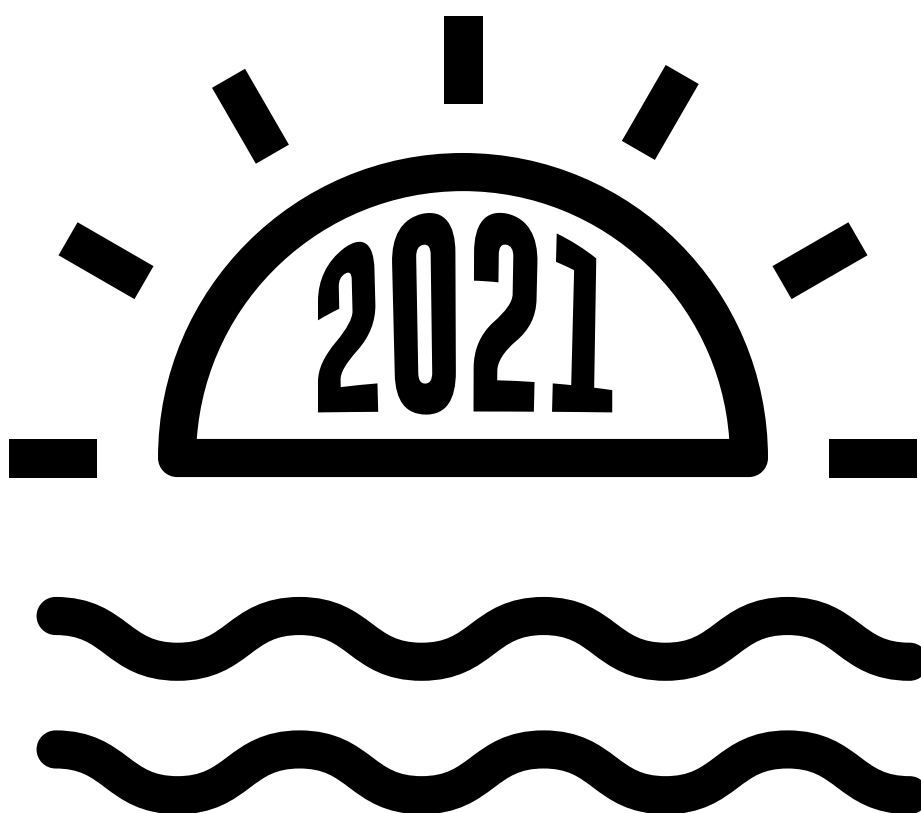


Parents' and Carers' Pack

Apprenticeship Information

Edition 21: January 2021



Learning at Home

Carolyn Savage, Head of NEET and Youth Engagement

Dear Parents and Carers,

Happy New Year to you all. We hope that you enjoyed your festive break. As we begin to try to make plans for the year ahead, we recognise that students and their families are facing further disruption and uncertainty. I would like to reassure you that we are seeing some employers and sectors still recruiting for apprenticeships. A large number of these vacancies can be found by visiting: www.gov.uk/apply-apprenticeship

In this pack, we have also shared with you a 10-step plan to help your child to get ahead this year when searching for apprenticeships and traineeships and we take a closer look at the variety of apprenticeships available. You can also read about Harvey's apprenticeship at the BBC, and what his journey has been like since starting an apprenticeship mid-pandemic.



I hope you enjoy reading this month's edition and I also wish you the very best for a successful 2021. We understand that we still have many challenges to overcome. Please remember that we are here to help you and through these monthly publications, we endeavour to keep you informed about apprenticeships, traineeships and T Levels.

Carolyn Savage
Head of NEET and Youth Engagement
Education and Skills Funding Agency part of DfE

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Get ready for

National Apprenticeship Week 2021

The biggest week in the apprenticeship calendar!

The 14th annual National Apprenticeship Week takes place between the 8th February – 14th February 2021. This year, the theme is 'Build the Future', encouraging everyone to consider how apprenticeships help individuals to build the skills and knowledge required for a rewarding career.

Whether your child is considering their options when leaving school, or perhaps you may be looking to retrain, National Apprenticeship Week 2021 will showcase and celebrate the positive impact apprenticeships can have and the diversity of career opportunities available. Below, we take a look at some of the ways you can get involved!



LOOK OUT FOR ONLINE EVENTS

NAW 2021 will be a bit different this year with much of the activity having to take place online instead of face to face. There will still be lots of exciting employer and sector events that you can get involved in online and on social media. You could also see what your child's school or college has planned and if they are hosting any virtual parents events to celebrate!



AMAZING APPRENTICESHIPS NAW RESOURCES

We have created an array of resources for young people, teachers, parents and carers to learn more about how amazing apprenticeships are and the opportunities available. Visit our National Apprenticeship Week page to take a look: www.amazingapprenticeships.com/naw2021



JOIN THE BIG ASSEMBLY – TUESDAY 9TH FEBRUARY, 11:10AM

The Big Assembly is an online interactive webinar that you can join to 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>



JOIN ADOPTION UK – TUESDAY 9TH FEBRUARY, 8PM

Amazing Apprenticeships are teaming up with Adoption UK to provide information about apprenticeships, traineeships and other pathways. For more information, visit: https://us02web.zoom.us/webinar/register/WN_btVDBJLqRrGtflzzfVvBJw



Q&A SESSIONS

ASK an Employer - Tuesday 9th February, 12pm – 2pm

Employers of apprentices will be on hand to answer your questions about how apprentices have built their business. Send your questions in using the **#AskAnEmployer** hashtag on twitter.



ASK an Apprentice - Wednesday 10th February, 12pm – 2pm

Aspiring apprentices and their parents are encouraged to ask questions about apprenticeships to existing apprentices. Use the **#AskAnApprentice** hashtag on twitter.

NAW2021 UPDATES

Keep up to date with NAW2021 by following **@Apprenticeships** and **@AmazingAppsUK** on social media. You can also search the hashtags **#NAW2021** and **#BuildTheFuture**

Your ten-step apprenticeship plan for 2021

Hints and tips to help your child find an apprenticeship or a traineeship

STEP 1. THINK ABOUT THE FUTURE

We understand that the pandemic has had a huge impact on the plans and hopes of many individuals. However, it can still be valuable and motivating to sit down with your child and think about what they want to do in the future. Which subjects do they enjoy? What are their interests and career goals? This will help them have a clearer idea of what job role and apprenticeship or traineeship they may wish to look for.

Visit: www.amazingapprenticeships.com/resources and refine your search to students. You will find really useful tools to start conversations, along with interactive activities to help those who are preparing for their future.

STEP 2. ENCOURAGE THEM TO PERSEVERE

Following the impact of the pandemic, there were fewer vacancies available last year than usual. We hope that these will pick up in 2021, and so it is important to encourage your child to keep trying, even if they are not successful in finding the right role for them straight away. Remember that traineeships provide an important stepping stone into an apprenticeship and so it is really valuable to take your time to understand how they work, and what the opportunities could be. Lots of support is available.



National Careers Service
Helping you take the next step

The **National Careers Service**, offer guidance and support to people looking for employment. They can be contacted by phone or you can speak to someone over a webchat. For all of the contact details, please visit: www.nationalcareersservice.gov.uk



jobcentreplus

Jobcentre plus also offer advice, and tips on applying for opportunities. Plus, they include links to organisations to support your wellbeing.

You can visit www.jobhelp.campaign.gov.uk for all of their latest advice.

Supported by
National Apprenticeship Service

To find an apprenticeship visit GOV.UK and search for apprenticeships



STEP 3. HELP THEM TO STAY CONNECTED

Help your child to think about the different ways in which they can find jobs. They will need to use technology to sign up to vacancy alerts and follow companies on social media.

Please visit the Vacancy Snapshot site: www.amazingapprenticeships.com/vacancies to also be inspired by some of the companies offering apprenticeships.

STEP 4. REGISTER

Register on Find an apprenticeship or Find a traineeship to browse all the latest vacancy opportunities.

To start an **apprenticeship** search, visit: www.gov.uk/apply-apprenticeship.

To start a **Traineeship** search, visit: www.gov.uk/find-traineeship.

Your ten-step apprenticeship plan for 2021

Hints and tips to help your child find an apprenticeship or a traineeship

STEP 5. VIRTUAL EVENTS

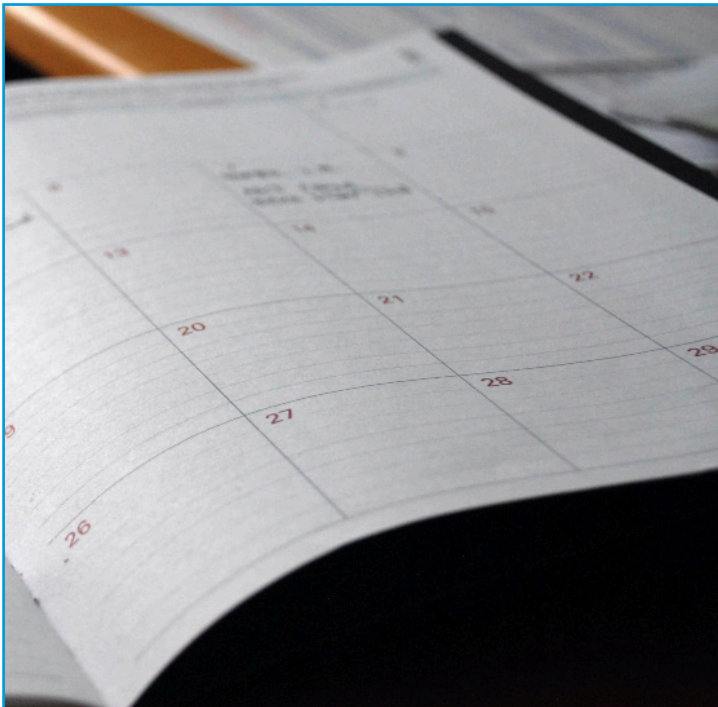
There are events throughout the year where you can virtually meet employers, apprentices, be signposted to further information and reading and attend workshops with apprenticeship experts to discuss the range of apprenticeship options.

STEP 6. 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 arranging workshops with any expert speakers and what opportunities for parents there could be.

STEP 7. 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 attend virtual employers and careers days. This will help your child stay on top of their application and set them on the path for success.



STEP 8. LOOK FOR VIRTUAL WORK EXPERIENCE OPPORTUNITIES

Work experience is a great way to gain valuable experience and although many employers have stopped offering opportunities for individuals to visit their workplaces at the moment - we are seeing a huge increase in virtual work experience. Virtual work experience is completed online and there are many fun and creative ways that employers have developed to help to introduce your child to their organisation.

Work experience 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. Speak with your child's school or search online to discover these opportunities.

STEP 9. DO SOME EXTRA RESEARCH

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

www.amazingapprenticeships.com/vacancies

STEP 10. KEEP OPTIONS OPEN

It is important to look at all of the post-16 and post-18 options available, including apprenticeships, traineeships, T Levels, FE colleges and more traditional routes. The range of options is now vast and really exciting. Free services like the National Careers Service can offer further guidance and advice around which might be the best option for your child.

Find out about traineeships

Discover how traineeships help prepare individuals for an apprenticeship, work or further study

Amazing Apprenticeships has launched a new page on their website dedicated solely to traineeships information for young people, teachers and parents. Visit now for more information:
www.amazingapprenticeships.com/traineeships

Check out the new web page to access:



Is a Traineeship for me?

This document is intended to help you decide whether a Traineeship is right for you. It includes advice on how to get onto a Traineeship and where to go for more information.

What is a Traineeship?
 A Traineeship is a flexible development programme that includes a work placement. Traineeships give individuals aged 16-24 with an Education, Health and Care Plan the skills and experience needed to get them ready for an apprenticeship or a job.

What are the benefits of a Traineeship?
 The training provider and the employer tailor the training programme around the individual's needs. This means that they will support the trainee in developing the skills and experience that they will need to secure an apprenticeship or job in the future.

As a trainee, you will:

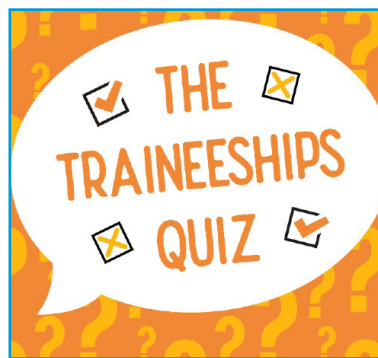
- Gain work experience in a supportive environment.
- Learn sector focused skills that are needed in the workplace.
- Improve your English, maths and digital skills where required.
- Help to increase your confidence and self-esteem around employment.
- Gain a greater understanding of what employers are looking for.
- Receive help to build your CV and interview skills.

What can you do with a Traineeship?
 The aim is to provide work preparation training, English, maths and digital skills for those who need it, and a high-quality work experience placement to help you take the first steps in finding the right career for you.

Work experience placements are unpaid, but employers are encouraged to support expenses, such as for transport and food.

Traineeships factsheet

A helpful guide on what traineeships are and whether they're right for your child.



THE TRINEESHIPS QUIZ

Traineeships quiz

Help your child to learn more about traineeships by taking part in the quiz.



Traineeships
 A guide for Teachers & Careers Advisors

Monday 23rd November 2020
 15:45 – 16:15

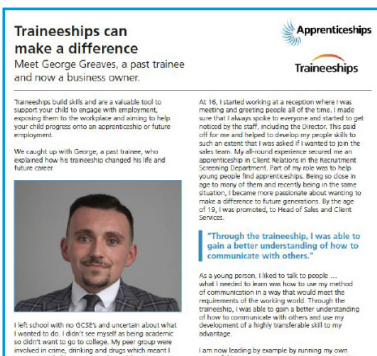
Steve Latus: Head of Traineeships ESFA
David Byford: Strode College

Department for Education 

Traineeships webinar

Steve Latus, Department for Education, talks about opportunities and benefits.

Hear from trainees about their experiences:



Traineeships can make a difference
 Meet George Greaves, a past trainee and now a business owner.

Traineeships build skills and are a valuable tool to support your child to engage with employment, preparing them for the workplace and setting to help your child progress onto an apprenticeship or future employment.

We caught up with George, a past trainee, who explained how his traineeship changed his life and future career.

"Through the traineeship, I was able to gain a better understanding of how to communicate with others."

As a young person, I felt to talk to people... I felt nervous to have someone to use my method of communication in a way that would meet the requirements of the working world. Through the traineeship, I was able to gain a better understanding of how to communicate with others and use my development of a higher transferable skill to my advantage.

I am now leading by example by running my own...

George's traineeship story

Hear from George, a past trainee and now a business owner.



'Why they work' films

Hear from trainees at Millwall Football Club, a day nursery and Derby City Council.

Further information

For more information about what a traineeship is and what it involves, please visit:
www.amazingapprenticeships.com/traineeships

The latest T Levels information

New resources available

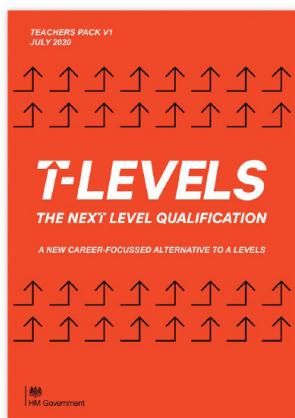
T Levels are a brand-new qualification choice that will follow GCSEs and give students a head start towards the career they want. They will suit students who wish to start working towards a skilled occupation, prefer a practical approach to learning and want a predominantly classroom-based course.

As a parent or carer, there is lots of information available to you to help you to understand the opportunities available through T Levels and whether they are a suitable next step for your child.



Find out more

Visit the T Level microsite <https://www.tlevels.gov.uk>



T Levels guide

This useful guide tells you all you need to know about T Levels. Although originally written for teachers, we think parents and carers will also find it very useful, visit: amazingapprenticeships.com/resource/tlevels-guide



T Levels factsheet

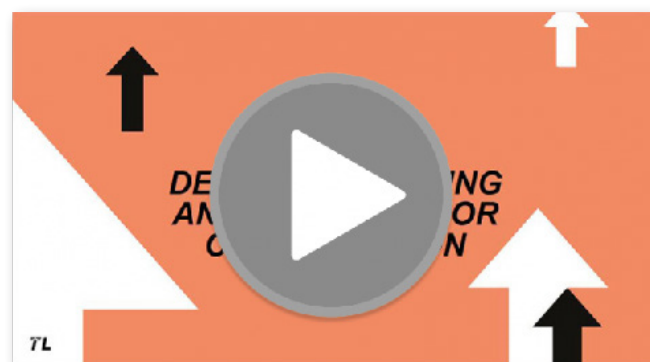
The T Levels factsheet bundle gives a better understanding of the opportunities available to students.

Download the bundle: amazingapprenticeships.com/tlevels



T Levels films

Check out the short films created for parents and students to explore T Levels in more depth. Visit: <https://amazingapprenticeships.com/tlevels>



T Levels webinars

Find out about the opportunities in Construction, Digital and Early Years. Visit: <https://amazingapprenticeships.com/tlevels>

Higher and Degree Apprenticeships

What you need to know

Going to University is not the only way that your child can gain a degree-level qualification. Degree apprenticeships are funded by both the employer and the government. The apprentice will gain a debt-free qualification, whilst earning a salary for the work that they are doing.

How do degree apprenticeships work?

The employer will select a University (or this could also be an independent training provider or college) to deliver the qualification. The apprentice will split their time between working and studying.

80% of their time will be spent on-the-job, whilst 20% is spent studying or training. How this is delivered will be decided between the employer and University, for example, it could be:

- They attend the University in certain block weeks across the year
- They attend University once a week
- The training is delivered at the employer's site to a cohort of the employer's apprentices
- A mixture of online and face-to-face training
- A mixture of the above



What degree apprenticeships are available?

There are over 260 different Higher and Degree apprenticeships available, with roles such as:

Aerospace Engineer
Architect
Chartered and Legal Executive

First Officer Pilot
Paramedic
Social Worker

Senior Journalist
Solicitor
Storyboard artist

They are also available in a variety of sectors, including:

Agricultural, Environment and Animal Care	Construction	Engineering and Manufacturing	Sales, Marketing and Procurement
Business Administration	Creative and Design	Health and Science	Science
Care Services	Digital	Legal, Finance and Accounting	Transport and Logistics
Catering and Hospitality	Education and Childcare	Protective Services	

Higher and Degree Apprenticeships

What you need to know

A Higher or Degree apprenticeship will typically last between 3-5 years, although some such as the Solicitor apprenticeship can take up to 6. However, this is because apprentices are studying alongside doing a full-time job, so it can take a bit longer than a full-time University course. It also allows the apprentice to gain experience alongside their qualification and put what they're learning into practice.

Benefits of a degree apprenticeship

- Fully funded degree level qualification
- Earning a salary
- Holiday entitlement and other company benefits
- Gaining valuable work experience
- Putting the theory into practice immediately
- Entitled to National Union of Student discount card

How to apply

Higher and Degree Apprenticeships become available throughout the year. The application process is different from applying for University. You will have to follow the company's recruitment policy when submitting your application form. There are several places to start searching for a Higher and Degree apprenticeship:

The **'Find an apprenticeship'** website:

www.gov.uk/apply-apprenticeship

Vacancy Snapshot:

www.amazingapprenticeships.com/vacancies

UCAS:

www.careerfinder.ucas.com/searchjobs



UCAS Virtual Apprenticeships Event

Join on 9th February, 10am-4pm, students, parents and teachers are invited to discover

apprenticeships. Speak with experts and access a range of interesting and exciting information.

To find out more please visit: www.UCAS.com



It is also important to visit employer websites to see if they have Higher and Degree apprenticeship vacancies available, as many employers will advertise via their own recruitment platforms.

Find out more

For more resources and information on Higher and Degree apprenticeships, visit:

www.amazingapprenticeships.com/resources

Apprentice perspective:

Starting an apprenticeship at the BBC



Harvey tells us what it was like starting an apprenticeship at the BBC in the middle of a global pandemic.



The virtual induction

When starting the application process late in 2019 to be a BBC Broadcast Engineer, I never thought I would end up with a job offer and that the entire process would start over Zoom.

On my first day, I spent my first-hour learning to wrangle a new computer then spent the rest of the day meeting the other apprentices and members of the wider 2020 cohort. My first introductions were from the Scheme Manager and Co-ordinator.

The two-week induction was great, but it took time to get used to within the remote setting. Social interactions that I normally cherish were hidden behind a tiny video box on my screen. I often found myself questioning whether it's normal to wave goodbye on video?

There were a few meetings where no one had their video on. There was nothing more terrifying than seeing a blank screen of faceless icons. I've found a good icebreaker has been asking what people did for their lunch hour, but I now realise that only has a limited time window to work!

Re-learning how to learn

In a world without Covid-19, my commute would have been an hour on the train to New Broadcasting House in London, but for the time being, it's 10 steps down a flight of stairs and a mad dash to the kitchen table. I suspect this will be for the foreseeable future.

Currently, the university lectures and apprenticeship training at BBC Wood Norton have also been delivered online. I have received an excellent virtual tour around a radio and TV studio. The usage of multiple camera shots, wireless mics and in-depth insights made me feel like I was almost there.

We moved through a variety of content as they tried to give as good a picture as possible; I did feel a little drowned in keywords and the broadcast engineer's

equivalent of legalese. With a few more university lectures under my belt and looking back after a few weeks, I am grateful they did not glaze over things. They offered plenty of time for questions and were contactable to help clear any queries.

I have now met most of the other apprentices in person, twice! Once for university induction and a second time for a few days of practical coursework. In-person teaching involved camera lens and lens testing as well as the opportunity to create a mock news programme.



Looking to the future

We have placements scheduled to take place in January 2021 which will make a nice change to what has overall been a very slow year before joining BBC.

When this is all over, I doubt that I will miss all the online meetings as there is something a little soul-draining about watching a screen for so long. It might be the new norm though, so I have picked up a few techniques to help make an online session as productive as possible!



To find out more about apprenticeship opportunities with the BBC visit: amazingapprenticeships.com/vacancies

Apprentice perspective: My achievements at KPMG

Meet David, an inspiring apprentice at KPMG and hear about some of his amazing achievements



I am David McIntosh, an Apprentice at KPMG based in the Glasgow office.

I chose an Apprenticeship, especially a rotational natured one, because I am a simulacrum of curiosity and application.

Why KPMG?

The KPMG360 Programme epitomises these traits. I also knew that a professional level qualification and 'big four' experience would propel me into a rewarding and fulfilled career. I also knew KPMG attract diverse, yet likeminded people and I soon discovered that's who I wanted to surround my every day with.

"I also knew KPMG attract diverse, yet likeminded people and I soon discovered that's who I wanted to surround my every day with."

Tell us about your apprenticeship

My apprenticeship is a 6-year programme. I joined KPMG in 2017 and undertook rotations in Financial Services Audit and IT Audit prior to choosing to specialise in Management Consulting. In the first two years of my apprenticeship I studied towards AAT Level 3 & Level 4 and am shortly commencing my CIMA qualification (Level 7) alongside working full time. I was the first Apprentice Management Consultant in Scotland at KPMG and the work I currently undertake focuses on Public Sector Transformation.

Milestones and achievements

I would love to share my milestones and experiences since being on my apprenticeship, all of which are a product of the underlying theme of the KPMG360 programme: excavating curiosity and passion into opportunity:

- Founded, Created and Led KPMG's Social Mobility Network in Scotland acquiring 50+ volunteers from Aberdeen, Edinburgh and Glasgow.



- Created a relationship with the Social Mobility Foundation in Glasgow which grew into mentorship opportunity.
- Sit on KPMG UKs Social Mobility Advisory Group shaping the way the firm improves Social Mobility in the UK.
- Came third place in BPPs 'Inclusion and Diversity Champion of the Year' award in 2020
- Created the opportunity to become the first Scottish Apprentice in our Infrastructure, Government and Healthcare ("IGH") Management Consulting Business in Scotland. Pioneered the role of an apprentice in this team and gained interest from lower-year apprentices to help promote and grow this team at KPMG.
- Attended "Scottish Edge Final" on a KPMG apprentice capacity hosted by dragon, Theo Paphitis, and Scotland's first Billionaire and Philanthropist, Sir Tom Hunter. Scottish Edge is Europe's largest "Start Up" business competition. I liaised and created networks with prosperous start/scale up businesses.

Apprentice perspective: My achievements at KPMG

Meet David, an inspiring apprentice at KPMG and hear about some of his amazing achievements



- Spoke at KPMG's 18,000 all colleague event on KPMG's "CODE" and was introduced by activist and Author Katie Piper.
- Presented my personal struggles, including my disadvantaged background and loss of my Mother, in front of the firm in a "This is Me" series to improve transparency in the firm.
- Won BPP 'UK Apprentice of the Year' across all industries and organisations in 2020
- And finally, represented KPMG alongside Chairman Bill Michael, and a panel of partners, to tell Her Majesty the Queen my life story on ZOOM which appeared in Sky News, ITV News at 6, Royal Family YouTube and CNN America.



National Apprenticeship Week 2021

I can't wait to start 2021 with the commencement of National Apprenticeship Week 2021 - a real showcase of the wonderful apprenticeships, apprentices and employers.



To find out more about apprenticeship opportunities with KPMG visit: amazingapprenticeships.com/vacancies

Flexibilities around apprenticeship End Point Assessments

Can reasonable adjustments be made?

What is an End Point Assessment?

All apprenticeships have an End Point Assessment (EPA) to confirm that the apprentice is fully competent at what they have been learning and they can demonstrate what they have achieved during the apprenticeship programme. The outcome of the EPA will award the apprentice with an overall grade, which will provide confidence to the employer through a recruitment process.

Types of Assessments

There are different types of assessment methods depending on the apprenticeship.

These include:

- Observation
- Practical Skills Test
- Knowledge Test
- Project
- Presentation
- Professional Discussion

Reasonable Adjustment Guidance

Where it has been identified that an apprentice has additional needs, the Institute for Apprenticeships has put in place guidance to support the End Point Assessment Organisation (EPAO) to allow for appropriate adjustments to be considered while keeping consistency in the final judgement. You can download the guidance here: www.instituteforapprenticeships.org/media/3403/reasonable-adjustment-matrix.pdf

In most cases, there will already be reasonable adjustments made from the employer and the training provider throughout the apprenticeship to support the apprentice. This will provide evidence in the application process to the EPAO for reasonable adjustments to be made.

The guidance will be followed to support the apprentice where there is a Special Educational Need, to support them in achieving the required occupational standards that must be met by all the apprentices.



Where can reasonable adjustments be made?

Each apprentice's individual needs will be taken into account when making reasonable adjustments. Depending on the assessment method and the needs of the apprentice, there are various types of adjustments that can be made. These could include:

- Location and timing of the assessment
- Format, wording or type of assessment activity
- Adaptive software, hardware, or specialist equipment
- Additional time for the assessment
- A scribe
- A reader
- Timed rest breaks
- Voice explanation
- British Sign Language (BSL) interpreter

The employer and training provider will support the apprentice to ensure that the adjustments required are in place for their EPA.









Further information about reasonable adjustments that can be put in place is available at: www.instituteforapprenticeships.org/quality/end-point-assessment-reasonable-adjustments-guidance

New apprenticeship standards

Keep up to date with the range of apprenticeships available

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 apprenticeship standards available.

Find out more here: www.instituteforapprenticeships.org/apprenticeship-standards

Agriculture, Environmental and Animal Care	Animal Trainer 	Planning, managing, delivering and reviewing the training of animals.	Level 4
Care Services	Youth Support Worker 	Work in a supporting role with young people ages 11-25 to promote their personal, social and educational development.	Level 3
Creative and Design	Costume Performance Technician 	To support their organisation to identify costumes for short/long term performance plans and be responsible for the care, maintenance and usage of costumes, ensuring all costumes are to a high standard of the designer.	Level 3
Engineering and Manufacturing	Mineral Products Technician 	Ensuring the sufficient materials and products are available to meet customer requirements.	Level 5
Health and Science	Dietitian (Integrated degree) 	Using advanced communication and behaviour-change skills to enable people to make lifestyles and food choices to improve their health.	Level 3
Health and Science	Orthodontic Therapist (Integrated) 	A registered professional who fits, adjusts and removes braces to patient's teeth.	Level 4
Health and science	Specialist community and public health nurse 	Assessing the health needs to individuals, families, workplaces and the wider community.	Level 7
Sales, Marketing and Procurement	Buying and Merchandising Assistant 	Helping bring products to market for retailer buying or merchandising teams.	Level 4

London Apprenticeship Parent Events

Join the ASK delivery partners from London, EDT, to find out more about apprenticeships

Education Development Trust is delivering the Apprenticeship Support & Knowledge for schools and colleges (ASK) programme in London and would like to invite parents and carers to attend their free presentations in January & February. EDT will also be joined by the Apprenticeship Lead from SCS railways to find out more about their apprenticeships. As part of the session, you will:

- Gain an understanding of apprenticeships, including the range of opportunities available
- Learn how traineeships are a gateway into apprenticeships
- Understand the government response to Covid-19 within the apprenticeship space
- Learn how to support your child when searching and applying for roles



Register online to join:

- Tuesday 26th January, 6pm – 7pm: **BOOK HERE** - tinyurl.com/y522um6l
- Wednesday 3rd February, 6pm – 7pm: **BOOK HERE** - tinyurl.com/yxdonwl7

'New Year, New Career' Virtual Careers Fair

Find out more about the National Careers Service event

The National Careers Service will be hosting their 'New Year New Career' Virtual Careers Fair which is planned to take place from January 27th-29th.

The aim is to replicate a physical careers fair virtually and people can visit a wide range of organisations and can get advice and support to manage careers and how to take first steps towards them.

The event runs over three days with a variety of sessions and organisations



Register online to join:

The link to register for the event is available here:
www.eventbrite.co.uk/o/national-careers-service-virtual-careers-fair-32106802319