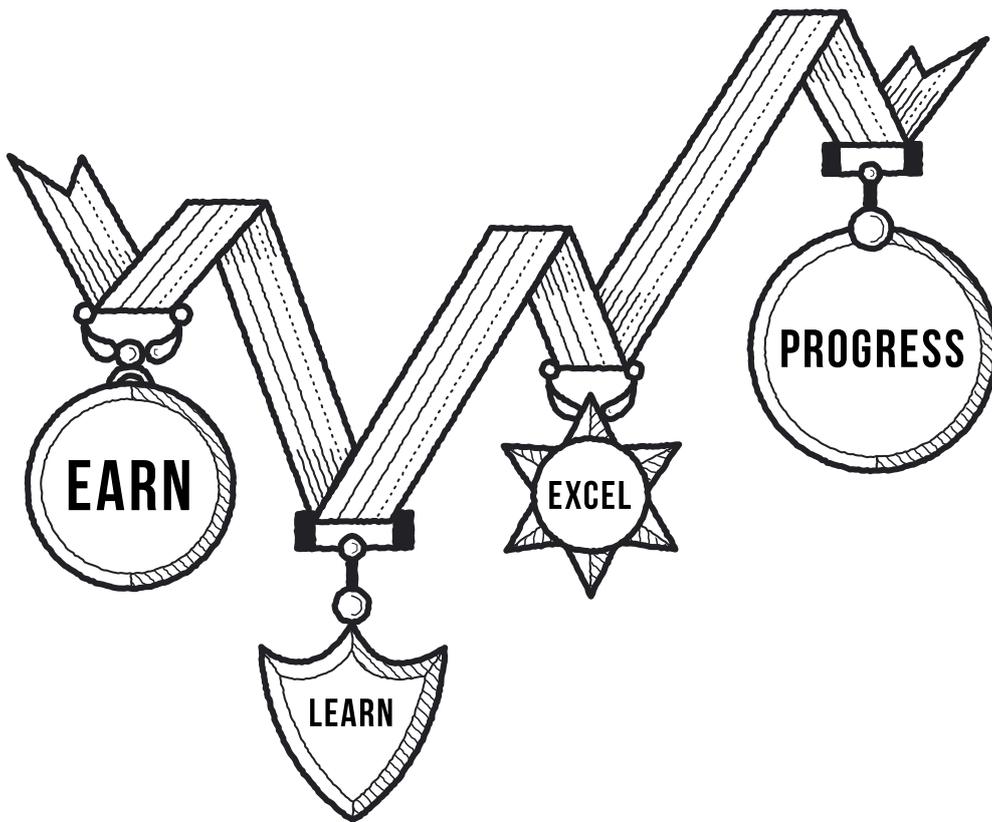


Parents' Pack

Apprenticeship Information

Edition 6: March 2019



a great success

From the 4th - 8th March the country celebrated apprenticeships and careers.

The 12th annual National Apprenticeship Week was a great success and really highlighted the fantastic opportunities that an apprenticeship brings to employers, individuals and the economy.

More than 1,250 events were held across the country, of which around 400 were in schools and colleges helping students and parents to understand the benefit of apprenticeships.

The Apprenticeships and Skills Minister, Anne Milton, toured the country and took part in radio interviews, including a phone-in with Nicky Campbell on BBC Radio 5 Live and apprentice Sarah Eley appeared live on the BBC1 Breakfast programme.

At an event held at the House of Commons to celebrate the good work of Training Providers and Employers who are championing apprenticeships, Robert Halfon, Chair of the Education Select Committee shared his thoughts on apprenticeships.



"I love apprenticeships, it's my passion in politics! Apprentices are transforming their lives, getting on the ladder of opportunities, combining skills and training to get to the top of the ladder, to get job security and prosperity. The world is changing in a big way, we already have a skills shortage in the UK, and so the need for apprentices to climb the skills ladder is more crucial than ever."

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New quality mark for employers seeks parents' feedback

Parents are invited to consult on new way to recognise the best apprenticeships.

Are you a parent of a child who is currently an apprentice or considering an apprenticeship in the future? The Government are introducing a quality mark for employers who offer apprenticeships, so that you can tell which employers offer the best apprenticeship experience. This is your chance to be involved in shaping what this will look like by telling the Department for Education what matters to you.

Investors in People will be creating the quality mark. The Department are starting by speaking to a variety of stakeholders, asking what makes a good apprentice employer and your involvement is essential to getting it right. If you are interested in sharing your thoughts, please register your details at www.investorsinpeople.com/apprentice-week and they will be in touch.

In addition, two focus groups are being held in April to gather feedback directly from you. Sessions are taking place in the evening in the following locations:

- **Newcastle – Tuesday 2nd April 2019**
- **London – Wednesday 3rd April 2019**

If you are involved in a focus group, you will be paid £40 to take part. To find out more about how to register for the groups or if you have any questions regarding the research email Morag Haddow at mhaddow@djsresearch.com

DJS Research is an independent market research consultancy which has been commissioned by Investors in People to conduct the research.

Updated: support with Higher and Degree Apprenticeships

Degree apprenticeships provide the opportunity to attain a degree or professional qualification from some of our best universities and providers whilst training in a top flight career. Tuition fees are paid for by the employer and the government and your child will be learning and earning a salary from day one.

The Higher and Degree Apprenticeship Listing showcases thousands of vacancies from various employers starting in 2019. Your child can apply for these apprenticeships and a full time place at university at the same time.

To download a copy of the listing please visit:

www.gov.uk/government/publications/higher-and-degree-apprenticeships

Once again we've teamed up with Which University to update the hugely popular 'The Complete Guide to Higher and Degree Apprenticeships'. The guide provides detailed information on what higher and degree apprenticeships are, the benefits, who delivers them and where to go for more information.

To download a copy of the guide please visit:

www.gov.uk/government/publications/higher-and-degree-apprenticeships



Exciting new apprenticeship standards

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

Business & Administration	Employability Practitioner 	Helping people to address and overcome obstacles to secure suitable and sustainable employment.	4 (higher)
Creative & Design	Cultural Heritage Conservation Technician 	Ensuring the preservation of cultural heritage objects or collections housed in archives, art galleries, libraries, as well as historic and ancient sites.	4 (higher)
Creative & Design	Fashion Studio Assistant 	Supporting designers to create new materials, styles, colours and patterns for fashion brands and labels.	3 (advanced)
Digital	IT Solutions Technician 	Develop, implement and maintain complete IT solutions, such as networks, operating systems and applications.	3 (advanced)
Engineering & Manufacturing	Manufacturing Manager 	Overseeing manufacturing processes to ensure that performance output meets customer expectations.	6 (Degree)
Health & Science	Leisure Team Member 	Support, enhance and deliver the day to day operations and services of a leisure/fitness facility.	2 (intermediate)
Transport & Logistics	First Officer Pilot 	Supporting the aircraft Commander and to assist her/him in the safe and efficient conduct of the flight.	6 (Degree)

Apprenticeships provide real world skills

Apprentices will be learning skills they'll need for life from day one.

One of the great benefits of the apprenticeship pathway is the exposure and support that the apprentice will receive to develop new skills. From the beginning of their programme, apprentices will be learning and refining a mix of important behaviours and skills.

Skill	Personal development
Professional skills	From learning the basics of writing emails in a professional tone, to understanding the do's and don'ts of the workplace, apprenticeships introduce individuals to working life in a supportive environment.
Industry skills	Apprentices gain immediate exposure to how businesses work. They will gain an understanding of sector priorities and trends linked to the industry. Apprentices will also work with up-to-date technology and learn from experienced colleagues working alongside them every day.
Confidence	Apprentices are given lots of support by their employer to help them to build their confidence. Tasks such as working on projects, contributing to the organisations' goals and speaking with clients will help to build up confidence as a professional and in their everyday life.
Resilience	Finding and securing an apprenticeship can be competitive and just like any job in the real world, not everyone that applies will be successful first time. The rigorous application processes, as well as finding solutions for challenges that may occur in the job role, will teach apprentices to develop and build their resilience.
Time management	Getting up early, meeting deadlines and managing their workload whilst studying for their apprenticeship, can make apprentices some of the best individuals at managing and prioritising their time.
Interpersonal skills	Working in a team with colleagues of various ages and backgrounds is very different to the school environment young people are used to. Learning how to communicate effectively, work collaboratively, share/receive feedback, listen and manage relationships in a professional environment will provide the opportunity to develop amazing interpersonal skills.
Public speaking	Apprentices may need to present ideas to colleagues on team/individual projects, speak in meetings or even deliver a speech at a conference. There are likely to be lots of opportunities to develop this skill in their job role.

Preparing for the first day in a new job

Advice from real apprentices.

The transition from full-time education to employment is a big one and your child may be feeling nervous. We asked some apprentices for their top-tips on what parents can do to help their child to prepare so that the first few days and weeks run smoothly.

“ Find out as much as you can about the company ”

Even when you have secured the job and been given a start date, you should not stop researching the company. Follow the company on Twitter and Instagram, sign up for any news alerts via their newsletter, and visit their website. This will help you to keep up to date about what's going on in their business.

Alice, Hertfordshire ”

“ Talk about the workplace ”

I think it really helps to talk through work scenarios that could occur and how you might deal with them in a professional way. It could be anything from arriving on time (early is better), when it's ok to use humour/make jokes, how to look interested in a meeting (even if they don't really understand what's being discussed) etc. If you're not sure then there are loads of online chats that you can join to get a feel for what to expect.

Sian, Yorkshire ”

“ Think through and plan the journey ”

I remember that I researched all of the different transport routes and I even tried out a few different buses before the big day so that I could have a couple of different options for how to get to work. You never know if there might be delays or cancellations. This planning was really useful so on the first day I wasn't stressed about being late or getting the journey wrong.

Steven, London ”

“ Look smart and get a haircut ”

Before I started my first apprenticeship I went shopping and got myself a new suit because I know I was going to be in an office and I wanted to make sure I looked smart. I already had loads of shirts from when I was at school sixth form so I carried on wearing those. I also made sure that I went for a new haircut!

Kyle, Birmingham ”

How to help your child find the right employer for them

Tips on how to find the most suitable apprenticeship.

Taking time to research the different apprenticeship programmes available is an important step. Every company is different and the apprenticeship environment that they have created may vary. Take a look at these top tips on how to find the most suitable employer.

What are the top priorities?

1

Discuss which factors are most important for the apprenticeship and in what priority:

- Progression opportunities
- The opportunity to work in different departments
- To work for a well-known brand
- Good salary/earning potential
- To be in a large or small organisation
- To have opportunities to travel
- Good social networks & opportunities

What does the employer say?

2

Visit the employer website to help to understand the ethos and culture of the company:

- What kind of language are they using? Are they passionate about their apprentices?
- Watch behind-the-scenes videos
- Are they supportive in their communications to you?
- What sets them apart from competitors?

What do others say?

3

Read or view testimonials from their existing/past apprentices:

- What do their apprentices say?
- Are there any quotes or stories about existing employees?
- What do their customers say?
- How are they viewed in their sector?
- Have they won any awards for their apprenticeship programme?
- Do they hold any badges or recognition?

What is their business like?

4

Many employers will hold open days so that you can meet staff and experience the workplace:

- Attend an open day
- Ask for work experience
- Visit the employer's sites

For top behind the scenes footage and information direct from top apprentice employers in the UK, visit: <https://amazingapprenticeships.com/vacancies/>

Financial support for apprentices

Tips to help apprentices to be money smart.

Individuals and their parents can often be concerned that an apprenticeship will not provide any financial support. However, there are many ways that apprentices can benefit from money-saving schemes. See our top picks below:



NUS Apprentice Extra Card

Costing £11 per year with exclusive discounts and deals from more than 140 high street and online retail partners. The NUS card is a great way to make savings on regular everyday purchases or fun outings, such as tickets for Alton Towers or savings on Apple Mac products.



Railcard for 16-25 year olds

Save 1/3 on your train fares and access up to 200 other discounts with the 16-25 railcard. Costing £30 for a one year card or £70 for a three year card, this is ideal for apprentices using trains regularly.



£1000 bursary for care leavers

The Department for Education have introduced a £1,000 bursary payment to support care leavers aged 16-24 starting an apprenticeship. This money can be put towards work place costs, such as clothes for an interview, equipment or travel costs getting to and from work.



Support with interview clothing

'Smart Works', 'Dress for Success', 'Suited for Success' and 'Suited and Booted', all provide free smart clothing for interviews if you or your child are eligible for their services.

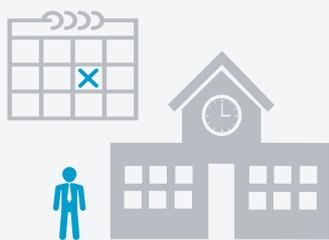
National Apprenticeship Week highlights

Just some of the highlights from a brilliant week!

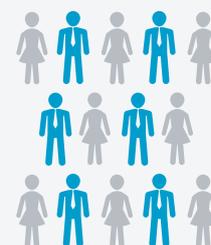
National Apprenticeship Week 2019 was a great success! We hope you managed to attend some of the wonderful events held across the country. Take a look at some of our highlights below.

The Apprenticeship Support and Knowledge Programme has supported 300 events in schools and colleges, enabling 16,500 + students to be engaged in apprenticeship activities from years 10-13.

400+
events
supported
in schools
and colleges



16,500+
students
engaged
in years
10-13



We kickstarted the week with, 'The Big Assembly,' a live broadcast featuring six young apprentice ambassadors. Thousands of students tuned in to have their questions answered.



Blaze the Bear started his journey across the UK in the North West, attending events alongside young apprentice ambassadors. His travels included a visit to Weightmans Law Firm and he celebrated National Pie Week in Manchester!



Education Secretary, Damian Hinds, marked the launch with a visit to WSP. WSP are one of the world's leading engineering professional services consulting firms, who currently employ 180 Advanced, higher and Degree apprentices.



One of the most exciting events during National Apprenticeship Week 2019 was the 'Apprenticeships, Skills and Careers for the future' event held at the House of Commons. Young Apprentice Ambassadors travelled from all over the UK to celebrate and hear from speakers including Eileen Milner, Chief Executive, Education and Skills Funding Agency, and Dr Neil Bentley-Gockman OBE, CEO at WorldSkills UK.

Construction professions with Mace

Mace, an international consultancy and construction company, gave us insight into their apprenticeship schemes in the construction professions.



What do Mace do?

Mace manage the delivery of projects for their clients. Although their teams don't physically lay the bricks, they manage all of the activity needed to make a construction project happen. Mace can help clients at every stage of a project – from having an idea to managing a building every day.

What types of roles are available?

Mace offer apprenticeships in a wide variety of different disciplines including but not limited to:

- Civil Engineering
- Construction Management
- Project Controls
- Project Management Consultancy
- Quantity Surveying - Commercial Management (Contracting)
- Quantity Surveying - Cost Consultancy (PQS)
- Building Services Engineering

Iconic projects our apprentices have worked on

The London 2012 Olympic Park, The Shard, Battersea Power Station, Birmingham New Street Station and Manchester Business School.

What does the application process entail?

1. Complete the online application form

It is recommended you submit your application as early as possible. Mace make offers on a rolling basis and vacancies will close to applicants once filled.

2. Telephone interview

3. The final stage will be a **face-to-face interview** and **group exercise** for successful candidates

Find out more and apply

Please visit the Mace website to find information on vacancies still available for 2019: <http://www.macegroup.com/careers/apprenticeships>

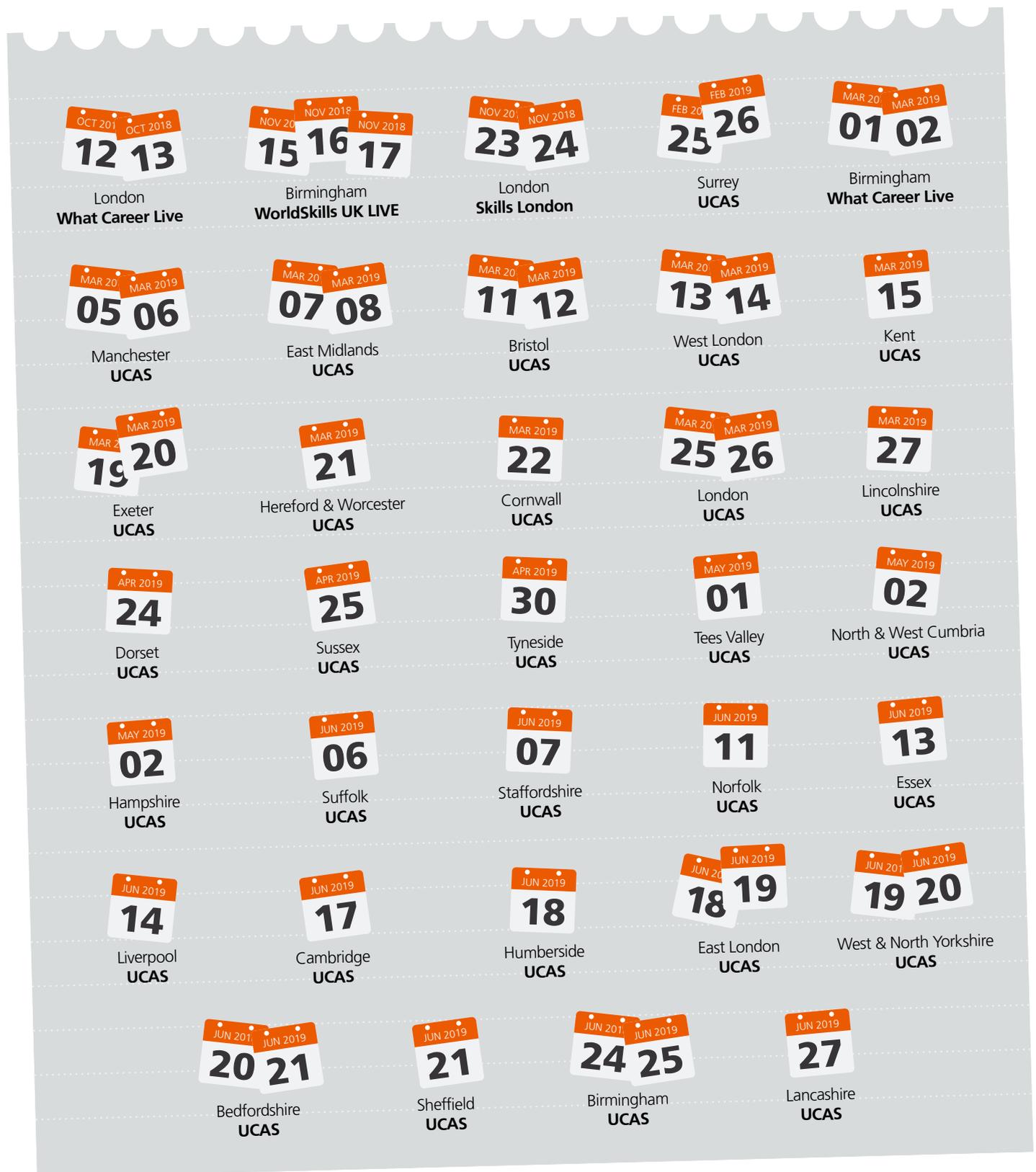
You can also visit Vacancy Snapshot for behind-the-scenes footage, hints and tips on making a successful application, benefits for Mace apprentices, and much more: <http://www.amazingapprenticeships.com/vacancies>

Mace will open for apprenticeships commencing in September 2020 in September 2019.

Calendar of events



The National Apprenticeship Service attend many careers events each year, below are a selection of the upcoming events where you can speak to our advisers and find out more information about the opportunities apprenticeships bring.



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