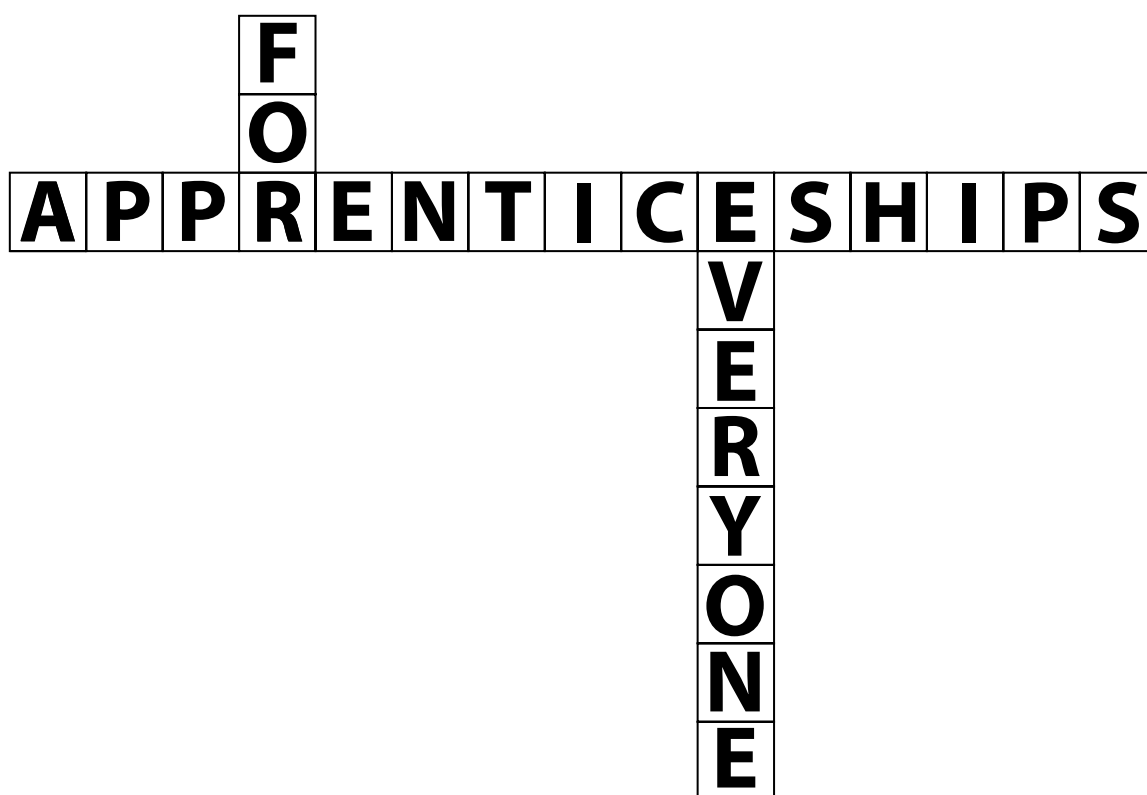


# Parents' and Carers' Pack

## Apprenticeship Information

Edition 21: August 2020



# Looking to the future

Carolyn Savage, Head of Apprentice Engagement

Dear Parents and Carers,

The summer holidays are upon us and for many students, this month, they will be receiving their exam and college qualification results. Receiving the right information on knowing where to go and what to do next is key. We want to be able to provide parents and carers with the tools to be able to support their child as much as possible.

Apprenticeships continue to be a fantastic option for your child to look into, and there are many reasons for them to start looking for an apprenticeship as soon as possible. Take a closer look on page 3 at the benefits to see why an apprenticeship should still be your child's 'plan A'.

Every school and college now has a nominated Careers Leader and they are a brilliant resource of information, advice and guidance for your child. Whether they are receiving their results this month, or choosing GCSE or A Level options in the near future, we have provided you with some questions to help your child have a conversation to support them make informed decisions.

In the recent weeks, the Chancellor has provided updates outlining the support the Government will be providing for school and college leavers to ensure that they have a promising future and gain long term employment. On page 6 you can find out how the different options may benefit your child, along with further information about being an apprentice during COVID-19 and the role of the employer, should your child choose to complete an apprenticeship.

Carolyn Savage  
Head of Apprentice Engagement  
Education and Skills Funding Agency part of DfE



## Contents

Why an apprenticeship should be your child's Plan A	3
Support from the school Careers Lead	4
The benefits of a traineeship	5
Government support for young people and their careers post COVID-19	6
What is the role of the apprenticeship employer?	7
Understanding an apprenticeship in Childcare	8
Apprentice perspective: Life as a keyworker under lockdown	10
National Careers Service Helpline	12

# Why an apprenticeship should be your child's Plan A

## Some of the benefits of completing an apprenticeship

There are apprenticeships across all sectors and at all levels allowing your child to gain recognised qualifications and learn from experienced colleagues in a working environment. Here, we take a closer look at the top 5 reasons why your child should consider completing an apprenticeship.



### EARNING AN INCOME

As an apprentice, your child is employed and earning a salary from their first day, which means they are also entitled to all of the other benefits that the company offer, including holiday entitlement, pension contributions (if eligible) and any membership or discount schemes. Being an apprentice also allows them to sign up to receive student discounts through organisations such as the National Union of Students (NUS)



### FULLY FUNDED EDUCATION

The apprentice will never be expected to pay any fees towards their qualification, including for a degree apprenticeship! The employer and/or the Government co-invest, leaving your child without any debt.



### MEETING NEW PEOPLE

Apprentices get to meet lots of new colleagues, some may also be apprentices, plus they will still have their friends from before they started their apprenticeship. They will build social groups with others that they meet on their college / university days and will still get to enjoy a social life if they wish!



### GAINING EXPERIENCE

As an apprentice, your child will be gaining valuable experience in a working environment, putting directly into practise the skills and knowledge they are gaining from their 20% off-the-job training. They are observing and learning key skills from experts in the industry to understand best practise and professional behaviour for the role.



### BECOME A PART OF THE TEAM

Your child will become an integral part of the team. They will be expected to contribute to the workload and take on responsibilities, allowing them to get really involved in what they do. This will help your child to understand the sector and what the expectations are. They will build vital relationships while receiving full support from those around them.

# Support from the school Careers Leader

## How the Careers Leader can help your child with their next steps

The role of the Careers Leader in your child's school/college is to deliver a careers programme that ensures that the school meets all of the Gatsby benchmarks by the end of 2020. They are able to offer support to all students helping them to understand all of the positive options for their future careers. The Careers Leader will have a vast knowledge of the opportunities available and will be able to offer guidance on what the different routes and options are available to them.

Try to encourage your child to talk to their Careers Leader to help them to think about what happens when they leave school or college. Here are some questions your child could ask their careers leader to support them at school to help them prepare for the future.

### Questions to ask following results day

- 1) My results are better than expected, could this change my plans and how?
- 2) I haven't received the grades I expected, what are the next steps?
- 3) Can I re-sit my exams, how does this work?
- 4) I have been offered an apprenticeship, but my grades are high, would it be possible for me to now do the higher level?
- 5) My grades no longer meet the criteria for my apprenticeship, will I still be able to do it?

### Questions to ask about future subject options, for GCSE, A levels and beyond.

1. How can I find out if there is an apprenticeship standard for what I would like to do in the future?
2. Would an apprenticeship route be more beneficial to me?
3. I am interested in a particular career, what are the different pathways I could take and how can I find out more about them?
4. What subject choices would be most suitable for me to follow my career path?
5. Would it be possible for a career talk with particular employers?

### The Careers Leader will also be able to signpost for more information on:

- 1) I am interested in doing an apprenticeship, how can I find out more about them to help my understanding?
- 2) How can I find out about the apprenticeship opportunities in my area?
- 3) I am interested in going to university, how can I find out more about what to study and where?
- 4) Who else can provide local support?
- 5) Where can I get support to put together a realistic plan to help me achieve my goals?

### Questions to ask when preparing for the future

- 1) How do I create a C.V?
- 2) How can I best prepare for an interview?
- 3) How do I write a good application form?
- 4) When are the dates for the future open days that would be relevant to me?
- 5) How can I practise the different online assessments and tests as part of the recruitment process?
- 6) How can I gain the best employability skills most suitable for me?

# The benefits of a traineeship

Key points you need to know about a traineeship

## What is a traineeship?

A traineeship is a fully-funded education and training programme that supports young people aged 16-24 or 25 year olds who have a current Education, Health and Care Plan (EHCP), in learning new skills and gaining work experience that will help them to become 'work ready'. The aim of a traineeship is to assist the individual in progressing onto either further learning, an apprenticeship or employment.

The programme can last anywhere between 6 weeks to 12 months and typically will consist of the following:

- A minimum of 70 hours working with an employer
- An exit interview with written feedback
- Learning work-based skills
- English and Maths support, if needed

The employer and the training provider will work together to create an individual plan for the trainee. It has also recently been announced that the employer may also be eligible to claim £1000 from the Government towards the cost of the placement.

## Why should your child do a traineeship?

A traineeship can be a useful step for an enthusiastic individual who is keen to move onto an apprenticeship or work. They offer an opportunity for anyone who has little, or no work experience, plus it can enhance their employability skills, by offering guidance with skills that are required to work in a chosen field. They will also gain:

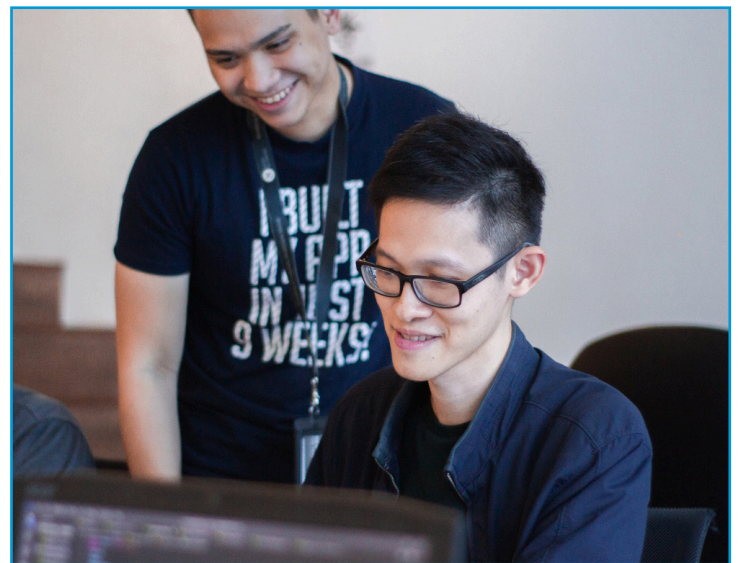
- Techniques in writing a current C.V, including the traineeship
- Understanding what it is like to work for an employer
- Transferable skills and knowledge from other employees already working in the sector
- Increased confidence

## Where to find a traineeship

Traineeships can start at any time during the year, so it is important that together you and your child know where to spot the best opportunities for them.

There are a few options for finding a traineeship:

- Asking a local college or training provider if they have opportunities
- For a list of organisations providing traineeships, visit: [www.gov.uk/government/publications/traineeship-providers](http://www.gov.uk/government/publications/traineeship-providers)
- Some vacancies are advertised on: [www.gov.uk/find-traineeship](http://www.gov.uk/find-traineeship)
- If your child is between 16-18, they can get in touch with their school or college careers adviser for personalised advice



## Can you offer a traineeship?

To find out more about how your business could support students in preparing for their future by offering them a traineeship, please visit: <https://www.gov.uk/employ-trainees>



# Government support for young people and their careers post COVID-19

Key points you need to know about the announcements made by  
The Rt Hon Rishi Sunak MP, Chancellor of the Exchequer

Following the COVID-19 pandemic, the Government are working hard to address the concerns that young people are facing after leaving school or college when looking for further education or employment. They are looking to put more funding into the existing traineeship and apprenticeship programmes, and they are introducing the Kickstart scheme, all with the aim of supporting young people into long term employment.

We explain below what the Government initiatives are and what they involve.

## Apprenticeships

You may be concerned that in the current climate, apprenticeships could be harder to come by. Here we take a closer look at how the Government are supporting employers in creating more apprenticeship vacancies

With figures that show that 91% of young people who complete an apprenticeship, stay in work or go onto further education, The Chancellor announced that there will be an even bigger financial incentive for employers to create positions to take on apprentices. Employers will be paid £2000 for an apprentice aged between 16 -24 and £1500 for an apprentice over 25 years old. This will provide more opportunities for vacancies up and down the country, for the under and over 25s. This will hopefully mean that there will be more apprenticeships openings for your child to find an apprenticeship suitable for them.

If your child is interested in an apprenticeship, then it is a really good idea for them to sign up to the Find an apprenticeship website:

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

If they have a particular employer in mind, it is also a good idea to register their interest on the company's own website and to follow their social media accounts to make sure that they stay up to date with the latest vacancy news.



## Traineeships

Chancellor Rishi Sunak announced that Government will provide £1000 to employers for every traineeship they offer, and they will triple the number of places available for young people to be able to start a traineeship. This will allow many more 16 to 24-year olds to receive the benefits of a traineeship, which include maths, English and work-based skills (see page 5 above for more detail).

## Kickstart scheme

The Government are prepared to provide funding for a minimum of 25 hours a week, at national minimum wage, to employers who create new opportunities within their business.

During the 6 month period, the successful candidate must be offered training by the employer and guidance in finding a permanent job at the end of the placement. To be able to apply for one of these vacancies, the applicant must be between 16 and 24 and in receipt of Universal Credit.

This is a good opportunity for anyone who meets the criteria to receive work experience, learn new skills to boost their future prospects of securing a job, all while being paid a salary.

Kickstart opportunities are expected to start being released from the autumn.

# What is the role of the apprenticeship employer?

The support your child can expect from their employer

Employers are at the centre of apprenticeships. They make the decision to recruit an apprentice to join their workforce and commit to supporting the apprentice to develop their skills and learning, whilst paying for their salaries and any associated costs of the off-the-job training with the training provider.

## What does the employer have to do?

- Provide a genuine job with a contract of employment that covers the full duration of the apprenticeship. In many cases, employers will offer permanent employment, but they are also permitted to offer fixed-term contracts.
- Ensure the apprentice undertakes real work, which gives them opportunities to access, develop, practice and evidence the knowledge and skills required to meet the apprenticeship standard.
- Allow the apprentice paid time to attend external off-the-job training and assessments as part of their working hours – this will be at least 20% of their paid time.
- Communicate with the training provider and help to choose the end-point-assessment organisation.
- Pay the apprentice a salary.
- Provide ongoing workplace and personal support to the apprentice.



## Workplace support

All apprentices will have a line manager who will be responsible for ensuring that the apprentice is supported in their job role and that they are progressing in their apprenticeship. Where it is possible, in addition to a line manager, the apprentice may also have a workplace mentor or other members of their team who provide additional support and guidance.

Good employers recognise that an apprentice will be both an employee and a learner and so will ensure that there is a network of support around them to help them to succeed in the workplace.



# Understanding apprenticeships in childcare

## Knowing the expectations

Some nurseries and schools have stayed open during the lockdown, to continue to provide care for the children of key workers. Looking after children at any time and understanding the importance that play has on their all-round development and mental health is why the national day for play was created and is held in August. Here we take a look at what an apprenticeship in childcare means.

### What is a Childcare apprenticeship?

A childcare apprenticeship will allow your child to learn the skills and the knowledge required to be able to provide educational opportunities through play to the children in their care while maintaining the welfare requirements. The apprenticeship standards available to do an apprenticeship in childcare include:

- Early years practitioner, Level 2
- Early years educator, Level 3

Find out more about the apprenticeship standards available here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards>

### Typical Job titles

There are a few different job titles that cover childcare apprenticeships. These include:

- Nursery Nurse
- Early Years Practitioner
- Nursery Practitioner
- Early Years Worker
- Assistant Childminder

### Duration of the apprenticeship

Typically, the apprenticeship can take between 12 - 18 months to complete, depending on the level.



### What Level would you start at?

It would depend on the entry requirements the training provider and the employer ask for as to which level your child would be able to start on. If your child completes their level 2 apprenticeship, they could have the possibility to continue on to complete their level 3. This could also be a question that they ask during an interview. For example, 'What opportunities will there be for progression within your organisation?'

### Entry requirements

Some employers may ask for the candidate to hold English and maths GCSEs grade 9-4 or functional skills level 2. However, there could be the opportunity for your child to achieve these during their apprenticeship instead. There could be the possibility that the training provider will be able to support your child in achieving these during the apprenticeship. This would need to have been obtained by the end.

By the end of the course they would also have needed to attend a Paediatric First Aid course, and then be prepared to renew this in line with the guidelines in the future.



# Understanding apprenticeships in childcare

## Knowing the expectations

To be offered an apprenticeship working with children, the employer will arrange for your child to complete an enhanced Data Barring Service check (DBS) also. Find out more:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### What responsibilities will your child have as they progress through the apprenticeship?

This will vary for each apprenticeship, but typically, they will expect to work as a team while caring for the children. They will be expected to have an understanding of child-initiated play and adult led play to allow them to support each child's development. They will be required to build professional relationships with parents and talk to them about the children's day. They will also need to support in the daily care needs and the child assessments that take place.

Skills/attributes employers might be looking for:

- An interest and passion for child development
- Basic computer and IT skills
- Good written and verbal communication skills
- Patient, caring and kind
- Friendly and professional
- Enjoys teamwork and able to work under pressure
- Able to use their own initiative
- Observation skills

### Questions your child could consider if thinking about an apprenticeship in childcare

- Are they passionate about the education and welfare that children receive and want them to develop a positive outlook to all cultures?
- What do they expect their working day to look like? Choosing a career in childcare can mean working long hours depending on the workplace, and at times, it can also mean weekend work.

- How much responsibility would they like to expect? Part of the role is to be able to recognise if a child is at risk of harm, or in any danger both inside and outside the environment, and to know the health and safety expectations.
- What experience do they have of childcare? For example, have they ever babysat for a friend or family member? Did they enjoy it?

### What are the benefits for your child completing a childcare apprenticeship?

They will gain support from those who have already completed the qualification and have lots of experience, who will be able to guide them through the day to day life of looking after children.

They will immediately see the theory they learn through their off- the- job training put into practise and begin to understand the importance of building relationships with the children and their families to gain trust.

Alongside all of this, they will work alongside other childcare professionals, such as health visitors and speech and language therapist, for example, to support the development of the children in their care.

### What can your child do with their Early years Qualification?

Once your child has completed their level 3 qualification in Early Years, they would be able to apply for roles such as working in schools as support workers, working with children with additional needs, becoming a childminder, working in day nurseries, school nurseries or hospitals in the children's wards, as well as other progression opportunities. Having a level 3 qualification also means that they would be able to apply for more senior roles within childcare, including managing nurseries or after school clubs, for example.

## Life as an apprentice in lockdown

Meet Connor Moir: Firefighter, County Durham and Darlington Fire and Rescue Service

### Tell us about yourself

My name is Connor Moir and I am a Development Firefighter in County Durham and Darlington Fire and Rescue Service, having joined the Apprenticeship scheme on a Level 3 Business Fire Safety Apprenticeship which began in May 2017.

I have been a member of the Young Apprentice Ambassador Network for two years now, taking pride in advocating apprenticeships as an alternative to further education and as a more than viable career path for young people.

### How has COVID-19 affected your job?

The emergence of COVID-19 has quite clearly brought challenging times for everyone, and this also applies for all emergency services, who have quickly had to adapt to the increasingly dynamic environment while still maintaining the high standards of service that we all endeavour to provide to our community.

**“Emergency services have had to quickly adapt to the increasingly dynamic environment while still maintaining the high standards of service that we all endeavour to provide to our community.”**

Life on a Fire Station is very team oriented. Most wholtime stations are separated into four watches (Red, White, Blue and Green), with each shift consisting of between five and ten people on one station at any one time for shifts lasting eleven hours on a day shift, and thirteen on a night shift. There is a lot of movement between stations as when people are sick or on holiday, people from different stations are detached in or others are brought in from other shift colours on overtime in order to maintain uniform fire cover across the county.

This obviously brings a challenge when trying to reduce the spread of a contagious virus, as the risk of potential cross contamination between watches and stations is very high. Additionally, Fire Stations are often used as centres for meetings, training courses and events such as open days where visitors, other emergency services and members of the public can use the Station freely.



County Durham and Darlington Fire and Rescue Service was quick to respond to the information provided by the Government, starting with increasing communications regarding correct washing of hands and how to reduce the rate and likelihood of infection. Daily updates were and are still provided to all members of the Service and our working practices adapted as well along the way. In terms of life on a Fire Station, this was a gradual but significant change in our day to day running.

**“The first significant changes that we experienced were the suspension of all but the most necessary community engagement activities, and all visitors to the station were restricted from entering”**

The first significant changes that we experienced were the suspension of all but the most necessary community engagement activities, and all visitors to the station were restricted from entering. This community engagement did take up a lot of our time on station, so the recent change means that we have more time to train and maintain our competency on the several hundred pieces of equipment that can be found on a County Durham and Darlington Fire Appliance, alongside maintaining our emergency response.

# Apprentice perspective:

## Life as an apprentice in lockdown

Meet Connor Moir: Firefighter, County Durham and Darlington Fire and Rescue Service

In terms of our operational response we have been provided with more Personal Protective Equipment to be used in the event of coming across an incident where someone may be symptomatic of COVID-19, alongside a procedure of work that updates daily in line with Government advice. As crews, we maintain social distancing between each other, other watches, and the public, decontaminating both the appliances and the station at the end of each shift in preparation for the next crew coming on.

### Supporting the other Emergency Services

As time has progressed our colleagues in Fire Control have been working to ensure that the movement of Firefighters between stations via detachments are kept to a minimum, with pools of people local to each station being used for detachment and overtime. The Service has also been looking for ways in which we can do more to help out, especially for our colleagues in the NHS and North East Ambulance Service, with Firefighters being asked if they'd like to volunteer driving and/or disinfecting ambulances, making deliveries of food and medication to vulnerable people, and distributing Personal Protective Equipment between hospitals.

### How has your apprenticeship training helped?

My experience as an Apprentice has helped me in many ways to prepare for these pressing circumstances. During my apprenticeship not only did I gain several qualifications in Community and Business Fire Safety that enables me to carry out my Community Engagement work extremely effectively, but also to further develop the soft skills that come with working in a constantly changing work environment.

Every incident that we attend can vary wildly in the level of risk and complexity. As Apprentice Firefighters we were trained and encouraged to dynamically risk assess situations to ensure the safety of themselves, our colleagues and the community. Further training included the practical and more dangerous side of the job, this I have found to be equally rewarding, as part of a team I am able to help someone in their time of distress and need.



I am now able to competently navigate complex buildings in environments of extreme heat, smoke and darkness in search of casualties using Breathing Apparatus, extricate casualties that have become trapped following road traffic collisions using dedicated cutting equipment, and finally reassure the public when situations may seem bleak.

**“As Apprentice Firefighters we were trained and encouraged to dynamically risk assess situations to ensure the safety of themselves, our colleagues and the community.”**

### Pulling together as a community

Finally, I'd like to use this opportunity to thank all members of our community. I see many people doing just what needs to be done, whether it is to stay at home alone, look after children or relatives in isolation or go to the frontline to provide retail, utilities, healthcare and emergency services. Each role is as relevant as the other in protecting our community at this very challenging time.



# National Careers Service Helpline

Expert advice for students during the exam results period



As in previous years, the National Careers Service will be delivering the Exam Results Helpline from A level results day, 13th August, until Friday 28th August. The helpline is available to young people and their parents/carers to help them with advice on their next steps. Whilst actual exams did not take place this year, young people will still receive their results and may subsequently need additional support.



The exam results helpline number is: 0800 100 900

The helpline, an option via the 0800 100 900 number, daily from 8am to 10pm, provides an opportunity to access high-quality information, advice and guidance from the day young people receive their A level and GCSE results. It enables them to access professional careers advisers during a critical decision-making period.

You can also use multiple social media channels to connect with the National Careers Service, see the image above for a full list of handles.



@NationalCareersService



@NationalCareers



@National Careers Service



National Careers Service



National Careers Service