

Parents' and carers' Pack

Helping your child search and apply
for apprenticeships

Edition 33: March 2022

**BUILD THE
FUTURE**
#NAW2022



Welcome

Carolyn Savage,
Head of Youth Engagement and Apprentice Participation

Dear readers,

It's been an exciting month in the apprenticeships landscape having celebrated National Apprenticeship Week between 7th – 14th February. We recap on the exciting activities and events that took place over the week in this month's edition of the pack.

This edition also includes:

- advice and tips around how your child's hobbies can demonstrate their skills to employers
- an overview of the Health T Level
- a deep dive into apprenticeships in logistics
- an apprentice case study
- information about the support the DWP can provide for your child



We hope that you find this month's pack useful. Please let us know if you have any feedback by contacting ASK.PROGRAMME@education.gov.uk

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Contents

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

National Apprenticeship Week 2022	3
Hear from apprentice ambassadors	4
An overview of the Health T Level	5
Apprenticeships in logistics	6
Apprentice insight: life as an apprentice at Henry Boot Construction Limited	8
Support available from the DWP	10
Apprenticeships uncovered	12

National Apprenticeship Week 2022

Looking back over National Apprenticeship Week 2022



National Apprenticeship Week 2022

National Apprenticeship Week 2022 ran from the 7th - 13th February, and it was a huge success. The week celebrated the positive impact apprenticeships bring to employers, individuals, and the economy.

There were many highlights of the week, including a brilliant line up of engaging events, both online and in-person.

Below, we have selected a small sample that have caught our eye.

KEY STATS FROM THE WEEK



UK TOP 10 TRENDING FOR 3 DAYS IN A ROW, HITTING #1 ON MONDAY



550+ APPRENTICESHIP EVENTS IN SCHOOLS AND COLLEGES



450 MILLION+ #NAW2022 IMPRESSIONS



1,200+ EVENTS, INCL' 30+ MINISTERIAL ENGAGEMENTS

Catch up on exciting updates

There was so much going on during the week, you can catch up on anything you may have missed.



The Big Assembly welcomed Pret a Manger, Bakkavor, Disability Rights UK, the Co-operative Bank & Coca-Cola Europacific Partners onto their live broadcast for NAW this year. Catch up using the link below:

<https://www.youtube.com/watch?v=jUC8aOPifDQ>



To mark National Apprenticeship Week 2022, **a letter from the Skills Minister**, Alex Burghart, was sent to schools to share with parents and carers across the country. Read the letter using the link below:

<https://amazingapprenticeships.com/skills-minister-letter>



Explore 220+ Higher and Degree apprenticeship vacancies in the new February edition of the **Higher & Degree listing** 2022.

Download the listing using the link below:

<https://amazingapprenticeships.com/higher-degree-listing>

Hear from apprentice ambassadors

Apprentices share their experiences as an apprentice

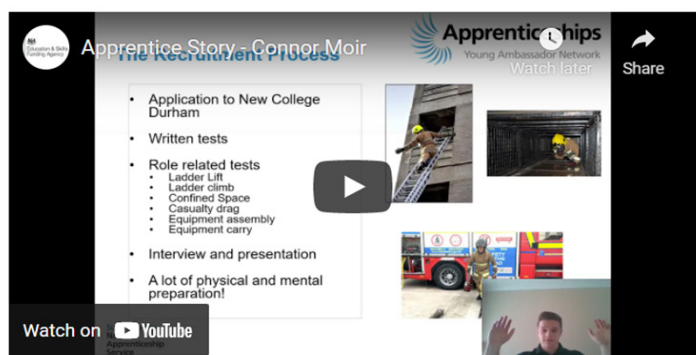
National Apprenticeship Week saw hundreds of apprentices and employers sharing their experiences of apprenticeships and their advice and guidance. You can hear from apprentice ambassadors throughout the year.

Click the link below to hear from a range of ambassadors about their apprenticeship journey:

<https://www.apprenticeships.gov.uk/influencers/apprentice-ambassador-stories>

Connor Moir (North East Apprentice Ambassador)


Watch Connor's apprenticeship story at County Durham and Darlington Fire and Rescue Service.



Apprentice Story - Connor Moir

The Recruitment Process

- Application to New College Durham
- Written tests
- Role related tests
 - Ladder Lift
 - Ladder climb
 - Confined Space
 - Casualty drag
 - Equipment assembly
 - Equipment carry
- Interview and presentation
- A lot of physical and mental preparation!

Watch on  YouTube

Ella Hymans (South West Apprentice Ambassador)

Watch Ella's apprenticeship story at Exeter College.



Apprentice Story - Ella Hymans

The Recruitment Process

Don't give up!

- My MANY Applications
- Good CV
- Interviews (The nerves!)
- What happens in an interview process/ how to prepare?

Watch on  YouTube

Life under lockdown as an apprentice

Jordan shares his experience so far...

Meet Jordan

Hello, my name is Jordan Leaman. I'm a Level 2 business and administration apprentice at Sanctuary Group in Worcester. Back when I was in high school, in the year 2012, I was diagnosed with Asperger Syndrome.

In 2013 I started at Heart of Worcestershire College for the next chapter in my academic journey. I had the challenge of settling into an environment that was new for me. This proved difficult, faced with anxiety and problems with my confidence, ultimately my development in these aspects has defined me and helped make me the person I am today.

During my first year of college I was elected as a course rep for IT and in 2017 I received a further education award. Computing has always been a passion for me, I always look to teach myself new techniques and skills that I can pick up and apply to my work-life. I also managed to achieve a C Grade in GCSE English, Level 2 Diploma in IT, and a certificate in employability and work skills, through an unpaid internship I did as part of the college's work placement course. I became worried because I hadn't managed to achieve a minimum of Level 2 in functional skills mathematics it would set me back.

"Something I like to remind myself is to always strive to achieve the best results, to the best of my ability, a trait that I look to apply in all my endeavours."

Having thought about university, I questioned if I would manage to cope with the workload and if it would send me into financial difficulties. I decided that the apprenticeship path was the best possible route. My biggest concern was struggling to find a job relevant to my skillset.

Between August and December 2018 was a rocky point for me, having lost my maternal grandparents. I was very close to my grandparents, they would always encourage me to have high aspirations and to not give up. I kept going and persevered with my aspirations.

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Towards the end of 2018 I started to look for an apprenticeship. This is when I discovered the opportunity for a vacancy in the Energy Team at Sanctuary Group. I applied through Worcester Group Training Association. This was also my first interview for a paid job.

I like to think that my academic journey has been the story of someone who started out shy, reserved and not sure where he was going, to becoming someone confident, keen and sure of where he would like his future to go. Something I like to remind myself is to always strive to achieve the best results, to the best of my ability, a trait that I look to apply in all my endeavours.

Continuing to work through Lockdown.
My company have issued me with a company laptop to allow me to work from home, I am lucky to having already had the desk space and necessary audio equipment in place. This has meant I have had to adapt to working from one screen, which is difficult having Asperger syndrome where I become accustomed to following a routine.

Life under lockdown as an apprentice

Lia shares her experience so far...

What is your job at Siemens?

My role is a Digital and Technology solutions apprentice. I was working on the Customer Satisfaction project, but it has now been put on hold due to the coronavirus. I am working on the cyber security team helping move all of our applications to the cloud. I am also working on the waste management project.

How has the lockdown affected you?

When the lockdown was announced, I felt shocked it had come to this and disappointed knowing I wouldn't be able to come back into the office for a long time.

I am now working from home and decided to move back in with my parents, as I didn't want to be in lockdown alone because my flatmates in my shared house in Nottingham had all moved out.

Many projects have been put on hold at work. For example, we were planning a diversity and inclusion day in the office where people were going to bring in food and have stalls and presentations. Siemens' World Earth Day, which was planned for the 22nd of April, was also going to be an event in the office and a mass volunteering day. Instead, we adapted and had a virtual Earth Day by giving presentations in a large conference and sending out leaflets, quizzes and ideas on how to be more environmentally friendly at home.

Since the lockdown, I have actually been busier than before, coming up with many activities to keep people entertained like quizzes, a baking competition and pet shaming.

"I am now working from home and decided to move back in with my parents, as I didn't want to be in lockdown alone because my flatmates in my shared house in Nottingham had all moved out."

Siemens' Nottingham office has also set a challenge for us to all virtually walk to Land's End, so people who signed up have agreed to do 20 miles a week. I signed myself up to do this as it motivates me to get out of the house, but I have worn out one pair of boots!

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How are you staying in touch with others?

My work colleagues and I have many catch ups, one to ones and group catch ups. We also have a group where someone randomly selects smaller groups of 4 so we end up talking to people we wouldn't usually speak to.

My managers have regular check-ups with everyone and have a group on social media for everyone to share something fun.

I also have face time calls with my friends and online pub quizzes.

What have you been doing while you are not working?

In my free time, I have been baking, gaming and walking. I have also been doing a large amount of training for cybersecurity, but my project management training has been cancelled due to the coronavirus.

An overview of the Health T Level

Information about the Health T Level available

T Levels are an exciting 2-year qualification that combines classroom study with an industry placement. There are a range of T Level subjects available, with more starting in the coming years until over 20 are available by 2023, covering everything from agriculture to catering and engineering to science. Find out more about the Health T Level below.

What does a T Level in Health entail?

Students will start to develop a general understanding of health and science and what that entails. This will include topics such as:

- working within the health and science sector
- health, safety and environmental regulations
- managing information and data
- principles of good scientific and clinical practice
- core science concepts including the structure of cells, tissues and large molecules, genetics, microbiology and immunology
- understanding the healthcare sector
- providing person-centred care
- supporting health and wellbeing
- further knowledge of both human anatomy and physiology and of diseases and disorders
- infection prevention and control

What can you do with this T Level?

This course is suitable for anyone wanting a career in healthcare. Students can progress into roles such as:

 **AMBULANCE CARE ASSISTANT**

 **EMERGENCY CARE ASSISTANT**

 **HEALTHCARE ASSISTANT**

 **CARE WORKER**

 **PALLIATIVE CARE ASSISTANT**

 **DENTAL NURSE**

Students can also use this T Level to do a related higher-level apprenticeship or degree course.



More information

Find out more about T Levels at: <https://www.tlevels.gov.uk/>

Apprenticeships in logistics

Apprenticeship opportunities in the logistics sector

Logistics is essential in making sure the right amount of a product shows up at the right place at the right time. It deals with a range of functions, such as inventory management, warehousing, distribution, transportation, and customer service.

A career in logistics can be fast paced, with lots of opportunities for continuous learning and development and a high level of career progression possibilities. Some of these opportunities can be international.

All roles in logistics are part of a supply chain. Each colleague needs to work together following the current legal regulations and health and safety requirements to meet the needs of the customer.



An apprenticeship in logistics could involve responsibilities such as:

- Route organisation
- Interpreting data to manage volume flows
- Manage operations to ensure correct labelling and packaging of goods
- Relationship manage suppliers
- Explore multi-modal transport solutions
- Supporting the United Nations initiative to be more environmentally sustainable

Does your child have these skills?

- Pays attention to detail
- Works well with others
- Good verbal communication
- Works well with their hands
- Has good thinking and reasoning skills
- Able to carry out basic tasks on a computer or handheld device



The benefits of completing an apprenticeship in logistics With so many different areas within a supply chain, completing an apprenticeship in logistics helps your child to understand the range of responsibilities within the sector and how they impact each other. Gaining the hands-on experience of a working day and what is involved will provide the experience your child needs to progress into a fulfilling career.

Apprenticeships in logistics

Apprenticeship opportunities in the logistics sector



SUPPLY CHAIN WAREHOUSE OPERATIVE

Level 2

Duration: 12 months

Responsibilities in this role:

This is a key role within the supply chain.

During the apprenticeship, the warehouse operative will develop a wide range of responsibilities from checking and reporting damaged or missing deliveries, carrying out stock checks and picking and packing orders for delivery.

The skills developed will also include using machinery and tools needed to carry out the role safely.



INTERNATIONAL FREIGHT FORWARDING SPECIALIST

Level 3

Duration: 18 months

Responsibilities in this role:

Importing and exporting goods are integral to the UK economy.

The apprentice will have a variety of responsibilities to make sure that all goods leaving and coming into the UK are to the customer's satisfaction. This will include working with stakeholders making sure the deliveries are handled correctly and the correct customs documentation has been completed. This may mean liaising with customers in different time zones and being aware of their working culture.

This apprenticeship has a mandatory element with one of three pathways to then choose: Air Freight, Ocean Freight or Road Freight.



LARGE GOODS VEHICLE (LGV) DRIVER C + E

Level 2

Duration: 13 months

Responsibilities in this role:

An LGV driver is responsible for delivering goods to their destination, ensuring that the products are in the correct condition to be used or sold to customers.

The driver will need to follow health and safety laws to keep themselves and others safe.

There is lots of interaction with customers, transport planners and freight loaders.

Apprentice insights: life at Henry Boot Construction Limited

Meet Bradley, a Trainee Business and Marketing Assistant at Henry Boot Construction Limited

How it began

Growing up, I didn't really have any big career ambitions. When I was in Year 8, I took part in Sheffield's 'Big Challenge'. The enterprise competition allowed me to experience what it is like to work in the business world. I had a lot of fun working as a team, trying to sell products, speaking to customers, starting a website and gaining real-life business skills. It was this initiative that led me to do Business Studies at GCSE, where my passion began to grow. I achieved GCSEs at Level 4, 5 and 6 in all my subjects except English.



Despite going on to complete a university degree, I never saw myself as academic so I didn't consider doing A Levels. Instead, I chose to continue to study a subject I enjoyed by going to college and completing a CIM Marketing qualification. It was while I was at college I was diagnosed as dyslexic. This helped to explain why I didn't pass English in school. However, I did pass English on my 4th attempt and achieved a Distinction Star for the marketing qualification.

After college, I felt I had done a lot of classroom-based learning, and I wanted to be more practical. I have always had a strong work ethic, doing a paper round while at school and taking a part-time job while at college. I knew I wanted to do an apprenticeship working in an office as this just felt like it would be the right fit for me.



The apprenticeship search

Applying for an apprenticeship was tough, admittedly more challenging than I had anticipated. As an 18-year-old, I had initially set my heart on staying local, however I struggled to find opportunities nearby which interested me.

After a couple of months of searching, it was clear I needed to widen my search area to find a suitable business apprenticeship. I applied for vacancies miles away from my home in Sheffield, applying for roles in Reading, London and Nottingham, all for larger organisations with more available opportunities.

I reached the interview stage for most applications, just not quite getting over the final hurdle. Through these experiences I gained valuable insight into different interview processes and built much more resilience and confidence in myself. I saw each unsuccessful application as a chance to learn and develop, making me even more determined to find the right career for me.

The importance of preparation

My mum found an opportunity at Henry Boot Construction (via Indeed) for a Trainee Business Marketing Assistant and encouraged me to apply. After a month I was called for an interview, although afterwards I felt this went badly so was both surprised and pleased when a few weeks later, I was offered the position. It turns out all the research into the organisation I had done and the questions I prepared for the interview really helped me to succeed.

Apprentice insights: life at Henry Boot Construction Limited

Meet Bradley, a Trainee Business and Marketing Assistant at Henry Boot Construction Limited

The apprenticeship

From my first day, I have had key responsibilities and been well supported, learning from experienced colleagues. I am now three years into The Chartered Management Degree Apprenticeship and I am completing my last module at Hallam University, with one more final presentation to do before completing my academic work. I will then complete my End Point Assessment to achieve the qualification.

Finding a good balance

I have found a degree apprenticeship is a real commitment. There are times when evenings and weekends have been taken up with extra study, but I have been really lucky that my employer has been so supportive throughout. I have been able to find a good balance, so I can still enjoy my social life while completing my degree.

What are your plans for the future?

I'm definitely planning on staying with Henry Boot. So far, a lot of my role has been marketing based, calling on my college qualification. As part of my apprenticeship, I have really enjoyed working alongside the Business Development Manager, looking at strategies and the sales side of the business. As part of my career plan, I hope to be able to develop my abilities further in this area.

I have found completing an apprenticeship has been a fantastic route into a career that I enjoy. It has provided me with the skills and the practical experience to progress further.



Support available from the DWP

How the DWP support young people in their next steps

The Department for Work and Pensions (DWP) aims to support young people before, during, and after they transition from school into work. This guide will explain to parents/guardians how this support is provided through local Jobcentres, as well as outline the opportunities and resources available.

Young people could get help and support whilst at school or college from the following:

Jobcentre Schools Advisers

Jobcentre Schools Advisers offer support to young people at school or college. They deliver employability sessions at the request of schools/colleges, giving young people an insight into the world of work. They also build employability skills and promote vocational options available for when students leave school, such as apprenticeships, traineeships and T Levels. This support is tailored to each student to ensure a successful transition from education to work.

Disability Employment Adviser

Disability Employment Advisers are based at local Jobcentres and offer specialist support to Work Coaches using three-way conversations and coaching. They can be invited to transition meetings held with students and Careers Advisers/SEN Teachers.

Work Coaches can access this specialist input as and when required, in their efforts to provide effective support to those with health conditions (mental or physical), learning disabilities or hidden impairments. They share knowledge and information about: Health and Disability programmes, local provision, local support organisations, as well as training and employment opportunities to ensure that every young person is given effective support whilst undertaking Jobcentre initiatives, moving into or once in work.

Young people can also receive additional support after they claim benefit from the following at the local Jobcentre:

Work Coaches and Youth Employability Coaches

Work Coaches are based at Jobcentres. They support young people as they move closer to work and transition from education into employment. They promote Jobcentre initiatives such as Kickstart, provide signposting and referrals to support organisations in order to remove barriers to employment. They can also give advice and information on the financial impact of starting work on the young person and their benefits.

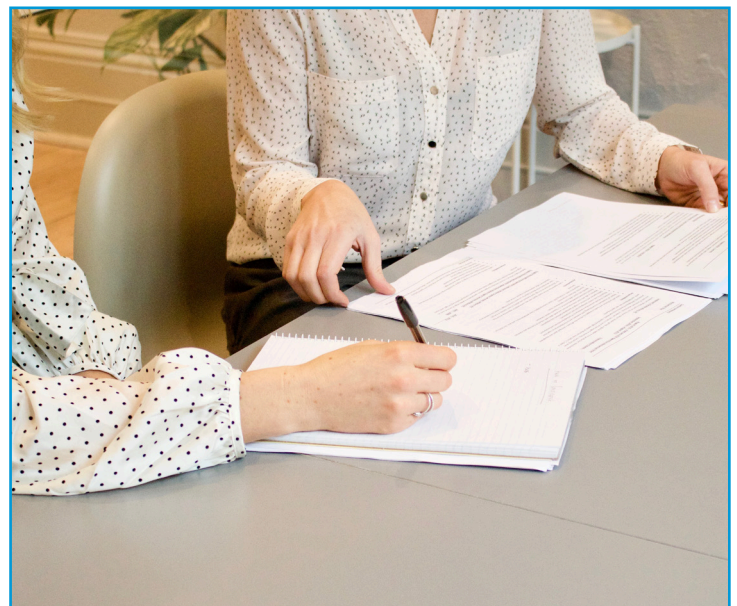
Youth Employability Coaches

Youth Employability Coaches work specifically with young people to improve employment prospects. They help young people to create and update CV's, provide application and interview preparation support, identify and promote suitable provision and work-based opportunities to develop and strengthen employability skills.

They can also advocate for young people, employers, and providers if appropriate. The support can be extended to cover their work-based needs for up to 6 weeks when a young person starts employment or a work-based opportunity.

Employer Advisors

Employer Advisors are based at Jobcentres and speak directly to employers and training providers to support local recruitment efforts. They advocate for customers and help employers to become Disability Confident. They play a vital role in supporting young people in the workplace when problems arise due to their health or disabilities.



Support available from the DWP

How the DWP support young people in their next steps

There are various DWP schemes and opportunities which young people can benefit from such as:



Access to Work

Access to Work is a publicly funded employment support programme that aims to help disabled people start or stay in work. It can provide practical and financial support for those with a disability or long-term physical or mental health condition. An Access to Work grant can pay for practical support including, communication support, travel, special aids & equipment, adaptations, or a support worker to help in the workplace. It can help those starting work, trying to stay in work, people who are self-employed or those hoping to move closer to work by undertaking Jobcentre initiatives. You can find out more by visiting www.gov.uk/access-to-work.



Disability Confident Employers

Disability Confident is a government scheme designed to encourage employers to recruit and retain disabled people and those with health conditions. It is voluntary and has been developed by employers and disabled people's representatives.

Education and Training programmes

There are lots of opportunities available to young people through the local Jobcentres, including Sector-based Work Academy Programme's, Work Experience, Work Trials and more. Work Coaches can help explore these opportunities and identify which might be the best fit.

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

Scan to
visit the
website



Transport and logistics	Urban Driver	Transport goods by road to an agreed destination, quality, and time standard.	Level 2
			
Creative and design	Journalist	Creating news items using a combination of words, pictures and moving images.	Level 5
			
Health and science	Medical statistician	Provide statistical leadership to a multi-disciplinary team.	Level 7
			
Sales, marketing, and procurement	Bid and proposal co-ordinator	Working across various business teams to bring together compelling, customer focused proposals and tender submissions to win business.	Level 3
			
Digital	Game programmer	Program reliable and efficient software.	Level 7
			
Catering and hospitality	Maritime caterer	Helping run hospitality services for passengers and crew on ships.	Level 2
			
Construction	Fire safety engineer (degree)	Provide specialist, fire-related information across the built environment to protect people and property from the destructive effects of fire by applying science and engineering principles.	Level 6
			
Agriculture, environmental and animal care	Packhouse line leader	Collecting and processing products from food or plant production lines and dispatching them to the retailer or moving them to other sites for further processing.	Level 3
		