

Parents' Pack

Apprenticeship Information

Edition 16: January 2020

2020

New year - new opportunities

Carolyn Savage, Head of Apprentice Engagement

Dear Parents,

The beginning of a new year promises new opportunities, and that is something very much at the heart of the apprenticeship message.

There are lots of exciting things to look forward to in 2020, including National Apprenticeship Week 2020 from 3rd – 9th February – this year including for the first time ever, the Saturday and Sunday so that even more events and activities can be offered for parents (please see page 4 for more information).

We will also see the release of even more apprenticeship standards and growing numbers of vacancies on the Find an Apprenticeship website.

We're thrilled to be supporting the new nationwide Fire It Up campaign, aimed at inspiring even more young people into an apprenticeship. Be sure to watch out for adverts across TV, radio and whilst you're out and about. The website has also been expanded to include even more detail for parents – check out this link:

<https://www.apprenticeships.gov.uk/parents/their-career>



Carolyn Savage
Head of Apprentice Engagement

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key facts










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](https://www.apprenticeships.gov.uk)

<p>There are apprenticeships in 1,500 job roles covering more than 170 industries.</p> 	<p>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.</p> 				
<p>Anyone over the age of 16 (who has finished Year 11 at school) can start an apprenticeship.</p> 	<p>Up to 20,000 apprenticeship vacancies are advertised on the Find an apprenticeship portal</p> 				
<p>An apprentice usually works for a minimum of 30 hours per week.</p> 	<p>All apprentices are entitled to the Apprentice National Minimum Wage (this is slightly different to the National Minimum Wage).</p> 				
<p>Apprentices get at least 20 days paid holiday per year, plus 8 bank holidays.</p> 	<p>12 months is the minimum length of all apprenticeship programmes</p> 				
<p>Since May 2015, over 1.7 million people have started an apprenticeship in England.</p> 	<p>There are 4 different levels of apprenticeships, intermediate, advanced, higher and degree</p> <table border="1" data-bbox="1198 1794 1431 1962"><tbody><tr><td>Intermediate</td></tr><tr><td>Advanced</td></tr><tr><td>Higher</td></tr><tr><td>Degree</td></tr></tbody></table>	Intermediate	Advanced	Higher	Degree
Intermediate					
Advanced					
Higher					
Degree					

National Apprenticeship Week 2020

The biggest week in the apprenticeship calendar!

'Look Beyond' has been announced as the theme for the 13th annual National Apprenticeship Week 2020 (the Week, NAW2020), taking place from 3 to 9 February 2020.

The National Apprenticeship Service will be asking young people to 'look beyond' traditional routes into employment and explore the diversity of career opportunities available through apprenticeships, as well as asking parents to 'look beyond' old preconceptions around apprenticeships, building their understanding of the value they bring.

Attend an event near you

For the first time ever, The Week has been extended to include the Saturday and Sunday (8 and 9 February), to maximise the opportunity for teachers and parents in particular to be able to participate in events. Employers large and small, up and down the country, will open their doors between **3 and 9 February** to showcase the inspiring work that their apprentices are doing, adding value and making an impact.

Events map

Use the handy events map to check out the local **Look Beyond** events that are taking place in your area and take your son or daughter with you if you can.

<https://nawevents.co.uk>



Twitter Q&As

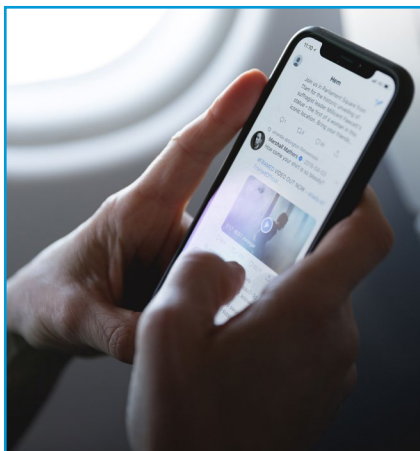
Two twitter Question and Answer sessions will be held during the week

#AskAnApprentice

Both you and your child can take part in this, using the [#AskAnApprentice](#) hashtag on Twitter from **12-2pm on Wednesday 5 February**. You will be able to hear first-hand from current apprentices.

#AskAnEmployer

Employers of all sizes will be taking to Twitter from **12-2pm on Thursday 6 February**, to answer questions about their apprenticeship programmes, what they look for in prospective apprentices, and the work their current apprentices are doing.



Big Assembly – Monday 3rd February at 10:30am

The Big Assembly is an online interactive webinar that you can stream through our online portal. You will meet some great apprentices and employers to help you to learn more about apprenticeships. For more information and to register, please visit <http://www.bigassembly.org>

Additional information and resources

Amazing Apprenticeships will also be sharing resources and information for parents to get involved with. Look out for more information at www.amazingapprenticeships.com in January.

Your ten-step 2020 apprenticeship plan

Hints and tips to help your child find and secure an apprenticeship

STEP 1. THINK ABOUT THE FUTURE

Sit down with your child and think about what they want to do in the future - what are their interests and career goals? This will help them have a clearer idea of what job role and apprenticeship they may wish to look for.

STEP 2. REGISTER

Register on Find an apprenticeship to browse all the latest vacancy opportunities. At any one time there are more than 20,000 vacancies across England, so it is the perfect place to start an apprenticeship search:

www.gov.uk/apply-apprenticeship

STEP 3. SET UP ALERTS

When you set up an account, you can also manage your alerts to receive emails or text messages when apprenticeship vacancies are added to the site that may be of interest.

STEP 4. EVENTS

There are a lot of events throughout the year where you can meet employers, apprentices, pick up a selection of literature and attend workshops with apprenticeship experts to discuss the range of apprenticeship options.



STEP 5. CONTACT SCHOOL OR COLLEGE

Enquire at your child's school or college, to see what careers events they are putting on. Ask if they are bringing in any expert speakers in and what opportunities for parents there could be.

STEP 6. CREATE YOUR OWN CALENDAR

Allocate time to search for the right opportunity for your child. Set aside time for application/interview prep, as well as time to visit employers and careers days. This will help your child stay on top of their application and set them on the path for success!

STEP 7. LOOK FOR WORK EXPERIENCE OPPORTUNITIES

This is a great way to gain valuable experience at weekends or in the school holidays. This is especially ideal if your child is unsure of what career route/job role they may like to pursue in the future and is also a great opportunity to enrich their CV.

STEP 8. DO EXTRA RESEARCH

The Amazing Apprenticeships portal has been designed to help you find out about apprenticeships. Spend time on Vacancy Snapshot understanding the recruitment processes of some of the biggest employers in the world:

www.amazingapprenticeships.com/vacancies

VACANCY SNAPSHOT

STEP 9. USE SOCIAL MEDIA TO STAY CONNECTED

Twitter, Facebook and LinkedIn are all brilliant ways to keep connected to apprenticeship news. Follow [@Apprenticeships](https://twitter.com/Apprenticeships) and [@AmazingAppsUK](https://twitter.com/AmazingAppsUK) to keep up to date.

STEP 10. LOOK OUT FOR NATIONAL APPRENTICESHIP WEEK

The 3 - 9 February is a week dedicated to all things apprenticeships! Engage with inspiring activities for both you and your child, happening in schools and communities across the country.

What are employers really looking for?

Advice from 10 of the top apprentice employers in the UK to see what they really want to see from your child's application

For more tips, go to: <https://amazingapprenticeships.com/vacancies>

	<p>AIRBUS Team work is an important part of life here, so we look for people who love collaboration and want to learn, grow and share their achievements with others. So try and get your child to demonstrate examples of this in their application.</p>
	<p>BBC Refer back to the job description to help you and consider listing your experiences and skills on a piece of paper next to you so you don't forget the essentials.</p>
	<p>Bentley Be prepared. Be passionate. Be proactive. Take time to understand the industry before applying.</p>
	<p>Coca-Cola European Partners Ensure your CV is up to date and make sure you include: Key Skills, languages, work experience and hobbies and interests.</p>
	<p>NHS Check in advance where the interview will be held and arrive with plenty of time to spare. Remember that hospitals and universities can be large and busy places!</p>
	<p>IBM The key to giving yourself the best shot in assessment centres is preparation. Prepare so that you're not going in blind, attain some key facts that might prove useful, but don't overload yourself with information – you still want your personality to come through.</p>
	<p>Nestlé There is no way to revise for the online application. Make sure you submit your application as soon as possible, and do not miss the deadline if there is one!</p>
	<p>Royal Mail The video interview/assessment centre is the stage of the process that will help us get to know your skills and personal qualities a whole lot better. But it's also your chance to get to know us – so remember to have your questions at the ready.</p>
	<p>EDF Energy Draw on your work and educational experience where relevant in your application and throughout the process.</p>
	<p>Lloyds Banking Group Our biggest tip across our application process for Lloyds Banking Group apprenticeships is...just be yourself! If you share our vision, are eager to learn and can help push us forward, then we want you!</p>

Life as an apprentice at Coca-Cola

Kodi Gledhill,
Apprentice at Coca-Cola



We caught up with Kodi Gledhill, apprentice at Coca-Cola. Find out all about her apprenticeship journey and experience below.



What is your current job at Coca-Cola and what does it involve?

I am a Project Engineer! Working in one of the largest soft drink manufacturers in Europe means that we have multiple functions all working together to manufacture and distribute our products. As an engineering apprentice, you are extremely lucky as you are able to transfer around all departments such as automation, ASRS (automated storage and retrieval system), projects, reliability engineering and operations in order to get a real understanding of what it entails to produce our products.

What made you choose an apprenticeship with Coca-Cola?

The name Coca-Cola in itself immediately attracts attention across the world so when I saw that there was a job available, it was a no brainer to try and gain a role within this business.

Did you always know you wanted to work for Coca-Cola?

It has always been a dream to work for such a globally recognised company which is so close to my home! My Dad has worked for the company for 26 years, so the company itself has had a massive impact of my life. I've always been extremely proud of my dad working here, so the opportunity to work here alongside him has always been an aspiration.

What have you accomplished through your apprenticeship?

Throughout my apprenticeship I have been lucky enough to be nominated and win multiple awards across the UK. This allowed me to meet people from many different companies and areas of the UK to understand how different business work.

What is your proudest moment since starting work at Coca Cola?

My proudest moment whilst working for Coca Cola was my graduation where I won the Graduate of the Year 2019 Award. This was an extremely special moment for me as I was able to share the day with my family, who are always my biggest supporters and have encouraged me throughout my apprenticeship



Would you say you have been at a disadvantage by not going to university in the traditional way?

Definitely not. I often get asked this question, and the simple answer is there is no right or wrong path when considering your future. For me I have always enjoyed on-the-job learning but understand that education is also a huge priority.

Taking an apprenticeship has meant that I've been able to gain practical skills as well as theoretical, all at the same time. For me, this is a win-win situation. In January 2020, I am progressing onto a Manufacturing Management degree, which I will also complete alongside my day to day role. However, this is a personal preference, but I have never felt disadvantaged about not following the traditional route. As a wise friend of mine says "Be a shepherd, not a sheep."

Life as an apprentice at Coca-Cola

Kodi Gledhill,
Apprentice at Coca-Cola

What would your advice be for someone looking for an apprenticeship?

Good things only happen to those who are willing to take a leap of faith and do something a little bit different. I understand that something like your future is extremely important, but it is the best decision I have ever made to complete an apprenticeship and I would recommend it to anyone who asks.

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In a few words can you tell us what apprenticeships mean to you?

I started my apprenticeship when I was 17 years old with no idea what it would lead to. I'm now 21 with a full time role in a company which has helped me progress into an adult. This apprenticeship has not only expanded my knowledge and skills on an engineering level but also on a personal level. The apprenticeship I have completed really does mean a lot to me as it has made me into the person I am today.

Find out more









Visit Coca-Cola European Partners' profile on Vacancy Snapshot to find out more about their apprenticeship programmes, get a look behind-the-scenes, pick up some tailored application hints and tips and much more: <https://amazingapprenticeships.com/vacancies/employer/coca-cola-european-partners>

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

Engineering and manufacturing	Aviation Maintenance Mechanic (Military) 	Carrying out maintenance and ground handling of a range of military and civil aircraft within a military environment, including helicopters and jet fighters.	Level 2 (Intermediate)
Construction	Chartered Town Planner (Degree) 	Shaping the places we live in by balancing the needs of people and business for homes, jobs, local facilities and open spaces with impacts on the wider environment.	Level 7 (Degree)
Protective services	Custody and Detention officer 	Ensuring individuals in custody and detention centres are held in a secure, safe, decent and fair environment.	Level 3 (Advanced)
Education and childcare	Early Years Educator 	Highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe.	Level 3 (Advanced)
Sales, Marketing and procurement	Funeral Director 	Arranging, conducting and managing funerals.	Level 3 (Advanced)
Health and science	Laboratory Scientist (Degree) 	Carrying out technical and scientific activity in laboratories.	Level 6 (Degree)
Engineering and manufacturing	Nuclear Technician 	Providing technical support to engineers and scientists in the nuclear industry.	Level 5 (Higher)
Health and science	Research Scientist 	Planning, leading and conducting scientific experiments and analysing results.	Level 7 (Degree)

The Royal Navy

Recruitment process



The Royal Navy gives tips on preparing for their application process and how to stand out

When you start an apprenticeship in the Royal Navy, you're right at the beginning of an adventure that will take you all around the world. You'll be a valuable member of The Royal Navy team as soon as you join, because you'll be learning on the job, making a vital contribution and earning a competitive wage from day one. Their world-class training will mean you have all the transferable skills you need to succeed in civilian life.

STEP 1: REGISTER YOUR INTEREST

The first step is choosing the role that you think is right for you. There are lots of ratings roles available, from working as a Chef, to becoming an Engineering Technician. To find the role that's right for you, visit the Find Your Apprenticeship page on The Royal Navy's website.

STEP 2: NAVAL SERVICE RECRUITING TEST

The Royal Navy will arrange for you to take the Naval Service Recruiting Test (NSRT). To help you get ready for this multiple-choice psychometric test, The Royal Navy Website has provided some sample questions.

STEP 3: INTERVIEW

The Royal Navy will then invite you to a formal interview, focused specifically on the role that you have chosen. This is much like any other job interview, so you should **prepare** accordingly and ask your Armed Forces Careers Officer (AFCO) for help if required.

STEP 4: MEDICAL & EYE TESTS

Your tests must be completed by one of our Ministry of Defence-approved doctors, who are based all around the country. Your local AFCO will arrange an appointment for you at a convenient time and location.

STEP 5: TAKE THE FITNESS TEST

Before you can join you'll have to pass the Royal Navy's Pre-Joining Fitness Test. You'll need to be in the best possible shape to have the greatest chance of passing, which will also help with basic training. You'll find more details about fitness in their **'joining'** section on The Royal Navy's website.

STEP 6: PRE-ROYAL NAVY COURSE

Once you've been given an entry date, you'll need to attend a four-day assessment, the Pre-Royal Navy Course (PRNC). The PRNC is a comprehensive physical examination, including a number of running and swimming tests. This is also your chance to sample life in the Royal Navy.

STEP 7: START TRAINING

After some final checks you'll be given details about your provisional place at HMS Raleigh where you'll complete your Basic Training. Your local AFCO will buy your train ticket to help you get there, and tell you what kit you need. After Basic Training, you'll begin your professional training.

The Royal Navy Recruitment process



The Royal Navy gives tips on preparing for their application process and how to stand out

There are other tests you will need to undertake.

NAVAL SERVICE RECRUITING TEST (NSRT)

The NSRT enables us to test your general intellectual ability, regardless of your existing academic qualifications. The test has four different sections that measure your:

- general reasoning,
- verbal ability,
- numeracy, and
- mechanical comprehension.

If you don't pass the NSRT first time around, don't worry – you can take it again. To help you prepare, try a practice recruiting test.

PRE-JOINING FITNESS TEST (PJFT)

For the PJFT, you'll need to complete a 2.4km run on a treadmill, where you will be expected to push yourself to produce your best effort.

We've put together a training schedule to get your fitness levels to where they should be. Ideally you need to follow the programme for the full eight weeks prior to joining to increase your chances of success.

PRE-ROYAL NAVY COURSE (PRNC)

The four-day assessment takes place at our Acquaint Centres in two locations: HMS Collingwood in Hampshire and MOD Caledonia in Rosyth. The course is designed to give you an introduction to life and work in the Royal Navy.

You will also have to successfully complete some fitness tests:

- A 2.4km run completed outdoors within a specific time
- Swim 50 metres in under four minutes.
- A series of assessed gym tests and an assessed group run

The PRNC is also an opportunity for you to experience life in the Royal Navy and be sure you're prepared for the challenges ahead.

Find out more:

Visit The Royal Navy's profile on Vacancy Snapshot to find out more about their apprenticeship programmes, get a look behind-the-scenes, pick up some tailored application hints and tips and much more: <https://amazingapprenticeships.com/vacancies/employer/royal-navy>



Upcoming vacancies with top apprenticeship employers

Explore the range of exciting apprenticeships

Check out which employers from Vacancy Snapshot have recruitment windows opening up in January.



ACCENTURE

Roles in: Technology degree apprenticeships

Open: Now

Closes: 29th February 2020

Find out more:

<https://amazingapprenticeships.com/vacancies/employer/accenture>



ASTRAZENECA

Roles in: Scientific R&D, Information Technology, Business, Operations

Open: Now

Closes: Open ended

Find out more:

<https://amazingapprenticeships.com/vacancies/employer/astrazeneca-medimmune>



BENTLEY

Roles in: Business, Sales and marketing, HR, Purchasing, Finance

Open: Now

Closes: Open ended

Find out more:

<https://amazingapprenticeships.com/vacancies/employer/bentley>



SEVERN TRENT

Roles in: Tanker Driver apprenticeship, Utilities Engineering technician, Finance

Open: Now

Closes: Open ended

Find out more:

<https://amazingapprenticeships.com/vacancies/employer/severn-trent>



THAMES VALLEY POLICE

Roles in: Police Community Support Officer

Open: Now

Closes: 3rd February 2020

Find out more:

<https://amazingapprenticeships.com/vacancies/employer/thames-valley-police>

Supporting disabled individuals to access apprenticeships

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

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

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

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

How do I apply?

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

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

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

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



Preparing for interview

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

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

Supporting disabled individuals to access apprenticeships

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

Telling people about your disability

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

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

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



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

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

When to mention your disability

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

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

Where can I find out more?



For further help and tailored advice, Disability Rights UK have created a fantastic guide which can be downloaded free of charge from their website: <https://www.disabilityrightsuk.org/sites/default/files/pdf/IntoApprenticeships2017.pdf>

Join a free webinar - 5th February 2020

Join Disability Rights UK, Disability and Skills Manager, Rabia Lemahieu, for this fantastic webinar on supporting students with disabilities to access apprenticeships. The webinar, taking place 5th February from 12:30 - 13:00, will deal with common questions such as how to find an apprenticeship, how reasonable adjustments can help with accessibility and what support could be available in the workplace. Book here: <https://tinyurl.com/V6T76ZD>

National Apprenticeship Week



Live broadcasts

Join exciting broadcasts with apprentices and employers throughout National Apprenticeship Week 200



MONDAY

Digital Apprenticeships
Finance Apprenticeships

TUESDAY

Aviation LIVE
Health Apprenticeships

WEDNESDAY

Legal Apprenticeships
Science Apprenticeships

THURSDAY

Engineering Apprenticeships
Nuclear Apprenticeships

FRIDAY

Young Apprentice Ambassador Network Takeover

@AMAZINGAPPSUK

@APPRENTICESHIPS

#NAW2020

#FIREITUP



REGISTER NOW!

Don't miss a second of the action, register now and get all the details you need for joining on the day:

Monday: <https://learnliveuk.com/national-apprenticeship-week-2020-digital-finance>

Tuesday: <https://learnliveuk.com/national-apprenticeship-week-2020-health>

Wednesday: <https://learnliveuk.com/national-apprenticeship-week-2020-legal-nuclear>

Thursday: <https://learnliveuk.com/national-apprenticeship-week-2020-engineering-science>

Friday: <https://learnliveuk.com/national-apprenticeship-week-2020-ambassador-network>

For more information, or if you have any questions, please visit www.learnliveuk.com