

# Parents' Pack

## Apprenticeship Information

Edition 4: January 2019



**2019**

**YEAR OF THE  
APPRENTICESHIP!**

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National  
Apprenticeship  
Service

ASK

Apprenticeship Support  
and Knowledge  
for schools and colleges



Amazing  
Apprenticeships

# 2019: The year of the apprenticeship!

2019 is a particularly exciting year for apprenticeships, read on to find out why...

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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 2019, including National Apprenticeship Week 2019 from 4th – 8th of March, the release of even more apprenticeship standards, growing numbers of vacancies on the Find an Apprenticeship website, and to top it all off, the launch of a new national campaign promoting apprenticeships.

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.

**Carolyn Savage**  
Head of Apprentice Engagement, National Apprenticeship Service



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# 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><b>AIRBUS</b> 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><b>BBC</b> 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><b>Bentley</b> Be prepared. Be passionate. Be proactive. Take time to understand the industry before applying.</p>
	<p><b>Coca-Cola European Partners</b> Ensure your CV is up to date and make sure you include: Key Skills, languages, work experience and hobbies and interests.</p>
	<p><b>NHS</b> 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><b>IBM</b> 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><b>Nestlé</b> 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><b>Royal Mail</b> 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><b>EDF Energy</b> Draw on your work and educational experience where relevant in your application and throughout the process.</p>
	<p><b>Lloyds Banking Group</b> 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>

# Exciting new apprenticeship standards

New apprenticeships are being developed and released all the time through The Institute for Apprenticeships. The list below shows some of the brilliant new apprenticeship standards available.

Find out more here: [www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)

Health, Science & Pharmaceuticals	Laboratory Scientist 	Carrying out technical and scientific activity in laboratories.	6 (Degree)
Legal, Finance & Accounting	Actuary 	Using mathematical skills to measure the probability and risk of future events, and the financial impact.	7 (Degree)
Leisure, Sport & Tourism	Outdoor Activity Instructor 	Supervising and guiding children and adults in activities and pastimes.	3 (advanced)
Property & Construction	Building Services Engineering Installer 	Installing large-scale environmental system components for heating and cooling industrial and commercial buildings.	2 (intermediate)
Protective Services	Safety, Health and Environment Technician 	Working with management and delivery teams to advise on the statutory health, safety and environmental requirements.	3 (advanced)
Sales, Marketing & Procurement	Travel Consultant 	Making travel arrangements and booking accommodation and other services for holidaymakers and business travellers.	3 (advanced)
Transport & Logistics	Marine Pilot 	Safely navigating vessels from sea to berth or berth to sea within the ports jurisdiction.	5 (higher)

# Hobbies that work for employers

## Using hobbies to showcase essential skills to employers

Hobbies are a great way to showcase skills and attributes. Employers are always interested in what your child's skills and interests are, and how they may positively impact the work environment. Take a look at some of the ideas in the table below and discuss with your child how they may help them to stand out in the application and recruitment process. Reflecting on what their hobbies and interests say about them is a great way to help your child build confidence in preparation for the application process.

<b>Art/ photography</b> 	Creativity, eye for detail, techniques, passion, patience, idea development.	<b>Pet ownership</b> 	Dedication, responsibility, care, patience and time-management.
<b>Comedy</b> 	Initiative, resilience, creativity, idea development, humour and confidence.	<b>Puzzles</b> 	Strategy, logic, determination, analytical, problem solving and perseverance.
<b>Cooking</b> 	Creativity, attention to detail, patience, self-expression, multitasking and fast-paced decision making.	<b>Reading</b> 	Imagination, empathy, creativity and attentiveness.
<b>Dance</b> 	Creativity, dedication, perseverance, motivation, resilience, discipline, confidence and self-belief.	<b>Scouts/Guides</b> 	Initiative, teambuilding, confidence, leadership, communication skills and problem-solving.
<b>Drama</b> 	Confidence, self-awareness, presentation skills, dedication, resilience, teamwork, communication skills and creativity.	<b>Social media</b> 	Presentation skills, audience awareness, self-awareness and interpersonal skills.
<b>Gaming</b> 	Communication skills, analytical, resourcefulness and adaptability, technical skills and problem solving.	<b>Socialising</b> 	Communication skills, interpersonal skills, planning and rapport building.
<b>Make up, beauty, fashion</b> 	Creativity, following trends, research, techniques, interpersonal skills, confidence and attention to detail.	<b>Sports/fitness</b> 	Motivation, communication, passion, dedication, teamwork, leadership, time-management and competitiveness.
<b>Music</b> 	Dedication, creativity, teamwork (if in a band/orchestra), perseverance, memory, listening, collaboration and confidence.	<b>Volunteering</b> 	Motivation, passion, dedication, communication, interpersonal skills, networking, sense of community and empathy.

# Proud parents of an award-winning apprentice

Rose and Andy Coulton are the parents of Jordan Coulton, the Higher or Degree Apprentice of the Year 2018 and member of the Young Apprentice Ambassador Network



In November 2018, the prestigious National Apprenticeship Awards took place in Old Billingsgate, London. It was a phenomenal evening celebrating incredible apprentices, employers and training providers nationally. The Higher or Degree Apprentice of the Year winner for 2018 was Jordan Coulton. His parents, Rose and Andy, shared their inspirational story about having a child who decided to select an apprenticeship over full time university.

“He’s worked at Weightmans LLP for five years and he is now on his way to becoming a qualified lawyer. He was the first in our family to go to University, but after a few weeks realised that it wasn’t for him. He said, ‘Dad, mark my words, I’ll make it as a lawyer without going to uni.’ This is the best thing that has happened, Weightmans LLP have been so supportive. Jordan knows what he wants and he goes for it. If your child wishes to pursue this route, we say go for it! Do whatever makes them happy. They are learning and earning. Our son has come from nothing and look at him now, we are so proud of him.”

**“If your child wishes to pursue this route, we say just go for it! Do whatever makes them happy. They are learning and earning. Our son has come from nothing and look at him now, we are so proud of him”**

# Your ten-step 2019 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](http://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](http://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 4th - 8th March 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.

# Apprenticeships in the Army

A career that can really take you places: The Army



Did you know that the Army is the UK's largest apprenticeship employer? Forget any stereotypes about career restrictions, because with over 100 job roles on offer, the sky is the limit with a career in the British Army.

## HOW DOES AN APPRENTICESHIP WITH THE ARMY WORK?

Your apprenticeship will be planned to fit around your military training. That means as well as becoming a soldier in the British Army, you'll also be working towards a qualification valued by employers outside of the Army.

**INSIGHT:** Apprentices in the Army earn on average £18,800.

## WHAT ARE THE SCOPE OF ROLES AVAILABLE?

Your apprenticeship will be in one of the following areas: Public services and health, Engineering, Telecommunications, Animal care, I.T., Logistics, Construction and Business Administration. When you join the Army, you can access a level 2, 3 or 4 apprenticeship, with the opportunity to progress to gain professional skills leading to higher qualifications, including full Bachelors and Masters Degrees.

**INSIGHT:** The Army supports the UK Government Agencies and Local Government for emergencies in the UK, as well as the Department for International Development for humanitarian operations globally.

## WHAT ARE THE BENEFITS OF AN APPRENTICESHIP WITH THE ARMY?

A career in the Army allows you to continually learn new skills, achieve new qualifications, travel the world and make friends for life. From pursuing your favourite sports to taking part in Adventurous Training across the world, if you're looking for a career that takes you places, discover the Army apprenticeship programme.

**INSIGHT:** The British Army is deployed internationally and has helped support the people and environment in many nations, such as conducting operations to protect wildlife from poachers in Africa, reducing the illegal wildlife trade.

## ARE YOU RIGHT FOR THE ARMY?

The Army embraces diversity, inclusivity and contributes to society in everything they do. There are opportunities for all in the Army, and you will be equipped with skills for life. If you are interested in a career and apprenticeship with the Army, check out their opportunities here:

<https://apply.army.mod.uk/> or <https://amazingapprenticeships.com/vacancies/employer/the-army/>

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## Higher and Degree apprenticeship vacancy listing 2018/19

The Higher and Degree apprenticeship vacancy listing showcases thousands of vacancies from various employers starting in 2019. You can apply for these apprenticeships and a place at university at the same time.

Higher and Degree apprenticeships are widening access to the professions bringing together the very best of higher and vocational education. Degree apprenticeships give you the opportunity to attain a degree from some of our best universities whilst training in a top flight career. Tuition fees are paid for by your employer and the government and you will be learning and earning a salary from day one. To download a copy of the listing please visit:

<https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>



# The social life of an apprentice

Luke Dorman talks about the fear of missing out when it comes to choosing an apprenticeship over university



Let's be honest, the one thing every person that starts an apprenticeship is worried about is missing out on the so called "Uni Lifestyle". The "uni lifestyle" has been massively glamorized as this rite of passage for young people; a fun fuelled 3 years of parties and new experiences. However since starting my apprenticeship I have found that I am not missing a thing!

From the get go, at my apprenticeship, I was introduced to around 10 other people who were also recently hired apprentices with the same fears and reservations as myself. Will I make friends at my new job? Will I have a fun social life still? Will I have to eat lunch on my own every day! Naturally when we all first met the conversation wasn't exactly flowing. We all started with the obvious pleasantries such as "where are you from?", "what department are you in?", "did you see that weather outside?" Naturally this doesn't sound anywhere near as exciting and adventurous as the "uni lifestyle".

However after spending more and more time together as a group we found a key starting point for forming a friendship. Our apprenticeships. As people all starting out as apprentices in the same organisation we were all facing the same trials and tribulations that go with the territory. Seeing each other became a support group. If ever we were feeling stressed out, tired, overworked, we could always just go to each other for support or even just to vent!

I think it was inevitable that we would eventually begin to really converse with each other. It didn't take long to have our own inside jokes and to start behaving like any group of young people would (despite the constraints of working in an office!).

There is also one important factor that meant we could all have an active social life. Money! As apprentices we are all getting paid so we can actually afford to do fun things. Whether it be going for drinks, meals, having a party or on the odd occasion bowling, we had the money to really go out and enjoy ourselves. It seems obvious but one of the best bits of an apprenticeship is earning money. It gives you the freedom to do lots of things such as living on your own or running your own car. For me, my wages simply gave me the freedom to go out and enjoy myself!

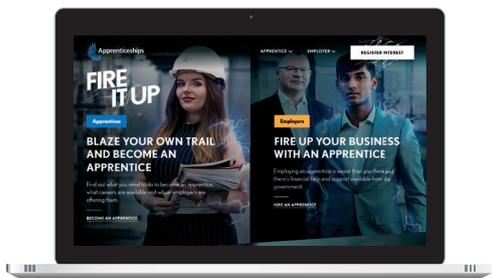
From simple lunches together with nothing but small talk; we then began seeing each other outside of work, going for meals, doing things as friends rather than co-workers. So to anyone saying that you miss out on valuable life experience from the so called "uni lifestyle", I would say that an apprenticeship is what you make of it. If you make the effort to get to know the people around you, then they will too. There is no shortage of opportunity to have a fun, active social life. Who needs the "uni lifestyle"? I'd say apprentices don't miss a thing!



This month the Department for Education has launched its exciting new 'Fire it Up' campaign, to help raise awareness of the huge variety of apprenticeship options available for people of all ages and backgrounds.

## WHAT'S IT ABOUT?

The new campaign includes national TV and social media adverts, and a brand-new website that provides helpful advice and information, as well as access to thousands of apprenticeship opportunities across the country.



The website contains inspirational videos of apprentices and employers talking about their real apprenticeship stories, from companies including Channel 4, the NHS and the Royal Opera House. There's also lots of helpful information on the benefits of apprenticeships and a 'My interests' section, which helps young people to explore different areas of interest to find their perfect apprenticeship. You can also find the answers to some of the big questions around apprenticeships, including: 'What are my future prospects once I've successfully finished my apprenticeship?', 'How much can you earn?' and 'What will my apprenticeship cost me?'.

## FIND OUT MORE

Visit [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk) to explore the website and to find out more about the campaign and how you can get involved.

## SHOW YOUR SUPPORT

If you're on social media you can show your support and follow along with the conversation via the #FireItUp and #BlazeATrail hashtags. On twitter you can also follow the main @ FireItUp\_Apps account and @Apprenticeships to keep up with the latest apprenticeship information.