

Parents' and Carers' Pack

Apprenticeship Information

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Welcome back for the new academic year

Carolyn Savage, Head of NEET and Youth Engagement

Dear Parents and Carers,

As we are starting a new school year, we are looking forward to continuing to share information with you on the different options available to your children as they navigate further education and employment pathways.

The economy is showing good signs of recovery and the number and range of apprenticeship vacancies that we are seeing advertised is increasing steadily.

Over the academic year, we will be sharing exciting updates with you about apprenticeships, traineeships and the new T Level qualifications that were implemented last year, helping you to better understand the options available and to support you in guiding your child.

We hope that your children have a successful year and enjoy the transition back into school.

Carolyn Savage
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How to prepare for the school year ahead

Our top tips for supporting your child thinking about their next steps

Each new academic year can bring new and exciting prospects. Some students will already have firm ideas about their next steps, however, for many it can feel overwhelming to start thinking about what they will be doing when they finish school. There are lots of different options to navigate, from selecting which subjects to study, to deciding what they want to do after they finish formal education. We have given some top tips below for how you can best support your child through this next school year.

Choosing options



Encouraging your children to talk about the different topics within subjects they enjoy may help them to identify their passions and how these could link to the options available in GCSE, A Level or equivalent qualifications that would really suit them. Enjoying a subject and starting to think about how it might link to the workplace will often help productivity and study.

Encourage participation in activities in and out of school



Whether it's a sport, art or drama club, debating societies or volunteering, your child will be gaining skills that will be transferable into the workplace. Supporting your child in recognising these skills will help them gain the confidence to use them when demonstrating their skillset through an application process.

Careers Leader in school



Every school has a Careers Leader who will help to promote links between subjects and career paths. They will arrange visits from local employers and training providers to share information with your child on opportunities after leaving school. They may also include articles in the school newsletter to keep you up to date with careers information. You may be able to speak to the Careers Leader at your child's school to obtain details on how you can support your child at home. Their name and contact details will be on the school website.

Find out what's happening



Careers events happen throughout the year. They may take place online or in person. They are a great way to learn more about the different routes available into certain careers, as well as finding out about apprenticeship programmes that employers offer.

Look out on social media, on employer websites or visit websites such as <https://www.ukcareersfair.com/events> to find out more about events taking place near you.

Understanding apprenticeships

Why an apprenticeship is a great way to get ahead in a career

An apprenticeship is a real job, combining practical training and experience with study to prepare the apprentice with the right skills, knowledge and experience needed for their chosen career

How do apprenticeships work?

An apprenticeship is a genuine job, with 80% of the apprentices time spent on-the-job and 20% spent off-the-job training. Your child will have real responsibilities, will have a contract of employment, will earn a salary, have holiday entitlement and any employee benefits in line with company policy.

They will be supported by their employer and training provider to study towards their qualification and gain the practical skills and expertise to fulfil their job role.

All apprentices receive 20% off-the-job training during the programme (the equivalent of one day a week) which is paid time within their working week.

Who are apprenticeships for?

An apprentice must be over 16, live in England and not already be in full-time education. Otherwise, they are for everyone, whether starting out in a career or upskilling or retraining. There is no upper age limit.

Apprenticeships are a brilliant way to:

- Get started in a career
- Work alongside experienced colleagues
- Gain job-specific skills
- Earn a salary
- Gain qualifications

Each apprenticeship will clearly state the entry requirements for the job role are and these will vary depending on the industry, job role and apprenticeship level.



Find out more

To search for apprenticeship
<https://www.gov.uk/apply-apprenticeship>

What are the apprenticeship levels?

There are four different levels of apprenticeship ranging from Intermediate up to Degree level.

Description	Level	Equivalent qualification
Intermediate	2	5 GCSE's at 4 and above
Advanced	3	2 A Levels at a pass
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or Masters Degree

Where to look for an apprenticeship

You can search and apply for vacancies on the government's website 'Find an apprenticeship'. The website has a search function where you can filter results by:

- occupation type
- apprenticeship level
- location
- Disability Confident (find out more on page 11)

You can create an account and set up alerts to receive information about new apprenticeship vacancies which may be of interest.

If your child has a particular employer they would like to work for, they can also visit their website to find out more about their opportunities and how to apply. There are a variety of brilliant employers offering apprenticeships across all sectors. They may also be able to register their interest to find out about future vacancies.

Understanding Traineeships

What are traineeships?

Your child may be motivated to start work, but feel that they need to gain more experience or confidence. If this is the case, a traineeship could be perfect for them. Traineeships are fully funded skills development programmes that can help and prepare young people to get ready for an apprenticeship, employment or further training.



Who is it for?

If your child is aged 16-24 (or 25 with an EHC plan), qualified up to Level 3 (3 A Levels or equivalent) and eligible to work in England, then they are entitled to apply for a traineeship. If they are in receipt of benefits then a traineeship is still possible, but they should speak to their Jobcentre Plus Adviser or Work Coach.

What does it involve?

The programme can last from six weeks to 12 months, although most traineeships last less than 6 months. The programme content is tailored to your child's needs and includes:

- A meaningful work experience placement of at least 70 hours with a local employer.
- Invaluable work preparation training with a training provider to help build confidence, develop the skills needed in the working environment and give CV writing support.
- English, maths and digital skills support to achieve the literacy, numeracy and digital skills needed for the workplace.

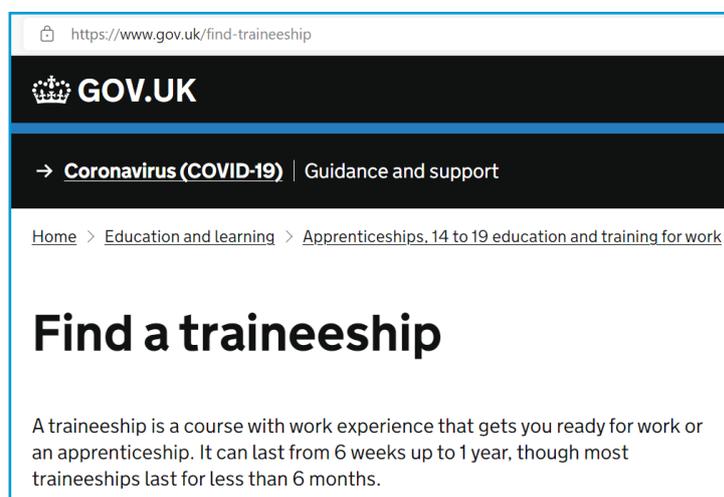
The work experience is unpaid, however, employers are encouraged to support expenses, such as meals and transport.

Visit [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk) to find out more.

How to find a traineeship?

There are three ways of finding opportunities:

- Traineeship opportunities are regularly advertised on the 'Find a traineeship' website (see below).
- Contact local colleges or training providers to see what they are offering.
- If your child is aged 16-18, the school or college careers advisers will be able to provide more information.



The screenshot shows the GOV.UK website page for finding a traineeship. The URL is <https://www.gov.uk/find-traineeship>. The page title is 'Find a traineeship'. Below the title, there is a brief description: 'A traineeship is a course with work experience that gets you ready for work or an apprenticeship. It can last from 6 weeks up to 1 year, though most traineeships last for less than 6 months.' The page also includes a navigation menu with 'Coronavirus (COVID-19) | Guidance and support' and a breadcrumb trail: 'Home > Education and learning > Apprenticeships, 14 to 19 education and training for work'.

Where can I get more information?

The National Careers Service provides a free service that helps to support, encourage and inspire people at every step of their working life. The 'Find a traineeship' website has useful links to find training providers and traineeship opportunities.



This section features a blue background with a white link icon. It lists two useful websites: <https://www.gov.uk/find-traineeship> and <https://www.nationalcareers.service.gov.uk/>.

T Levels:

One year on

More and more opportunities available through T Levels

T Levels are new courses, introduced in 2020 and are designed as a post-16 option for students that have completed year 11.

They are equivalent to 3 A levels and have been co-created by employers in industry, helping students to gain the knowledge and skills needed to leap ahead of the crowd and into their desired career. There are currently 7 subjects available, with more becoming available each year.

AVAILABLE IN 2021

- Building Services Engineering for Construction
- Design, Surveying and Planning for Construction
- Digital Business Services
- Digital Production, Design and Development
- Digital Support Services
- Education and Childcare
- Health
- Healthcare Science
- Onsite Construction
- Science

AVAILABLE FROM 2022

- Accounting
- Design and Development for Engineering and Manufacturing
- Engineering, Manufacturing, Processing and Control
- Finance
- Maintenance, Installation and Repair for Engineering and Manufacturing
- Management and Administration

What do T Levels involve?

T Levels are an alternative to A levels (available post-16) that allow a split of 80% study and 20% industry placement. Students will put into practice all of the knowledge that they have gained in the classroom whilst building employability skills, such as teamwork and communication.

They will undergo a substantial industry placement of around 45 days, giving them an amazing opportunity to work with an employer, gain invaluable experience and learn key skills that employers are looking for.

After the 2-year course, students can go on to do skilled employment, apprenticeships or even university studies in linked courses – the opportunities are vast!



T Levels: One year on

More and more opportunities available through T Levels

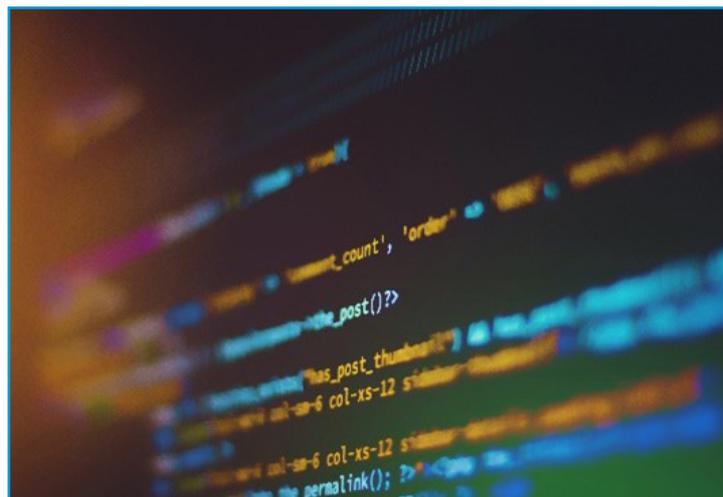
What do students think?

We have had a lot of great feedback from students about their experiences over the last year as they have progressed through the first 12 months of their course.



Kacey (Education & Childcare T Level student) says....

“I enjoy learning about the different types of education, such as the EYF and the different types of careers that studying Childcare can lead to. I also enjoy the research tasks that we are set as they allow me to learn more about the course and let me be creative. I would like to become a primary school teacher and the placement is really helping my development. Once I complete my course, I plan on studying childcare further at University.”



Levi (Digital Production, Design and Development T Level student) says....

“Since starting the Digital T Level, I feel supported by the computing staff. They are friendly, helpful and always approachable for anything I need to know. I feel I can ask questions and I am learning new skills and knowledge that I can use in the workplace and put into context for my future career. The building I study in feels brand new and I am using PCs that are better than my computer at home. There is all the software I need available to me and even some that I have not yet used.”



Find out more

To find out more information about T Levels and how they are an excellent option for your child, visit: www.tlevels.gov.uk

Understanding apprenticeships in Law

What are the options?

A legal apprenticeship offers qualifications through education and training to perform substantive legal work that requires knowledge of the law and procedures. Through a legal apprenticeship, your child could go on to train to become a qualified solicitor, barrister or chartered legal executive.



Working in the legal profession is a varied and exciting career path including private and public sectors. Some of the tasks that your child would do include performing legal research, discussing cases with clients, preparation of legal documents, attending court for those who choose to go on to do a solicitor apprenticeship and this pathway will also include managing your own caseload!

What is a legal apprenticeship?

There are different types of legal apprenticeships available. Taking the apprenticeship route into becoming a legal professional will provide real insight and apprentices will stay up to date with developments and changes that are happening in the legal field.

Types of law apprenticeships

There are many different legal apprenticeships currently available:

- Paralegal (Level 3)
- Probate Technician (Level 4)
- Chartered Legal Executive (Level 6)
- Licensed Conveyancer (Level 6)
- Solicitor (Level 7)



What are the entry requirements?

Individual law firms set their own entry requirements and it will also depend on the apprenticeship level. Some schemes may require a certain level of GCSEs and/or A Level points to be able to access schemes, whilst other employers may not have any entry requirements but instead will focus on identifying potential.

It's important that you research your child's chosen apprenticeship pathway carefully and encourage them to contact potential employers to check what the entry requirements will be (if any) and that they are aware of what the recruitment process may include.

Understanding apprenticeships in Law

What are the options?

How do legal apprenticeships work?

An apprenticeship is split into 80% on-the-job training and 20% off-the-job training. A legal apprentice will therefore divide their time between working for a law firm and attending college, University or training with a training provider to study towards their qualification.

They will be doing real work alongside experienced legal professionals, gaining invaluable experience and putting their study straight into practise in the workplace.



What do legal apprenticeships involve?

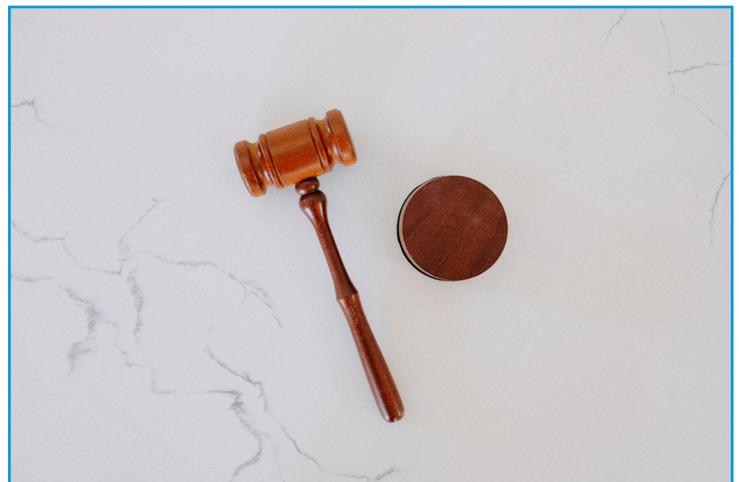
This largely depends on which apprenticeship pathway your child chooses to take, but could include:

Paralegal, Level 3

Apprentices will carry out tasks such as managing data and records, drafting legal documents and client correspondence, carrying out legal research, attending court hearings where appropriate, handling sensitive information and communicating with internal and external clients.

Solicitor, Level 7

Apprentices will manage cases of their own. They'll research cases, conduct interviews and advise clients, establish and maintain effective working relationships with clients and colleagues, draft legal documents, undertake spoken and written advocacy.



For those considering a career in law, a legal apprenticeship is a great way to achieve their dreams whilst enjoying all the benefits of an apprenticeship.

Find out more

For more information on legal apprenticeships, see useful websites such as:

The Lawyer Portal: <https://www.thelawyerportal.com>

CILEX: <https://www.cilex.org.uk>

The Law Society: <https://www.lawsociety.org.uk/en>

Life as an apprentice at BAE Systems

Meet Ammaarah, a Chartered Management Degree Apprentice



Finding the right path was important

When I was studying my GCSE's and A levels, I was focused on going to university. I went through the UCAS process, and I received three university offers. However, I became conflicted with the reality of university. It would mean I would leave university with a significant amount of student debt and have limited work experience in a very competitive job market. I made the very bold but difficult decision to reject my university offers and take a gap year to research alternative options and gain work experience. I was lucky and started a job as a Care Navigator at my local authority. In this role, I saw the benefits of on-the-job training. I developed vital communication and teamwork skills. The experience helped boost my confidence in the work environment, and I realised I was ready for another challenge and additional developmental opportunities. I wanted to continue to gain work experience but complement it with academic progression.

The best of both worlds

I researched what apprenticeships had to offer, and this is how I identified the Chartered Management Degree Apprenticeship. It would allow me to gain work experience in the different functions across the business and achieve a degree in Business Management with Chartered Accreditation, all debt-free.

The recruitment process was comprehensive

I was required to complete an application, do an online test, visit an assessment centre, and carry out security and health checks. I researched techniques and spoke to my careers advisor at Sixth Form to help me to manage each stage of the recruitment process. It was a difficult and long process, but it was definitely worth it in the end!

No two days are the same

I've had placements in Finance, HR, IT and Early Careers where I've been able to work on exciting projects and learn from many inspirational people. I've experienced multi-million-pound transformation programmes, multi-million-pound contract renegotiations and large-scale organisational design and implementation. I am currently driving my Business Improvement project and working with stakeholders in delivering my project.

My apprenticeship journey has been really positive

I have developed both professionally and personally and achieved things I didn't think were possible. The catalyst to my development was having varied six months placements across different departments. My apprenticeship has provided lots of exciting enrichment opportunities to support my development, including; trips to the Lake District (Outward Bounds), hosting the BAE Systems Apprenticeship Awards and supporting young people in our communities. It is important to me to find a work/life balance. I like to make time for my family and friends, reading, baking and hiking.

Find the time to research

I would advise anyone looking to start their career to do plenty of research and ask lots of questions to help understand the opportunities and find the best pathway.



Useful websites

<https://www.nationalcareers.service.gov.uk/>

Understanding the Disability Confident Scheme

Identifying apprenticeship employers who are disability confident.

Are you looking at your child's options for further training and researching a variety of different paths? Are you uncertain about how your child will be supported during an apprenticeship? The Disability Confident Scheme is a helpful way that you can recognise employers who are striving to make a difference and ensure that they are supporting disabled individuals to access fantastic opportunities.



The Disability Confident scheme supports employers to make the most of the talents disabled people can bring to their workplace.

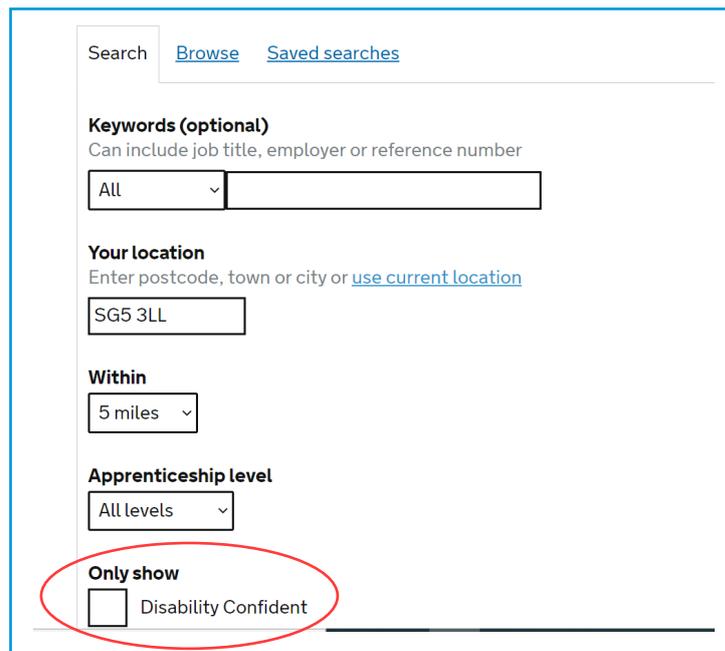
Disability Confident employers of all sizes are challenging attitudes towards disability, increasing understanding of disability, removing barriers to disabled people and those with long-term health conditions and ensuring that disabled people have the opportunities available to fulfil their potential and realise their aspirations. It is about creating a movement of change, encouraging employers to think differently about disability. It was developed by employers and by disabled people's representatives to make it really rigorous.

By signing up to the scheme, employers gain support and guidance on how to best support individuals with a disability or additional needs to access their opportunities and ensure that they are supported throughout their employment.

When searching for apprenticeship vacancies on 'Find an apprenticeship', you can select the Disability Confident box, which will filter results from those employers that hold the Disability Confident status.

Disclosing disabilities

Some individuals are comfortable in disclosing their disabilities with employers. By doing so, it enables that employer to make the adjustments the individual may need to ensure that they are supported in the application process and on-programme should they be successful with their application.



Search [Browse](#) [Saved searches](#)

Keywords (optional)
Can include job title, employer or reference number

All

Your location
Enter postcode, town or city or [use current location](#)

SG5 3LL

Within

5 miles

Apprenticeship level

All levels

Only show

Disability Confident

When creating an account on Find an Apprenticeship, the 'Tell us more about you' section gives you the option of saying if you have a learning disability, disability or health issue and to also include any information about support or adjustments that you may need.

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.

Where can I find out more?

For further help and tailored advice, Disability Rights UK have created a fantastic guide 'Into Apprenticeships' on their website: <https://www.disabilityrightsuk.org/>

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	Professional Forester (degree)	Provide expert advice on the woodlands and forests.	Level 6
			
Creative and Design	Post-production Engineer	Enable creative individuals in the film and television sector to be able to produce high quality content.	Level 5
			
Catering and Hospitality	Fisher	Harvest fish and shellfish.	Level 2
			
Digital	Game Programmer	Program reliable and efficient software.	Level 6
			
Education and Childcare	Early years Lead Practitioner	Working directly with children skilfully leading day to day practices.	Level 5
			
Engineering and Manufacturing	Geotechnical Engineer (Integrated degree)	Understand, model and analyse the ground.	Level 7
			
Protected Services	Anti-social Behaviour and Community Safety Officer	Investigate reports of anti-social behaviour.	Level 4
			
Transport and Logistics	Aviation Movement Specialist	Move aircrafts into position.	Level 3
			