

# Parents' and Carers' Pack

Helping your child to search and apply for apprenticeships



Edition 42: January 2023

# SKILLS FOR LIFE

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website



# Welcome

Carolyn Savage,  
Head of Youth Engagement and Apprenticeship Participation

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Dear Parents and Carers,

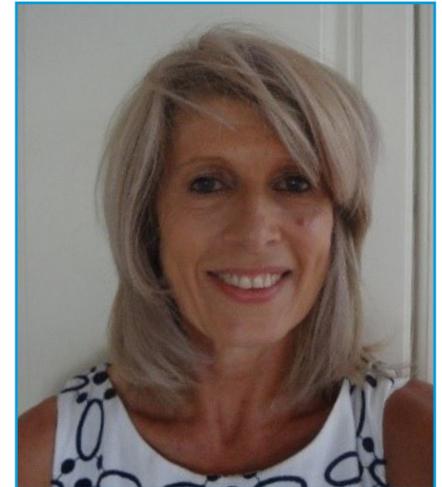
Happy New Year to you all. I hope that you have had a wonderful Christmas break and that you are refreshed for the new year.

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 2023, including National Apprenticeship Week 2023 from 6th – 12th February. In this pack we will be looking at National Apprenticeship Week 2023 and ideas to get your children engaged with apprenticeships this year. We will also be taking a look at other technical education options, including learning more about Supported Internships.

In the pack, we also explore different apprenticeship opportunities available, including within the events industry, as well as hearing from an apprentice at Vodafone about her experiences. We will also be looking at the top 100 UK Apprenticeship Employers, to inspire your children to think about employers they may not have considered.

Carolyn Savage  
Head of Youth Engagement and Apprentice Participation  
Department for Education

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

# Apprentice insights: Life as an apprentice at Vodafone

Meet Anushka, a Level 6 Data Analytics Degree apprentice



## The benefits of an apprenticeship

I was just 18 when I started my Level 6 Data Analyst degree apprenticeship at Vodafone. My job title is Data Analyst, and I work in the London office as part of the Network Artificial Intelligence and Data Analytics team. My 21st birthday is fast approaching, and I already have three years of Data Analyst experience. This can be such an overlooked achievement when researching apprenticeships. Now, I can safely say it was the best decision I have ever made for me.

## What does your typical day look like?

A typical day for me starts with a few daily stand-up calls to assess the timeline of our tasks and provide any updates. Usually, after this, I get all my admin tasks done, such as going through some emails. Next, I'll plan my day according to any scheduled meetings and focus on my bigger analytical tasks to complete between them. Some days I will grab a coffee with a colleague if I'm in the office, and sometimes I will have 1-1 sessions with my manager to keep them up to date with my progress.

## How is your degree apprenticeship being delivered?

My training provider is Blackpool and the Fylde College, and my degree is accredited by the University of Lancaster. My lectures are all online, but sometimes our tutors visit us in the office. Over time, I have learnt to balance working and studying quite well through time management skills, for example, to-do lists and keeping up to date with my calendar.

Throughout my degree apprenticeship, I've worked in many different areas, such as Cyber Security, Software, Business, Product, Project and Change Management, Data and Product Analytics and Business Intelligence Development. This amount of exposure will hopefully enable me to choose the right pathway after my apprenticeship ends in 5 months!

## Why did you choose the apprenticeship route?

When I was in the sixth form, I studied four subjects and worked a few part-time jobs, thinking I was destined for university. But Covid hit, and it made me re-evaluate my decision. With university moving online and the debt that came with it, it didn't seem worth it to me. I have always been quite self-motivated, so regardless of external support, I was keen to pursue something different.

## How did you find your apprenticeship?

When I was at school, apprenticeships were not really encouraged or talked about much, so I found all the apprenticeships I applied for through my own research. I searched for apprenticeships on company websites on their 'careers' tab and used google to filter the best results. I would also recommend using the government Find an Apprenticeship website.



To search for apprenticeship opportunities for you, visit: [www.gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)



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# Apprentice insights: Life as an apprentice at Vodafone

Meet Anushka, a Level 6 Data Analytics Degree apprentice

## What are you most proud of?

My proudest achievement is definitely being nominated for the Judges Choice category in the Multicultural Apprenticeship Awards 2022. But I am also proud of the @nushboo accounts on social media channels I have set up to help to inspire the next generation of apprentices.

I am also proud to be a member of the Apprenticeship Ambassador Network (AAN).

I became an Apprenticeship Ambassador as I love inspiring young people to find out more about apprenticeships. I assist at events and engage in social media campaigns. I have supported many students and newly recruited apprentices have told me how I have helped them start their apprenticeship journey. This makes me proud to be an ambassador.



## What inspires you?

I think what inspires me is having a family that doesn't come from wealth and being the eldest sibling. I've always felt the inclination to be a role model for my brother and enable him to have and do things that I didn't growing up.

My ultimate goal is to be successful in my career and in my family life one day and provide a high level of stability and security for my children and my sibling.

## What do you enjoy doing in your spare time?

I enjoy working on my social media content and management projects. I also like reading and recently, since moving out, cooking! I am currently watching The True Detective season 1.



**“I am also proud to be a member of the Apprenticeship Ambassador Network (AAN). I became an Apprenticeship Ambassador as I love inspiring young people to find out more about apprenticeships.”**



To search for apprenticeship opportunities for you, visit: [www.gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)



Scan to visit the website

# Apprenticeships uncovered

Keep up to date with apprenticeship opportunities

Apprenticeships are continually created and released through The Institute for Apprenticeships and Technical Education (IFATE). The list below includes some apprenticeships you may not have considered, but you can find out more on The Institute website: [www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)

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Business and administration	Trading standards professional 	Help ensure safe, fair and legal marketplaces.	Level 6
Construction and the built environment	Town planning assistant 	Work with, and provide technical and administrative support to chartered town planners.	Level 4
Creative and design	Audiovisual technician 	Provide a broad range of professional solutions for communications.	Level 5
Education and childcare	Assessor coach 	Coaching and assessing vocational learners, usually on a one-to-one basis, in a range of learning environments.	Level 4
Health and science	Mortuary technician 	Ensure the effective operation of the mortuary and assist colleagues in providing dignified care of the deceased.	Level 3
Protective services	Serious and complex crime investigator 	Conduct serious and complex investigations.	Level 6
Sales, marketing and procurement	Market research executive 	Research projects to generate data and insight.	Level 4
Transport and logistics	Rail infrastructure operator 	Operating the signals and electrical controls needed to keep trains running safely and on time.	Level 3

# National Apprenticeship Week 2023

The biggest week in the apprenticeship calendar!



The 16th annual National Apprenticeship Week takes place between the 6th February – 12th February 2023. This year, the theme is ‘Skills for Life’, reflecting on how apprenticeships can help individuals to develop the skills and knowledge required for a rewarding career, and businesses to develop a talented workforce that is equipped with future-ready skills.

Whether your child is considering their options when leaving school, or perhaps you may be looking to retrain or upskill, National Apprenticeship Week 2023 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!

## How to get involved

### Events happening near you

Many virtual and in-person events will take place across England to showcase the positive benefits of apprenticeships and to support young people and their families in finding out more about the opportunities available.

There is a special page on the National Apprenticeship Week website, listing all the events and activities you can take part in:

<https://naw.appawards.co.uk/events>

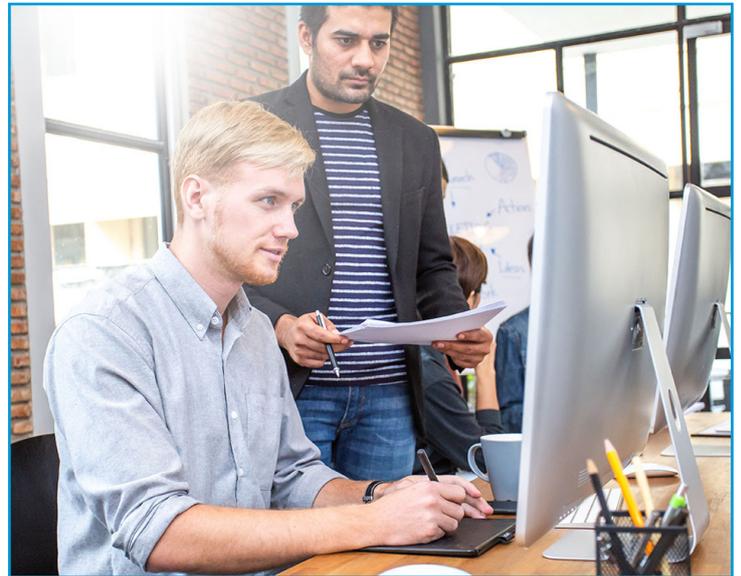


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### Speak to local schools, colleges, training providers and employers

Speak to your child’s school or college to find out what they have planned and if they are hosting any parents’ events to celebrate.

They may also have information about local apprenticeship training providers and employers who could be hosting open events or information sessions.



### Stay up to date with social media

Hear from inspiring apprentices and employers about the impact of apprenticeships and opportunities available by following @Apprenticeships and #NAW2023 on social media throughout the week.

# Post-16 and Post-18 education options

Get the Jump on the post-16 and post-18 education training choices available to your child



For young people, choosing what to do next can sometimes feel daunting and many are not aware of the different options open to them when they leave school or college.

The 'Get the Jump' Skills for Life Content Hub on the National Careers Service website has been designed to help young people aged 14-19 to understand their education and training choices and how they compare to each other.

There are new technical education routes alongside the tried and tested academic pathways. Your child can find more information on these routes and where they can lead to by visiting the Get the Jump website, a link to which is provided below. Visit the website here <https://tinyurl.com/3f9bszee>.

**The routes they may be less familiar with are:**



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**T Levels:** designed in partnership with employers, they are a combination of classroom and on-the-job training. They are broadly equivalent in size to 3 A levels and can help students get into skilled employment, university, or a higher apprenticeship. Each T Level includes an in-depth industry placement that lasts at least 45 days, which means that students get valuable experience in the workplace.



**Apprenticeships:** a paid job where the apprentice earns while they learn. For the equivalent of 6 hours per week of paid time, they will complete learning with a college, university or training provider, which can lead to a nationally recognised qualification.



**Higher Technical Qualifications (HTQs):** designed in line with the knowledge and skills that employers say they need. The first teaching of approved HTQs began in September 2022 in digital subjects. Qualifications in construction and health and science are coming in 2023, and a full roll-out will take place over a four-year period. HTQs can lead to high skilled, highly paid jobs in a wide range of sectors, giving your child a step up in their chosen career or further study.

You can find lots of useful information to share with your child on the Get the Jump pages, from up-to-date information on what each route entails, to personalised video testimonials from young people who have chosen that path themselves.

Help your child take their next step. Find out more:

<https://tinyurl.com/3f9bszee>



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# New Year, New Start

## 8 things you could do this year to help your child with an apprenticeship search

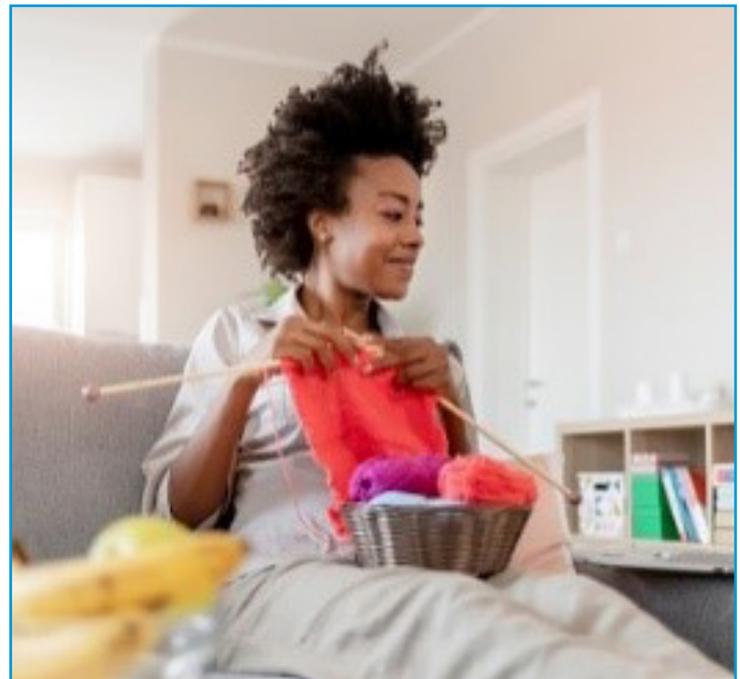
January is the time when lots of us make a fresh start or create a list of things we want to achieve. Below is a list of 8 manageable things you could do with your child to help them get ready to apply for apprenticeships.

### 1. Research an industry

Ask your child to think of what working in that sector might look like and the different roles that might be available. They think sounds interesting and spend some time looking up jobs in that industry. It could just be 30 minutes but would give them some new insight into an industry.

### 2. Try something new

Encourage your child to gain a new skill by taking up a new hobby or extra-curricular activity, maybe something creative if they already do something sporty or vice versa. Hobbies and activities are good things to talk about on your CV, in applications and in interviews.



### 3. Gain a new skill

There are lots of (often free) online courses available for things like touch typing, using Excel spreadsheets, how to write a business email, basic website design... the list is endless. This could be a great way for your child to add to their CV and develop their employability skills.



### 4. Write a CV

If your child doesn't already have a CV, a great resolution could be to get one done. There is lots of support online on how to write one and what to include, for example on:

<https://tinyurl.com/yp98cwer>



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### 5. Talk to your careers adviser

Your child's school or college should have a careers adviser, who your child can make an appointment with to discuss their future and the options available to them. Look at your child's school or college website to find out who their careers adviser is.

# New Year, New Start

8 things you could do this year to help your child with an apprenticeship search

## 6. Be prepared

Part of the apprenticeship recruitment process could be psychometric tests. Your child doesn't need to revise for them, but it is a good idea to get some practice, so they are familiar with the types of questions and feel less nervous.

You can find out more about psychometric tests here:

<https://nationalcareers.service.gov.uk/careers-advice/how-to-prepare-for-psychometric-tests>



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## 7. Talk to people

Encourage your child to engage family friends or relatives in conversation about their career journey ask what advice they would give for someone starting out. It can help to inspire them and learn about careers routes they may not have been aware of.

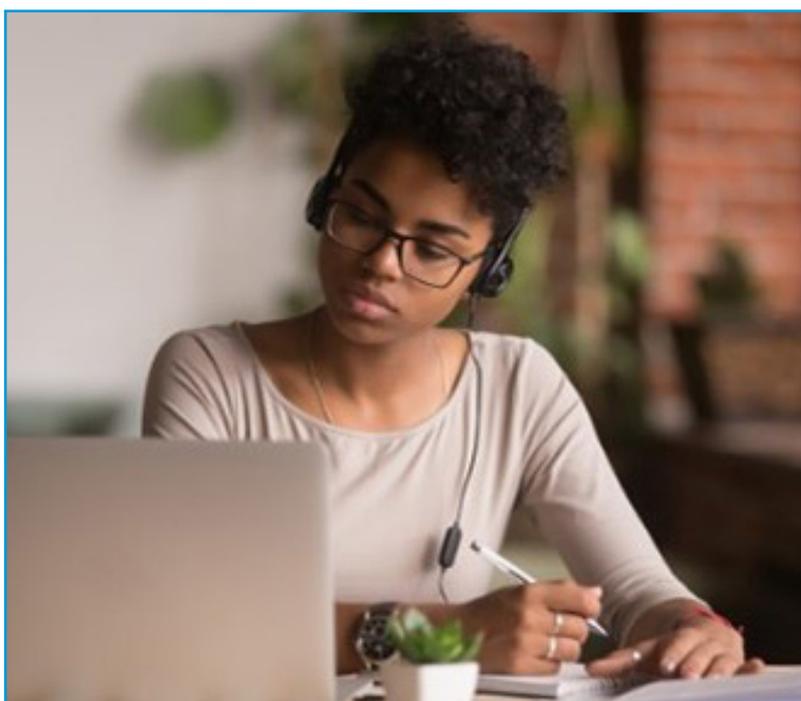
## 8. Get organised

If they haven't already and they are looking for an apprenticeship, encourage your child to set up an account on Find An Apprenticeship so they can start looking for vacancies.

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



Scan to visit the website



There are resources to support you on how to use the Find An Apprenticeship website:

<https://tinyurl.com/3hcb7ccy>



Scan to visit the website

# Supported Internships

## What is a Supported Internship and how will it benefit my child?

Supported Internships have been developed as a valuable opportunity for young people with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need or Disability (SEND). It helps to provide these young people with work experiences and the variety of skills that will be expected in the workplace.



### How does a Supported Internship work?

A Supported Internship is a structured study programme that is based mainly with an employer. They last for a minimum of 6 months and a maximum of 1 year and allow your child to experience a range of different departments within a business.

Your child will complete a personalised study programme which includes Maths and English, but also the opportunity to study for other work-related qualifications. This will help them to move into paid employment at the end of their internship. Supported Internships focus on a much more personalised experience for your child to ensure that they are getting the most supportive and best opportunity possible.

### What support will my child get?

As well as having a personalised programme that has been designed to meet their needs, your child will also get their own job coach. Their job coach will work directly with your child to set up step-by-step methods to allow them to deal with the tasks they are being asked to do. The job coach will also offer one on one support to your child as they work through their internship. Not only does the job coach support your child, but they also support the employer by helping them to make any adjustments that would help to support your child. Your child may find that as they grow in confidence, they need less support from their job coach, but of course they will always remain an important point of contact.

### What will my child achieve?

Your child will be supported as they learn and develop the skills that are important to employers. It will also allow your child to demonstrate their value in the workplace, but most importantly it will help them to become more confident. Confident in their own abilities and how these abilities allow them to perform successfully at work!



### How can I apply or find out more information?

Your child's school or college should have information about Supported Internships and can help your child apply. You can also get some more help and guidance from your social worker or transition worker. When you start to look at Supported Internships, the role should fit with the likes and dislikes of your child. The learning provider will be able to identify these likes and dislikes and put together the best programme for your child. Not only will this get the best out of your child, it will also help to carve out a plan for their future employment.

You can get further information and support from:

<https://tinyurl.com/yc34nxc6>



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# Understanding apprenticeships in events

## A look at the Event Assistant apprenticeship

Many industries and individuals in the public and private sector use events organisation companies to organise a wide range of events of different types and sizes. An events organiser is responsible for planning events, managing their delivery and ensuring a great experience for their clients. They are required to deliver the event on time, on brief and on budget. This often means working closely with a range of suppliers to deliver different elements of the event. If your child is interested in following the apprenticeship route into a career in events, they could undertake an apprenticeship as an Event Assistant.

### Key information

**Level:** 3

**Typical duration:** 18 months

**Entry requirements:** Dependent on employer, but typically a minimum of level 2 Maths and English. Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment. Previous experience is not typically needed.

**Role:** An Event Assistant would normally work within a team of people in an events company or within the events department of a larger organisation. They would usually provide support to Event Planners or Project Managers by completing the wide range of tasks needed to plan, organise and deliver events of all different types and sizes. This could include:

- Design of the look and feel of the event
- Organise catering and transport
- Liaise with clients, venues and suppliers
- Supporting the events manager with logistical and administrative support
- Duties at events including, but not limited to, guest list management, showing guests to tables and taking coats



### What your child could expect from a job in events

- Variety – depending on their role and the company they work for, they could be planning conferences, weddings, festivals, big events, small events, the list is endless!
- Opportunities – events occur across so many different industries and in people’s personal lives, in so many different ways, that it is a busy and thriving industry.
- Travel – events happen all over the world and your child may have the opportunity to travel with work or even live and work abroad.
- Job satisfaction – seeing an event come together and all the hard work realised can be really rewarding, especially seeing happy clients and their guests enjoying the event.



### Behaviours you might need to demonstrate in a career in events:

- Have an enthusiastic and positive attitude
- Have tact and discretion
- Have the confidence to contribute ideas
- Be calm and positive under pressure
- Have attention to detail
- Be able to use your initiative when faced with challenges



Find out more about this apprenticeship at  
<https://tinyurl.com/2c6ujzs5>



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# Top Apprenticeship Employers

A look at the top 100 apprenticeship employers

The Top 100 Apprenticeship Employers 2022 is a national league table developed by the Department for Education that recognises England's leading apprenticeship employers for their commitment to employing apprentices, their creation of new apprenticeships, the diversity of their new apprentices, and the number of apprentices who complete their apprenticeships and progress further with the employer.



This list showcases employers providing some of the country's most successful apprenticeship opportunities, but also helps future apprentices, parents and career advisers identify opportunities with leading employers. Looking at the list with your child may lead them to thinking about an apprenticeship with an employer they hadn't considered before.

## Apprenticeships at Top 100 Employers

Together, the Top 100 Apprenticeship Employers employed a total of over **90,000** apprentices in March 2022.

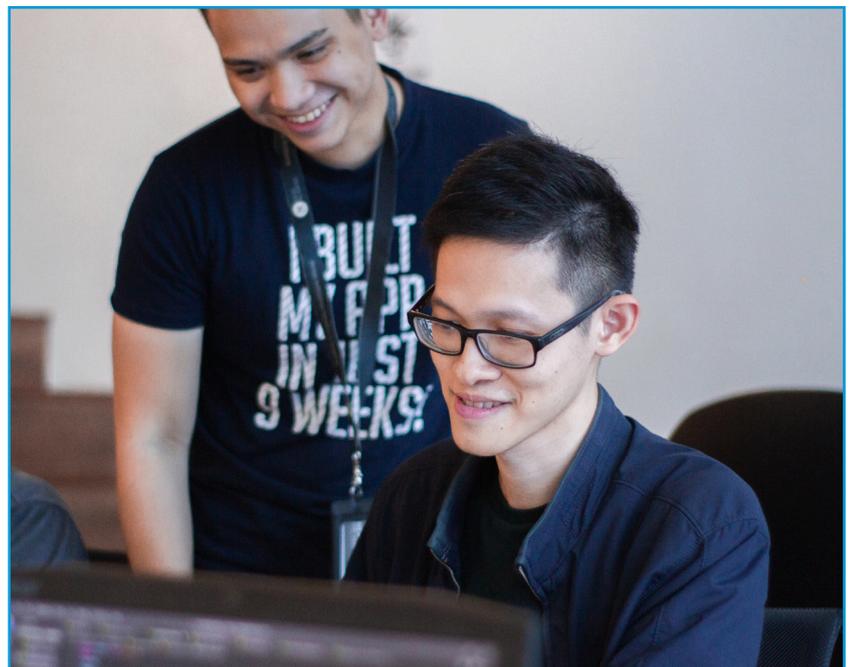
- The largest individual apprenticeship employer was the British Army, which employed more than **15,400** apprentices.
- A further four Top 100 employers had over **2,500** apprentices in their workforces.
- The median number of apprentices employed by a Top 100 employer was **510** apprentices.
- Half of employers had **500** apprentices or fewer and one in six employers had between **25** and **100** apprentices.
- The biggest employers of apprentices were the Armed Forces, professional services firms, retailers, and health & social care employers, which together employed more than **50,000** apprentices.
- There were **28,935** Level 2 apprentices, **30,842** at Level 3, **8,092** at Level 4, **3,209** at Level 5, **7,996** at Level 6 and **11,044** Level 7 apprentices.



## Diversity of Apprentices

The Top 100 Apprenticeship Employers examined the diversity of apprentices who began an apprenticeship during 2021-2022.

- **64%** of apprentices who began an apprenticeship with a Top 100 employer were men, **36%** of apprentices were women.
- **55%** of apprentices were age 16-24 at the start of their apprenticeship, **45%** were age 25 or above.
- One in six apprentices were Black Asian or Minority Ethnic (BAME).
- **9%** had a learning difficulty and/or a disability.



# Top Apprenticeship Employers

A look at the top 100 apprenticeship employers

## The top 20 apprenticeship employers in England are:

Rank	Employer	Sector
1	British Army	Armed Forces
2	Royal Navy	Armed Forces
3	BT	Technology
4	Royal Air Force	Armed Forces
5	Department of Work & Pensions	Public sector
6	Clarkson Evans	Construction
7	Mitchells & Butlers	Hospitality
8	RSM	Professional services
9	BAE Systems	Engineering & industrial
10	Grant Thornton	Professional services
11	Ernst & Young	Professional services
12	HFT	Health & social care
13	The Go-Ahead Group	Transport, travel & logistics
14	Bishop Fleming	Professional services
15	Mazars	Professional services
16	Deloitte	Professional services
17	Howdens	Trade supplier
19	Hays Travel Limited	Transport, travel & logistics
20	Busy Bees Nurseries	Childcare
21	Lovewell Blake	Professional services

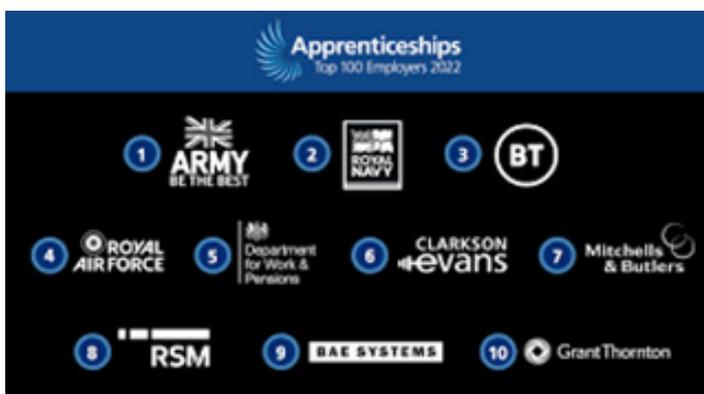
To view the full list and find out more about the employers, go to:

<https://tinyurl.com/47ptn9sa>



Scan to visit the website

Also available to view on the above link is the Top 50 Small & Medium Sized (SME) Apprenticeship Employers 2022, which is a new national league table that recognises England's leading small & medium-sized apprenticeship employers for their commitment to employing apprentices, their creation of new apprenticeships, the diversity of their new apprentices, and the progression of their apprentices onto further apprenticeships and employment.



In addition to the employers on these lists, there are of course lots of other fantastic employers offering apprenticeships who have not featured or participated in the Top 100, so make sure your child keeps their options open and does plenty of research.

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

# Dates for your diary

Free webinars throughout the year for teachers and parents/carers

As part of the Apprenticeship Support and Knowledge for Schools and Colleges programme (ASK), Amazing Apprenticeships are offering teachers and parents/carers a schedule of free webinars throughout the year, to find out more about apprenticeships and how to support your child /student.

These are a series of informative webinars that will provide an abundance of tips, advice, and information from expert speakers all around the topic of apprenticeships. Each webinar lasts for 30 minutes and will take place on Zoom. Participants are required to sign up before the session and will receive an email confirmation and a reminder an hour before it begins. The webinars will be recorded and shared with all registrants after the session.

Book your free place now or catch up on recordings from 2022 here:

<https://amazingapprenticeships.com/workshops-webinars/>



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## 2023

<b>How to impress employers</b>	Wednesday 8th February 2023 Time: 3:30pm	Want some top tips from apprentice employers? Hear directly from employers about the best ways to impress them and a leave a positive lasting impression at the apprenticeship interview.
<b>Apprentice stories</b>	Tuesday 7th March 2023 Time: 3:30pm	Hear from real life apprentices who will share their experiences of being an apprentice and the benefits of doing an apprenticeship.
<b>Maintaining motivation - supporting young people in applying</b>	Wednesday 26th April 2023 Time: 3:30pm	Want to keep your children or students motivated while applying? There are a range of resources available to help them. Find out what's on offer and how to access them.
<b>Understanding the flexibilities of apprenticeships</b>	Tuesday 16th May 2023 Time: 3:30pm	There is a range of support on offer for apprentices, including the possibility of a flexible apprenticeship. Find out what's available and how to access it.
<b>Pathways to apprenticeships</b>	Tuesday 6th June 2023 Time: 3:30pm	Join us to find out about the different pathways to apprenticeships.
<b>'Apprentice Early Connect' coming in October 2023</b>	Tuesday July 4th, 2023 Time: 3:30pm	An exciting new way of finding and applying for apprenticeships is being launched in autumn 2023. Join us to find out more.