

Parents' and Carers' Pack

Apprenticeship Information

Edition 23: October 2020



Settling into a new term

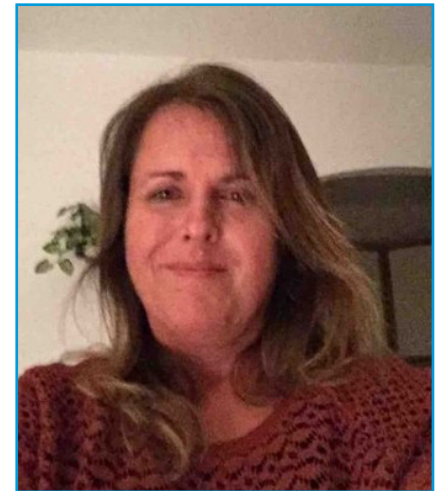
Helen George, Head of NEETs and Routes into Work

Dear Parents and Carers,

I hope you have all settled into the new academic year well. This month we take a look at the BAME Apprenticeship Awards 2020 and how they raise awareness of apprenticeships within the BAME community.

With lots of information about Traineeships, T Levels and Apprenticeships available, we have put the main details all in one place for you to see what the differences are. Plus, we have shared information for you on how Traineeships are supporting young people and are making a difference to their future.

October and November bring a number of awareness weeks including World Mental Health day on the 10th October, Dyslexia Awareness Week 5th - 11th October and Tomorrow's Engineers Week 5th – 6th November. We have included information on how to support a child with dyslexia when applying for job opportunities and the different options available in Engineering. We also hear from William Rayment, who has recently started his Registered Nursing Degree Apprenticeship (RNDA), about starting his apprenticeship and dealing with his mental health along the way.



Helen George

Head of NEETs and Routes into Work
Education and Skills Funding Agency part of the Department for Education

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BAME Awards 2020

Inspiring excellence to the community

The BAME Awards

The BAME Apprenticeship Awards (previously called the Asian Apprenticeship Awards) are returning once again this year despite the pandemic. They are a huge success amongst the Black and Minority Ethnic (BAME) community and they play an important part in showcasing the individual achievements apprentices make, recognising employers who are inclusive and diverse in their business and they have a positive impact on parents and students, sharing the opportunities that apprenticeships offer.

Since the awards began there has been a big uptake in the number of apprentices from the BAME community, which is incredible. BAME finalists and winners are strong role models to exhibit the benefits and accreditation that apprenticeships provide.



The awards are a fantastic way for employers, apprentices, and employees to get behind apprenticeships and promote that not only are they an excellent opportunity to gain qualifications, including at degree level, but they also provide experiences and open doors.

Supported by
National
Apprenticeship
Service

The Categories

The categories for the apprentices and business are:

- Finance, Legal & Professional Service
- Health Medical & Social Care
- Charity, Voluntary and Public Service
- Retail, Hospitality and Tourism
- Construction Services
- Engineering and Manufacturing
- Creative Digital
- Transport and Logistics
- Large Employer of the Year
- Small Employer of the Year
- Judges Choices
- Learning Provider of the Year

The apprentices and employers who put themselves forward for an award are proud of their achievements and the positive impact they have not only on the industry they work in, but they also want to raise awareness of the success and diversity in apprenticeships.

This year nationally there were over 300 nominations and as always reviewing these and creating a shortlist of finalists was difficult as the application forms were of an excellent standard.




The judges are now going through the process of analysing all the finalists and they will collectively agree on the winner for each category. The finals are being held on the 11th November 2020. The details on how you can watch the ceremony will be announced shortly. For more information please visit:

<https://bameapprenticeshipawards.co.uk>

Difference between T Levels, traineeships and apprenticeships




What is the best route for your child?

There are various options available to young people once they have finished Year 11 at school. The table below sets out the differences between three popular pathways for young people and provides links of where you can find out more information.

	T Levels 	Traineeships 	Apprenticeships 
Description	A mainly classroom based technical qualification (80% of the time) with industry placement experience included (20% of the time).	A skills development programme to support individuals with their employability skills through a mix of classroom based and workplace delivery.	Full time paid employment while gaining qualifications in the chosen field. Mainly based in the workplace with 20% off-the-job training.
Age Range	16-19	16-24* (*25 with an EHC)	16+ (no upper age limit)
Duration	2 years (there is also an optional 1-year transition programme)	6 weeks – 12 months	12 months + depending on the level, the experience of the apprentice, the delivery model.
When can you start?	Usually September intake	Throughout the year	Throughout the year
Level	Equivalent to a Level 3 qualification or 3 A Levels	Typically contains qualifications at level 1 or 2.	Includes levels 2 through to level 7 (master's)
English, Maths and Digital skills	If grade 4 at GCSE has not been achieved, then functional skills at the appropriate level will be incorporated. There are also exceptions for learners holding an EHCP.	If grade 4 has not been achieved in maths and English they will continue to be on the programme, but they will not be required to sit the exams.	If grade 4 at GCSE has not been achieved, then functional skills at the appropriate level will be incorporated into the apprenticeship.
Additional skills gained	Industry recognised certification and workplace experience.	Employability skills and workplace experience.	Industry knowledge, skills and behaviours, plus sector recognised certification.
Work experience	Minimum of 315 hours industry placement unpaid.	A high-quality work placement of at least 70 hours.	Full time paid employment (with paid off-the-job time too).

Difference between T Levels, traineeships and apprenticeships

What is the best route for your child?

	T Levels 	Traineeships 	Apprenticeships 
How are they assessed?	All elements of the T Level are assessed and graded by the training provider. All elements must be passed for the student to receive their overall grade.	At the end of the traineeship the trainee will have an 'interview experience'. Strengths and development areas are identified to help them progress. Observations, discussions and assessments will be carried out throughout the programme.	The apprentice will be observed, hold discussions and complete written work for the training provider who will grade the work. At the end of the apprenticeships the apprentice will be required to complete an End Point Assessment.
How are they graded	Pass, Merit, Distinction Distinction* If not all elements are met, they will receive a statement of achievement.	They are not graded at the end.	Pass, Merit, Distinction
Salary	Unpaid	Unpaid	Paid at least the National Minimum Wage for apprentices.
Additional information	The provider may provide discretionary financial support.	May be eligible for travel, meal, and childcare costs	Apprentice would receive the company's rewards and annual leave.
Are they included on the UCAS tariff?	Yes	No	It will depend on the qualifications included within the apprenticeship standard.
Next steps / progression pathway	Apprenticeships, Further Education, employment.	Apprenticeships or employment.	Higher/degree apprenticeships, professional quals' and employment.
How to find a	T Level https://www.tlevels.gov.uk/	Traineeships https://www.gov.uk/find-traineeship	Apprenticeship https://www.gov.uk/apply-apprenticeship

WorldSkills UK LIVE online 26-28 Nov

Spotlight talks on Careers, Apprenticeships and Excellence



WorldSkills UK Live online are hosting three days of inspirational talks from some of the UK's biggest employers and influencers, in partnership with BAE Systems from Thursday 26th – Saturday 28th November.

They will shine a spotlight on both skills and careers, giving valuable insights into a range of sectors, as well as role models to help you to get the career you want. Each day will feature 30-minute sessions covering a different theme, as well as a special guest presenter.

Thursday 26th Nov: Explore the world of Engineering and Technology


Hear from some of the biggest employers in the sector – such as The Army and BAE Systems – and listen to the inspirational Roma Agrawal, Lead Engineer for the Shard London.

Friday 27th Nov: Explore the world of Health, Hospitality & Lifestyle and Digital, Business & Creative sectors

Find out how you can become a successful YouTuber from the legendary gamer and digital celebrity Grant Hinds.

Saturday 28th Nov: Explore employability and the world of work

An exciting experience for the whole family, we explore Employability and the world of work. Hear from Great British Bake-off winner, primetime TV presenter and best-selling author Nadiya Hussain on her ingredients for a successful career.

 **FIND OUT MORE**
To see the full line up of speakers and to register your place, please visit: <https://www.worldskillsuk.org/>

Supporting your child with dyslexia

How can you prepare your child for work

The focus of Dyslexia Week 2020, which was 5th – 11th October, was to identify the positive contributions people with dyslexia have on society and businesses.

Dyslexia is a Special Educational Need that impacts around 10% of the UK population. It is most commonly associated with difficulties when reading and writing but can also impact on a person's memory and processing verbal information. This should not be a barrier to further education or a successful career, as dyslexia tends to link with creativity and lateral thinking, which in a workforce can be a huge benefit.

To support your child when looking at career options, it's helpful to focus on their abilities. Individuals with dyslexia are known for having key strengths in:

- Observation
- Empathy
- Critical thinking
- Problem solving
- Art / Design

Dyslexia should not hold your child back in wanting to pursue their dream job. The Exceptional Individuals website (<https://exceptionalindividuals.com/jobs-for-dyslexics>) share some job roles that dyslexics thrive in, which include:

- Graphic Designer
- Broadcasting
- Web developer
- Engineer

Going through the application process

You can support your child in writing their CV or completing an application form, by highlighting their key strengths and achievements and cross-checking these on the job description.

You can also encourage them to use helpful online tools and embedded features in Microsoft applications, that may help them when researching opportunities and applying for roles.

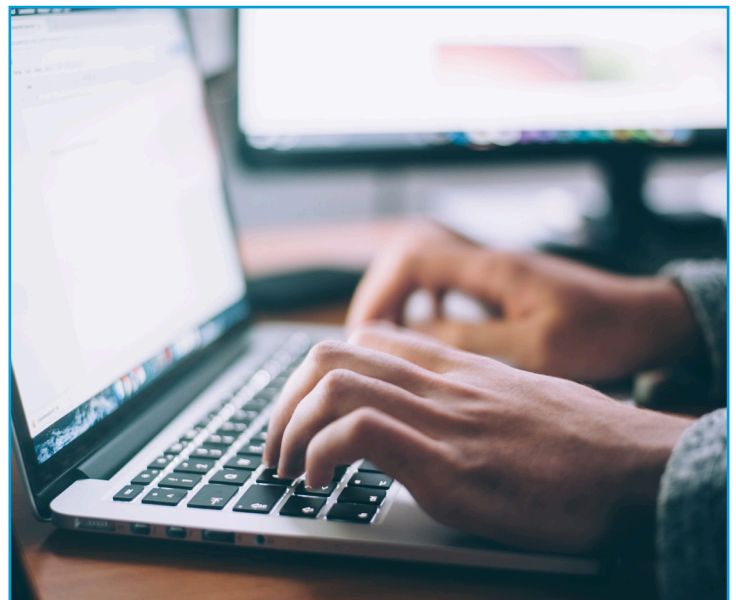
USEFUL TOOLS

Online tools

- Web browser option to read text aloud
- Grammarly – online writing assistant
<https://app.grammarly.com/>

Microsoft features

- Immersive Reader can help focus on the lines
- Read Aloud will play back what has been written



When to disclose dyslexia

Legally, your child doesn't have to disclose their dyslexia on the application form. However, if they inform the employer, it is possible that allowances can be made at the interview stage, for example, they could have extra time on an assessment. It will also allow your child to explain at the interview how dyslexia affects them, and any support they feel they would need to carry out the role.

Alternatively, your child can inform them once they have been offered the position, but they will need to let them know if they require any additional support once they commence their employment.

Supporting your child with dyslexia

How can you prepare your child for work

FORMS OF DYSLEXIA

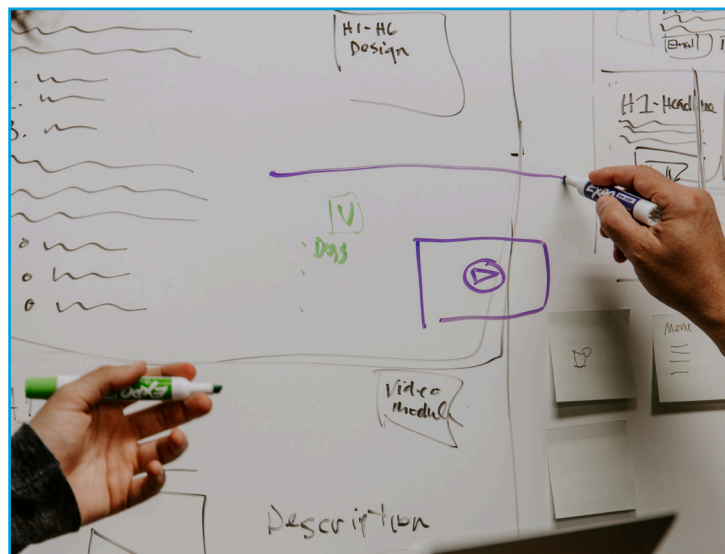
- Visual
- Working memory
- Processing Speed
- Auditory

Reasonable adjustments

It is a legal requirement that all workplaces must make reasonable adjustments as stated in the legislation 2010 Equality Act. Having dyslexia should not make working more of a challenge than expected. Dyslexia impacts people in different ways and therefore it is really important that your child is honest about how they are affected so that any changes that are made are suitable for them.

A few examples of adjustments could be:

- Use voice notes rather than written notes
- Present information in other formats such as videos, drawings or flowcharts
- Change screen background colours to suit individual
- Allow the use of a digital recorder to take notes
- Allow additional time to meet deadlines



The right employer

When looking for employers you may find it useful make sure you check to see if they are listed as disability confident employers. They will display this logo on their websites:



You can find a list of employers via this link below:
<https://www.gov.uk/government/publications/disability-confident-employers-that-have-signed-up>

FIND OUT MORE

This useful guide by Disability Rights UK also provides very helpful information:
<https://tinyurl.com/wggbuky>



Traineeships are helping to bridge the gap

Making a difference to young people's future



What are Traineeships?

Traineeships are the Government's pathway programme, specifically designed to support young people aged 16-24 (and those up to 25 with an Education Health and Care Plan). They can be instrumental in helping your child to gain relevant and high-quality work experience, supporting the smooth transition to either an apprenticeship or employment.

Bridging the gap

Traineeships can play a key role in bridging the gap between education and successfully taking the next step.

62%
of trainees
progressed
to positive
destinations
within
6 months

75%
of trainees
are in their
destinations
a year
after their
traineeship

83%
of trainees
found the
programme
helped them
improve their
chances for the
future

Achieving Positive Outcomes

The main objective is to help your child into an apprenticeship or employment. Although there is no guarantee that a trainee will be offered a permanent placement with the employer after programme completion, training providers will work closely with the trainee to assist in the application process for further opportunities.

More Information

To discover more information about traineeships and how to help your child find one visit the GOV website: <https://www.gov.uk/guidance/traineeship-information-for-trainees>

GOV.UK Find a traineeship

[Sign in / Create account](#)

Coronavirus (COVID-19): to find out how we can support you with your apprenticeship, read our updated information.

Search results

We've found 15 traineeships in your selected area.

Edit search **Sort results** Distance

Reference number

Your location

[Use current location](#)

Hospitality Traineeship
The British Queen
(Added 03 Sep 2020 - 2 positions available)

The British Queen is one of Portsmouth's well established Pub/Restaurant's we are looking to develop people with a passion to learn within the Hospitality Industry. Soft Skills, Communication and Cooking Skills as well as Customer Service. Food of course.

[Help](#)

The first students start their T Levels

Brand new post-16 programme

When did students begin the first T Levels?

The new T levels programme started in September 2020 which, after years of planning, the first cohort of students began the new qualification. In some cases, due to local restrictions in place from COVID-19, they have started their course virtually.

T Levels will continue to grow as a Post 16 option for your child. Supporting them gaining skills and experience in the workplace thanks to the 20% 'on-the-job' training, alongside the 80% classroom learning they will receive to provide them with the theory side of the qualification.

We may only be at the beginning of the academic school year, but it is never too early to start looking at your child's options for when they have finished their GCSEs. The next phase of T Levels will be available from September 2021.

More information

For more information on T levels, please visit:

<https://www.tlevels.gov.uk>



Understanding Engineering apprenticeships

What are engineering apprenticeships?

If your child enjoys problem-solving, maths and reasoning then why not take a closer look with them into a career in engineering? Engineers can be found in most sectors and are employed by a huge range of companies, all around the world. The responsibilities can vary from keeping people around the world supplied with fresh water and sanitation to working with technologies to design sports clothing. Tomorrow's Engineers' week is between 2-6th November. You can find out more by visiting: <https://www.tomorrowsengineers.org.uk/tomorrow-s-engineers-week/>

What is an Engineering Apprenticeship?

There are lots of engineering apprenticeship standards ranging from a level 2 to a level 7 that cover a variety of engineering disciplines. As an apprentice, your child will be learning on the job skills and values with their employer, while studying for a nationally recognised qualification. As an Engineering apprentice, they never stop learning. During the apprenticeship, they will be expected to complete tasks and carry out an End Point Assessment (EPA) to complete the apprenticeship.

What are the benefits of completing an engineering apprenticeship?

Starting an Engineering career as an apprentice will allow your child to learn from engineers who are experts in their field, build on their practical skills, put into practice what they are learning in their studies, and be part of a team gaining an understanding of the working environment. Throughout their apprenticeship, they will be working on real problems that will make a difference to others.

What are the entry requirements?

Usually maths and English GCSE 4 or above however, each employer will have their own entry requirements which can be found on the recruitment advert.

Does your child have these skills?

Engineers are practical people who develop, improve and maintain processes and systems. They are required to know how things work, resolve problems, and discover ways for more efficiency and effectivity.



With this in mind, does your child have any of these skills?

- Attention to detail
- Curiosity
- Creativity
- Critical reasoning
- Resourcefulness

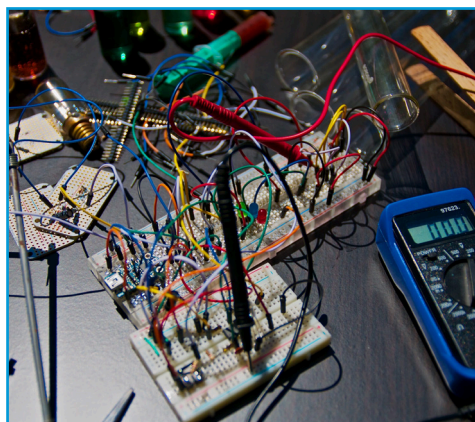
Questions your child should consider if thinking about an apprenticeship in engineering

If your child likes the idea of being an engineer, that is a great start. The next thing they need to consider is the field that interests them the most. This will help them to decide which route to take. Here is an example of the sectors that opportunities can be available in:

Aerospace	Biomedical
Civil	Marine
Motorsport	Structure
Agriculture	Building services
Electrical	Materials
Rail	Telecommunications
Automotive	Chemical
Electronics	Mechanical
Sound	

Understanding Engineering apprenticeships

What are engineering apprenticeships?



ENGINEERING OPERATIVE

If your child wishes to complete the Engineering Operative standards, they will be learning about manufacturing engineering. Gaining transferable skills and knowledge across the sector, which includes servicing and maintaining machines and equipment, restoring components and providing technical support.

Possible job roles include:

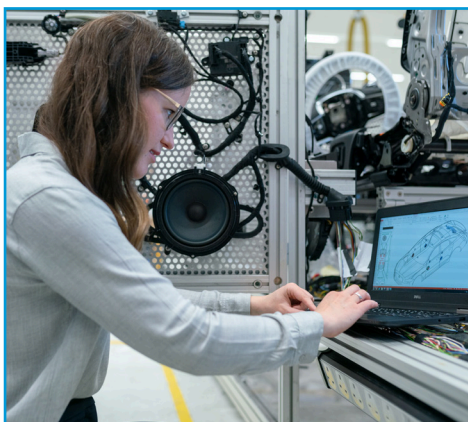
- Servicing and maintenance operator
- Mechanical engineering operative
- Fabricator
- Multi-disciplined engineering operative

Level:

This is a level 2 standard

Typical Duration:

12 - 18 months



BEM (BUILDING ENERGY MANAGEMENT SYSTEMS) CONTROLS ENGINEER

This apprenticeship is within the building services sector and your child will be learning how to create the most efficient energy management systems, which include heating, ventilation and air conditioning for the public, commercial and industrial buildings. This can also include writing-related software for the design and following up with service and maintenance to the system.

Things to consider:

Within this role, your child would be engaging with external and internal stakeholders both in the public and private sector. The job could also be both office and site-based.

Level:

This is a level 4 standard

Typical Duration:

36 months



BROADCAST AND MEDIA SYSTEMS ENGINEER

Completing an apprenticeship as a Broadcast and Media Systems Engineer will involve learning about the transmission process to allow the audience to enjoy the TV or radio programme. Some of the responsibilities include designing or installing the technical system infrastructure, maintaining it and being able to identify any faults and making sure that security to the broadcast is not jeopardised.

Possible job roles:

- Spectrum Planner
- Design Engineer
- RF Transmission Engineer
- Broadcast Maintenance Engineer

Level:

This is a level 6 standard

Typical Duration:

36-48 months

Apprentice perspective:

Life as an apprentice in the NHS

Meet Bill, a Mature student at Nottingham University Hospital

William Rayment, or Bill to his friends, has recently started his Registered Nursing Degree Apprenticeship (RNDA). He started working in healthcare in 2013. He is hardworking, passionate, and dedicated to the healthcare industry. As a proud male student who has suffered with his mental health, he is keen to share his story with others.

I struggled with my mental health when I was in my 20's, living away from home I found myself lost. Luckily, my family encouraged me to move back closer to my hometown. I worked with my dad while I got better.

I spoke to the people closest to me about my future. I had previously worked in the Police Traffic Department, where I witnessed first-hand the devastation road collisions can have, but the impact the paramedics and firefighters make on these situations amazed me. Making a difference in people's lives was where I saw my future.

"I spoke to the people closest to me about my future. Making a difference in people's lives was where I saw my future."

I started working as a Healthcare Assistant (HCA) gaining experience caring for the elderly. I loved listening to the stories. It was through this role, I was offered an opportunity with the Physiotherapy team as a Physiotherapist Assistant. Within 6 months, I moved to a Band 3 Physiotherapist Assistant. I received lots of training, plus I achieved my maths and English that I missed out on while at school.

An opportunity then arose for a Trainee Nurse Associate (TNA) that I couldn't refuse! I qualified as a Nurse Associate while working in a renal ward at Nottingham University Hospital.



Throughout my time working in health care, I have always received positive praise, support and have always loved what I do. My senior team have spoken to me about gaining a degree in nursing, but I couldn't risk getting into debt. When it was announced that the RNDA scheme was an option, it was a no-brainer and within 6 hours of the position becoming available, I had submitted my application form.

It was during the pandemic that I had a set back with my mental health. Working in a hospital is never going to be easy, but while on the renal ward, you get to know your patients. COVID-19 sadly had a detrimental impact. This hit me hard and it was starting to affect me personally and I found it difficult to cope.

Apprentice perspective:

Life as an apprentice in the NHS

Meet Bill, a Mature student at Nottingham University Hospital

My family and colleagues started to notice a difference in me, they were concerned and recommended I contacted the NHS helpline. This was how I discovered that I was suffering from PTSD, which stems from my time working with the police. Nottingham University Hospital were an amazing support, letting me take all the time I needed and only to return when I was ready.

On 14th September 2020, I started my RNDA. I can't think of anything better than giving back to the local community, which is why apprenticeships are so important, having the next generation of nurses, homegrown from nurses. My colleagues are extremely supportive of the apprenticeship route and believe it is a fantastic way to build up the nursing force.

"I can't think of anything better than giving back to the local community, which is why apprenticeships are so important, having the next generation of nurses, homegrown from nurses."

With regards to my own mental health, right now I am extremely happy, I am feeling really positive about the apprenticeship programme and I know that I have lots of progression routes within nursing, which I can't wait to explore. The advice that I now always give myself and anyone that will listen, is to talk. Don't bottle things up, share your feelings with others seek help when you need it, either from family, friends but also don't be afraid to seek professional help.

"The advice that I now always give myself and anyone that will listen, is to talk."

I have been extremely lucky to meet Sam Donohue, a Senior Nurse at Health Education England and I was invited to celebrate the NHS's 70th Birthday with the Prime Minister and Jeremy Hunt at 10 Downing Street. This was an incredible adventure for me, one I will never forget.



SAMARITANS

Talk to the Samaritans

The Samaritans are waiting for your call. Whatever you're going through, a Samaritan will face it with you. We're here 24 hours a day, 365 days a year.

If you need someone to talk to, we listen. We won't judge or tell you what to do.









Call 116 123 any time, from any phone, for free.
Email jo@samaritans.org (response time 24 hours)

Exciting apprenticeship standards

Keep up to date with the range of apprenticeships available

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

Find out more here: www.instituteforapprenticeships.org/apprenticeship-standards

Construction	Carpentry and Joinery 	Using timber products to create and install building components.	Level 2
Construction	Painter and Decorator 	Working in domestic and commercial properties and undertaking the decoration and protection of buildings.	Level 2
Creative and design	Curator 	Research, understand, develop and interpret collections, themes or subjects.	Level 7
Education and childcare	Early years practitioner 	Work and interact directly with children on a day to day basis supporting the planning of and delivery of activities.	Level 2
Engineering and manufacturing	Lift and escalator electromagnetic 	Carrying out the installation or maintenance, repair and moderation of lifts and escalators.	Level 3
Engineering and Manufacturing	Aerospace Engineer (Degree) 	Creating aircraft components and equipment, specialising in a specific engineering discipline (For example, airframe, design and stress, systems integration, support engineering and manufacturing).	Level 6
Health and science	Clinical Associate in Psychology (CAP) 	Provide high quality, evidence based psychological interventions to inform practices.	Level 7
Sales, Marketing and procurement	Event Assistant 	Working in an events company or event department in an organisation, helping event planners and projects managers to organise and host events.	Level 3

Current apprenticeship opportunities

What's available now and in the next few months



Our business thrives on the energy and ideas which new young talent brings to us – that's why the Nestlé Academy looks to inspire, educate and engage those thinking about or just starting out on their careers.

Role:	Engineering	Role:	Food Manufacturing
Location:	Buxton, Dalston, Fawdon, Halifax, Sudbury, Tutbury, Wisbech and York	Location:	Buxton, Dalston, Fawdon, Halifax, Sudbury, Tutbury, Wisbech and York
Role:	Supply Chain	Role:	Digital Marketing
Location:	Buxton, Dalston, Fawdon, Halifax, Sudbury, Tutbury, Wisbech and York	Location:	Buxton, Dalston, Fawdon, Halifax, Sudbury, Tutbury, Wisbech and York

To search for apprenticeship opportunities visit: <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>



As the largest digital bank in the UK, Lloyds Banking Group is helping redefine financial services, using the latest technologies to support our 30 million customers and meet our aim – to help Britain prosper.

Role:	Data Analyst apprenticeship	To search for apprenticeship opportunities visit: https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch
Location:	London and Bristol	
Closing date	28th October 2020	



Amazon is the perfect place to start your career with a range of apprenticeship opportunities to suit candidates with different backgrounds, qualifications and career aspirations.

Role:	Operations – Supply Chain/ Business Improvement	To search for apprenticeship opportunities visit: https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch
Location:	Across England	



The Travis Perkins Group is a market leader which operates 21+ industry leading businesses across the UK. Everything we do and sell is all around you. We are the top performing UK Group in our sector.

Role:	Customer Service Apprenticeships	To search for apprenticeship opportunities visit: https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch
Location:	Across England	

Top 100 Employers 2020

Watch the live streamed announcement of the Top 100 Apprenticeship Employers of 2020!

Employing apprentices is a productive and effective way for any organisation to grow talent and develop a motivated, skilled and qualified workforce. More than 100,000 organisations in England are now apprenticeship employers.

Top employers, who are helping to lead an 'apprenticeship revolution' and getting more people into skilled jobs, will now be recognised in a new national ranking of the leading employers of apprentices.

The Top 100 Apprenticeship Employers 2020 will be announced during a special broadcast on the afternoon of Wednesday 21st October.

The broadcast will feature a full countdown of the new rankings, with analysis and research about the nation's top apprenticeship employers.



To watch the Top 100 Employer 2020 live stream, visit: <https://www.topapprenticeshipemployers.co.uk>

CALM: Campaign Against Living Miserably

CALM supports those who are struggling.

The Campaign Against Living Miserably (CALM) is leading a movement against suicide. Every week 125 people in the UK take their own lives. And 75% of all UK suicides are male. CALM exists to change this.

Explore issues

The CALM website can help individuals to learn more about whatever it is that might be getting them down. Their information pages cover a lot of the issues that are often discussed by users of the helpline and webchat. This information can help individuals to understand the issues they are facing and highlight some other organisations that can provide additional help.

Contact CALM via the channels below (open 5pm–midnight, 365 days a year):

Helpline: 0800 58 58 58

Webchat: <https://www.thecalmzone.net/help/webchat>

The helpline and webchat are for people in the UK who are down or have hit a wall for any reason, who need to talk or find information and support.

