assessed on your creativity, passion and hunger to succeed within your chosen field. Also, the opportunity to earn a salary whilst learning and getting qualifications without debt is a win-win.

Where do you see yourself in the future?

The dream is to be an established Director of Photography on big Hollywood feature films, preferably movies in the Marvel Cinematic Universe. I would like to be a world renowned, award winning Cinematographer who has worked on a range of successful films, documentaries, dramas, music videos and commercials. I could also see myself starting up my own Production company, hosting a wide range of events to give masterclasses to young and upcoming camera operators.

In my opinion, apprenticeships compared to University is an accelerated way into your chosen profession. It grants you the industry experience that so many companies desire from their new employees to have.

What would your advice be to other people considering an apprenticeship?

Absolutely go for it! Go for it and don't hold back whatsoever. If you are more of a practical person, perhaps not the most confident with exams and don't like the idea of debt or you don't think University is for you, then an apprenticeship may be the best thing to happen to you! I came from a background of no experience in the Media, no A-levels or a degree and I now have almost a year's experience within the industry. You will be ahead of your peers, have a phone full of industry contacts and you will be debt free. If you are still debating University or an apprenticeship, then apply for both! That should give you more time to weigh up the options and hopefully whichever you choose will be best for you.

Careers in Construction, South West

Apprentice, Abigail and ex-apprentice Nadia
share their stories



The Construction Industry Training Board (CITB) has developed a shared apprenticeship model to suit the growing demand for apprentices from the construction industry. This model enables apprentices to move between different host employers, whilst gaining full apprenticeship qualifications.

We caught up with construction apprentice, Abigail Brown, and manager and mentor, Nadia Connabeer, from Shared Apprenticeships South West, to find out more about the initiative.

What is Shared Apprenticeships South West all about?

Nadia: Apprentices are employed directly by Shared Apprenticeships South West and the candidate is then hosted by a construction company to gain their onsite experience. Depending on the host companies' requirements, the apprentice may be moved to other host companies throughout their time with Shared Apprenticeships South West.

What made you decide on a construction based apprenticeship?

Abigail: 'Building Plymouth' gave a talk at my school during my first year or A Levels, and from then on it was always in the back of my head that I could see myself doing something in the world of construction – it just fitted. I loved my Maths A-level, so had a look where my enthusiasm for numbers and buildings could take me – Quantity Surveying fit the criteria, and this is what role I was looking towards applying to. I decided an apprenticeship would be a far better route for me than university because I wanted to start real work in the workplace. I was given the opportunity to look at a range of construction industry roles, including: Quantity Surveyor, Site Manager, Design Manager and Estimator. These were all part of the broader construction course: 'Construction in the built environment'.

What support do you get from your host employer Midas?

Abigail: There is a genuine enthusiasm to develop my skills and help me decide on what job I am going to tailor my apprenticeship to within the next 6 months. I am assigned to a 'team' during each aspect of my rotation, so I am supported on each project I work on. I have made close friends in the company, not only improving my life outside of work, but improving work relationships and connections. They've been able to help me, as they are all ahead of me in terms of studies and this has been very helpful.



What advice did you get at school to help decide your career path?

Abigail: My school focused on sending pupils to university, regardless of whether it was right for them. I tell pupils in schools who are thinking about future careers to be mindful of all advice, to listen to everyone's opinions (teachers, friends, careers advisors, google, do careers quizzes too), but most importantly to make your own decision, because that's the only one that matters!









For more information about the South West Shared Apprenticeship scheme, check out their website here:
<https://www.swsharedapprenticeships.com>

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

Agriculture, Environmental & Animal Care	Farrier 	Maintaining and caring for equine feet	Level 3 (Advanced)
Construction	Construction Quantity Surveyor 	Managing all costs relating to construction projects	Level 6 (Degree)
Creative and Design	Archaeological Specialist 	Planning, undertaking and leading archaeological research and investigation	Level 7 (Degree)
Engineering and Manufacturing	Wood Product Manufacturing Operative 	Producing wood products for the construction and furniture industries	Level 2 (Intermediate)
Engineering and Manufacturing	Automation and Controls Engineering Technician 	Installing, maintaining and repairing commercial catering equipment	Level 3 (Advanced)
Health and Science	Associate Continuing Healthcare Practitioner 	Planning and commissioning care for individual's with complex health and social care needs that have arisen as a result of disability, accident or illness.	Level 5 (Higher)
Sales, Marketing and Procurement	Assistant Buyer/ Assistant Merchandiser 	Sourcing, selecting, maintaining and delivering the right products to meet demand and business objectives.	Level 6 (Degree)
Agriculture, Environmental and Animal Care	Keeper and Aquarist 	Responsible for the everyday care and husbandry of the animals within the collection.	Level 3 (Advanced)

Employer Advice

Hear directly from employers

Lots of our previous Parents' Pack editions have featured great apprentice employers! Find out what you might have missed below, just click on the logos to be taken to the Pack the article is featured in.

Hear from lots more apprentice employers via Vacancy Snapshot here: <https://amazingapprenticeships.com/vacancies>



Advice on applying
with Nestlé



Assessment Centres
with Sky



Apprenticeships
with the Army



Construction professions
with Mace



Legal apprenticeships
with CILEx



Career progression
with TONI&GUY