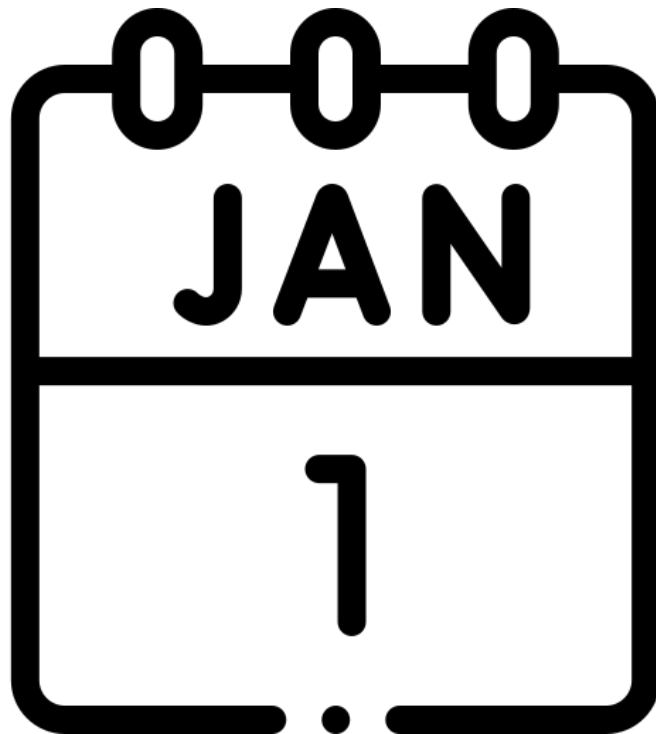


# Parents' and carers' Pack

Helping your child search and apply  
for apprenticeships

Edition 32: January 2022



# Welcome

Carolyn Savage,  
Head of Youth Engagement and Apprentice Participation

Dear readers,

Happy New Year to you all. I hope you have had a wonderful break and that you are ready for the new year. Our January 2022 pack includes:

- an introduction to National Apprenticeship Week 2022
- 10 ways to introduce young people with apprenticeships
- a deep dive into other career options such as a T Levels and traineeships (including the new finance T Level launching this September).
- a closer look at different apprenticeship options in law enforcement or economics
- insights from an apprentice at Devon County Council
- an overview of support available for young people with visual impairments, who are searching and applying for apprenticeships.



We hope that you find this month's pack useful, and do let us know if you have any feedback by contacting [ASK.PROGRAMME@education.gov.uk](mailto:ASK.PROGRAMME@education.gov.uk)

Carolyn Savage  
Head of Youth Engagement and Apprentice Participation  
Education and Skills Funding Agency, part of the Department for Education

## Contents

Click on any of the articles listed below to be taken directly to the page.

|   |    |
|---|----|
| National Apprenticeship Week 2022                                     | 3  |
| Your 10-step apprenticeship plan for 2022                             | 4  |
| Occupational traineeships   | 6  |
| The new finance T Level   | 7  |
| Apprenticeships in law enforcement                                    | 8  |
| Apprentice perspective: life as an apprentice at Devon County Council | 10 |
| Supporting visually impaired young people                             | 11 |
| Apprenticeships uncovered   | 12 |
| Apprenticeships with the Government Economic Service (GES)            | 13 |
| Higher and Degree Listing 2022  | 13 |

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

# National Apprenticeship Week 2022

The biggest week in the apprenticeship calendar!

## National Apprenticeship Week 2022

The 15th annual National Apprenticeship Week takes place between the 7th – 13th February 2022. 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 you're looking to retrain, National Apprenticeship Week will showcase and celebrate the impact apprenticeships can have and the diverse range of career opportunities available.



## How to get involved

### Events happening near you

Over 1,200 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.

View the events listing to find events available near you:

<https://www.apprenticeships.gov.uk/influencers/naw2022-events-listing>



### 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 that 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 #NAW2022 on social media throughout the week.

You can also ask apprentices and employers any questions by getting involved in the #ASK series:

- **#AskAnEmployer**  
Tuesday 8th February, 12pm – 2pm
- **#AskAnApprentice**  
Wednesday 9th February, 12pm – 2pm

### Stay up to date

Keep up to date with NAW 2022:  
<https://www.apprenticeships.gov.uk/influencers/naw-2022>



# A 10-step apprenticeship plan for 2022

Advice on how to support young people with finding an apprenticeship or traineeship



## STEP 1. Think about the future

It has been a difficult couple of years for many which means young people could be concerned about their future.

Consider sitting down with your child and discussing their future goals.

### Consider asking them:

- What subjects they enjoy most
- What's important to them in a future job

These questions will help them develop a clearer idea of their next steps, such as which area they want to work in and whether an apprenticeship or traineeship is right for them.

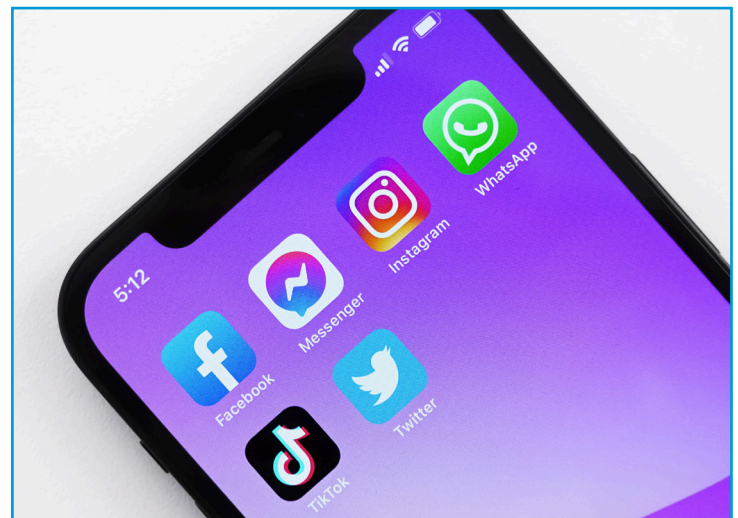
## STEP 2. Encourage them to continue

We are seeing a steady increase in apprenticeship vacancies, with approximately 20,000 apprenticeship jobs currently available to view through the government portal, [Find an apprenticeship](https://www.apprenticeships.gov.uk/apprenticeships-alternatives#Traineeships).

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.

Traineeships also 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 opportunities there are. Discover more about traineeships:

<https://www.apprenticeships.gov.uk/apprenticeships-alternatives#Traineeships>



## STEP 3. Help them stay connected

Encourage them to think about the different ways they can find job opportunities, such as signing up to vacancy alerts and following companies on social media. They could also connect with current or previous apprentices and networks to ask for advice and guidance.

## STEP 4. Register for job alerts

[Find an apprenticeship](https://www.apprenticeships.gov.uk/apprenticeships-alternatives#Traineeships) or [Find a traineeship](https://www.apprenticeships.gov.uk/apprenticeships-alternatives#Traineeships) are great tools to browse all the latest vacancy opportunities. Help your child set up alerts to receive notifications of new vacancies in roles or sectors that they are interested in.

Find apprenticeship opportunities:  
[www.gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)



Find traineeship opportunities:  
[www.gov.uk/find-traineeship](https://www.gov.uk/find-traineeship)





# A 10-step apprenticeship plan for 2022

Advice on how to support young people with finding an apprenticeship or traineeship

## STEP 5. Events

Career events take place throughout the year. These provide opportunities for you and your child to meet employers, apprentices and careers experts to discuss career options. They will also signpost you to further information to help with their job search.



## STEP 6. Contact schools and colleges

Talk to your child's school or college to see what events they are hosting. Ask if they are arranging any workshops with expert speakers or opportunities for parents. They may also know about upcoming events, either nationally or in your region.



## STEP 7. Create a calendar

Allocate time with your child to look for opportunities and practice application and interview techniques. Look for upcoming events and plan what you can attend with your child to increase their chances of success.

## STEP 8. Consider work experience

Work experience and volunteering can build your child's CV and help them build a range of skills employers are looking for. Some businesses may not openly offer work experience, but if your child is interested in working with them, it's worth reaching out and asking about the opportunities. Some employers have been offering virtual work experience which is completed online and is a great way to get an introduction to the organisation. Volunteer work also offers great experience that will impress employers.

Work experience is especially ideal if your child is unsure about what career route/job role they want to pursue and will also enrich their CV.

## STEP 9. Continue the conversation

It can be difficult to know how best to support your child with considering their career options after school. Try to keep the conversation ongoing, regularly asking about their interests, hobbies, skills and strengths, the sectors or types of organisations they're interested in and how these might inform their next steps.

Access our resources for parents and carers to help aid these discussions:

<https://www.apprenticeships.gov.uk/influencers/resources-for-parents>



## STEP 10. Keep options open

It is important to consider all the post-16-18 career options. This includes apprenticeships, traineeships, T Levels and further education, such as college or university.

Free services like the National Careers Service offer advice and support about the best option for your child:

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



# Occupational traineeships

A gateway to accelerated apprenticeships

Occupational traineeships were piloted in 2021 across construction and rail. So far, the pilot has been a great success; resulting in new occupational traineeships opening up across more sectors.

## What are occupational traineeships?

Occupational traineeships have been newly developed with employers and training delivery partners to match trainees to sector-specific roles.

They offer a fast-track into the apprentice's chosen career professions, often leading to apprenticeship or employment offers.

## Which sectors are going to offer occupational traineeships?

Sectors currently include:

- Health and social care
- Manufacturing
- Transport and logistics
- Hair & beauty
- Digital
- Net-zero and Green jobs

## Find out more

The films below share insights from both employers and trainees taking part in the new programme.

### Intertrain traineeship film



Watch the Intertrain traineeship film here:

<https://www.youtube.com/watch?v=rQOKZpHxLU0>



### Hartlepool Bricklaying film



Watch the Hartlepool Bricklaying film here:

<https://www.youtube.com/watch?v=ZmGYQW4TP3U>



# New T Levels in finance

Information about the finance T Levels being released in September 2022

T Levels are an exciting 2-year qualification that combines classroom study with an industry placement. 10 new T Level subjects have become available since they launched in 2020, with a further 13 subjects coming over the next few years which includes the below finance T Levels in September 2022.

## What topics will the new T Levels cover?

Students will develop an understanding of a broad range of issues relevant to the finance sector, including:

### 1. The business environment

A general understanding of business models, tax laws, fundamental business principles and drivers for change

### 2. Fundamentals of financial accounting

An understanding of elementary financial principles, concepts and practices and how this content links to relevant accounting, bookkeeping, and business mathematics requirements

### 3. Professionalism and ethics

An understanding of professional conduct and responsibilities in the workplace and ethical dilemmas for the individual, organisation and professional

### 4. Data driven innovation, analytics and design thinking

An awareness of key requirements of a data governance framework and understand the main contemporary visualisation tools and when they are best used to support decision making

## Options to specialise

In addition to the core content, each student will also complete at least one module of occupation-specific content.

The specialisms available in the finance T Levels are:

- retail and commercial banking analyst
- investment banking and asset and wealth management analyst
- insurance practitioner
- financial compliance/risk analyst



## Who is it for?

This course is suitable for anyone interested in a career in finance.

Career options might include working as a **financial adviser, credit controller, bank manager, mortgage adviser, insurance underwriter, credit manager** or **pensions administrator**.

The school or college's careers adviser can provide further information.

T Levels are a great way to progress to a related higher-level apprenticeship or further study.



# Apprenticeships in law enforcement

## Apprenticeship opportunities with the police

A career in law enforcement can be rewarding. Each day will be different and challenging, whilst building a number of skills. There are a number of apprenticeship opportunities that can lead to a career working in law enforcement, including:



### POLICE COMMUNITY SUPPORT OFFICER (PCSO)

Level 4

Duration: 12 months

Police community support officers work in a neighbourhood policing team to help deal with and prevent crime. A key part of the role is to keep good communication links between the community and the force.

There are a variety of duties a PCSO will carry out, which could include:

- foot and cycle patrols
- providing advice on crime prevention
- dealing with anti-social behaviour alongside wardens and community action teams
- talking to young people and visiting schools
- building links with businesses and community leaders
- guarding crime scenes and detaining suspects until a police officer arrives
- issuing fixed penalty notices
- using online forums and websites to develop links with communities
- providing support at large public gatherings, events and demonstrations



### POLICE CONSTABLE

Level 6, Degree in Professional Policing Practice

Duration: 36 months

Police constable apprentices will support in keeping law and order, investigate crime and support crime prevention.

There are a variety of tasks undertaken, which may include:

- responding to calls from the public
- investigating crimes and offences
- interviewing suspects and making arrests
- giving evidence in court
- controlling traffic and crowds at large public events
- advising the public on personal safety and crime prevention
- promoting respect for people in relation to their race, diversity and human rights

#### The benefits of completing a police apprenticeship

Completing an apprenticeship with the police is an excellent way to understand the knowledge and skills needed, whilst also being involved in day-to-day practical duties.



# Apprenticeships in law enforcement

## Apprenticeship opportunities with the police

### Recruitment requirements

Working in the police can be physical. Part of the recruitment process will include a fitness test and a medical check to ensure that all recruits are reasonably fit to complete the role.

As part of the safe recruitment process, all police staff are required to complete an Enhanced DBS, which is part of their security clearance process.

For more information, please visit:  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>



Typically, applicants will need a GCSE Level 4 or above in English and maths.

However, if they do not hold these qualifications, they may be able to complete Level 2 Functional Skills with the apprenticeship, so should speak to the recruitment team when applying.

### Personal attributes

If your child is interested in a career with the police, discuss with them the personal attributes that will support them in the role, such as:

- high moral and ethical standards such as diversity and respect for others
- negotiation skills for keeping people safe
- patience and the ability to remain calm in stressful situations
- Sensitivity and understanding for dealing with traumatic situations
- the ability to understand people's reactions
- excellent verbal communication skills
- leadership skills
- problem-solving
- working with others

### Working environment

Working in law enforcement is unique but rewarding. They will often work a shift pattern, work indoors or outdoors and wear a uniform.

### Volunteering

If your child is interested in a career in the police, they could join the Volunteer Police Cadets (VPC). There is no guaranteed pathway from the VPC into the police force, but it will give them the opportunity to learn about British policing, support the community, develop their life skills and build their experience.

Find out more: <https://vpc.police.uk/be-a-cadet/13-18-year-olds/>



# Apprentice insights: life as an apprentice with Devon County Council

Meet Amy Kyme, a HR Consultant/Partner at Devon County Council

My apprenticeship journey started in October 2016 when I joined Devon County Council on a two-year fixed term contract. During this time, I managed to get the opportunity to work in the apprenticeships team within HR. I really enjoyed my time in HR and so decided to take the leap to progress my career and started a Level 3 HR Support apprenticeship, before progressing to a Level 5 HR apprenticeship.



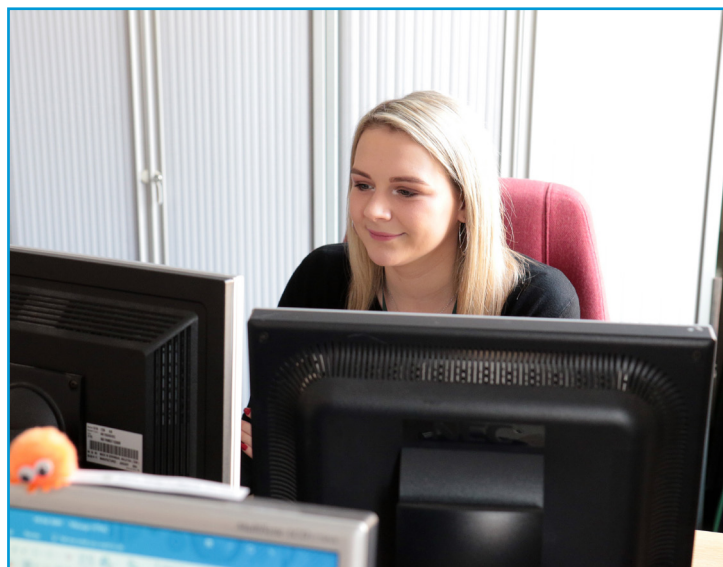
I became the South West Regional Apprentice Chair and have loved getting involved and helping to influence decisions that will make an impact on apprenticeships in the South West. The network is a community of passionate current and former apprentices who have chosen to share their story with others. We use our own positive experience as a powerful tool for engaging with students, parents, and teachers.

My advice to you is to take the time with your child to research what apprenticeships are out there and with what employers to find the best fit for them. Applying for an apprenticeship takes time and dedication, but hard work pays off!

I was really fortunate as my older brother worked at the Council and had completed his own apprenticeship, and so he really encouraged me on my journey. I had been feeling a bit lost, as I had finished college and knew that I was ready to start my professional journey and because of the experiences that my brother had, I knew that an apprenticeship would be a good balance of both professional working and studying.

For my current apprenticeship, I attend college one day a week alongside a diverse range of apprentices. This has been so valuable to learn how HR systems work across a wide range of organisations, including the NHS, Devon & Cornwall police, as well as private sector companies.

As an apprentice, you are given 20% off the job training outside of your usual day-to-day to support in your apprenticeship. This includes the time I spend writing my assignments, attending any webinars or shadowing colleagues for experience. This is amazing for helping to balance my job role with my learning and it means I do not have to complete work in my own time, so my weekends are free to do whatever I want!



# Support for young people with visual impairments

## An introduction to apprenticeship support for people with visual impairments

Post-16 options for a blind or partially sighted young person may require additional support from their parents, carers or support workers.

Before considering their career options, they may be worried about leaving a familiar environment such as school or college and progressing to a new workplace environment.

You and your child may feel concerned about how this will work. For example:

- meeting new people
- who will be supporting them?
- learning a new floor plan
- disclosing personal information
- finding a role your child enjoys that supports their needs

Some jobs legally require the candidate to have good vision, such as drivers and pilots, but there are many careers for young people with visual impairments.

### **EHCP**

If your child completes an apprenticeship, the Educational Health Care Plan (EHCP) will remain with your child until they are 25.

Their training provider will follow the plan to make sure your child continues to receive the support required.

### **The recruitment processes**

Knowing how and when to disclose a visual impairment often comes up when an individual starts to consider moving into employment.

Sharing key details of any disability or condition requiring additional support as part of the job application will help the employer make any reasonable adjustments to their recruitment process.

### **Reasonable adjustments could include:**

- a large print or electronic application form
- a verbal application with the employer
- additional time if the interview requires any assessment



If successful in reaching the interview stage, the employer may ask questions to find out how they can support. The employer will want to make the environment as accessible as possible for their visit.

### **The use of assistive technology**

Your child may have used different types of technology to help them with their schoolwork. This technology can continue to be used in the workplace, along with any built-in applications that will allow them to excel in their career. These may include:

#### **Magnification software or videos**

These will increase the size of the screen content and can make it easier for the user to view

#### **Screen reader software**

Work on computers, laptops, smartphones and tablets. The software will read aloud the content using a synthesiser.

#### **Voice recognition software**

### **Further help and support**

For more information, please visit Disability Rights UK <https://www.disabilityrightsuk.org/>



# Apprenticeship Standards









Keep up to date with the range of apprenticeships available

Apprenticeships are continually created and released through The Institute for Apprenticeships and Technical Education (IFATE). The list below lists some apprenticeships you may not have considered but you can find out more on the IFATE website:

[www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)

Scan to visit the website



|                               |  |   |         |
|-------------------------------|--|---|---------|
| Transport and logistics       | Aviation movement specialist<br>          | Move aircrafts into position.   | Level 3 |
| Legal, finance and accounting | Senior compliance and risk specialist<br> | Giving high-level advice to financial services organisations on the legal and regulatory rules which they must follow, such as on data security or preventing money laundering. | Level 6 |
| Hair and beauty               | Wellbeing and holistic therapist<br>    | Create, implement, and adapt tailored holistic and wellbeing experiences.   | Level 3 |
| Health and science            | Orthodontic therapist<br>               | A registered professional who fits, adjusts, and removes braces to patients teeth.  | Level 4 |
| Care services                 | Youth support worker<br>                | Work in a supporting role with young people ages 11-25 to promote their personal, social, and educational development.  | Level 3 |
| Business and administration   | Senior people professional<br>          | Improve people practices in organisations in order to drive organisational performance and effectiveness.   | Level 7 |
| Education and childcare       | Assessor coach<br>                      | Coaching and assessing vocational learners, usually on a one-to-one basis, in a range of learning environments.   | Level 4 |
| Digital                       | Data scientist (integrated degree)<br>  | Working in a team to find ways to improve an organisation's process.  | Level 6 |



# Apprenticeships with the Government Economic Service

Find out about the GES Economist Degree Apprenticeship

**The Government Economic Service Degree Apprenticeship Programme (GES-DAP) is a four-year programme.**

The degree apprenticeship offers your child the opportunity to work in a central government department or agency on some of the most important social, environmental and economic issues our country faces – all while earning a wage and studying for a degree in economics with the University of Kent. The course is fully funded so your child will not accumulate any tuition fees.

Apprentices will work in central government departments in London and nationwide. Once complete, your child will have an apprenticeship, an economics degree, and the experience of four years' working in the Civil Service – putting them in a brilliant position to progress their career.

You can find out more about the GES Economist Degree Apprenticeship by visiting the website below:

[www.gov.uk/government/publications/the-government-economic-service-degree-level-apprenticeship](http://www.gov.uk/government/publications/the-government-economic-service-degree-level-apprenticeship)



## Closing date

The closing date for applications is **Monday 14<sup>th</sup> February 2022**.

## Higher and Degree Listing 2022

Upcoming Higher and Degree vacancies in 2022

**The Higher and Degree apprenticeship vacancy listing showcases hundreds of vacancies from various employers starting in the coming months.**

Higher and degree apprenticeships are a fantastic way for your child to gain work experience, a salary, and a degree – without accumulating any debt. Your child can apply for these apprenticeships and a place at university at the same time.

The latest version of the listing from November 2021 is available to download here: <https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

An updated listing will be launched during National Apprenticeship Week in February 2022.

