

Parents' and Carers' Pack

Apprenticeship Information

Edition 24: November 2020



A month of graduation and awards

Carolyn Savage, Head of NEET and Youth Engagement

Dear Parents and Carers,

Since the last edition, we have celebrated the Top 100 Apprenticeship Employers in England (see page 7) and this month on the 25th November, we will celebrate with the National Apprenticeship Awards 2020, recognising the employers who champion apprenticeships and the skills and achievements of the apprentices.

WorldSkills UK Live is an annual event that this year will be taking place virtually. We have included lots of information for you to make sure that you and your child can still benefit and participate, plus you can read about past competitors in the skills competitions that take place. We also take a closer look at the various trades apprenticeships that are available when considering a career in construction, as well as how starting a traineeship after leaving school can lead to a fulfilling future.



Carolyn Savage

Head of NEET and Youth Engagement
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National Apprenticeship Awards 2020

Celebrating apprenticeship success



The National Apprenticeship Awards are back for the 17th year to recognise and celebrate the achievements of apprentices, employers and those who champion apprenticeships. The Awards highlight the ongoing impact that apprenticeships have on individuals' futures and the companies that they work for. This year the virtual ceremony will be hosted by BBC presenter Dan Walker. Dan Walker has been at the helm of the UK's most popular morning TV show – BBC Breakfast – since 2016.

The regional ceremonies took place towards the end of October and early November. All regional finalists will go forward for the national finals, taking place on the 25th November 2020.

Congratulations to all employers and apprentices on their achievements!

- **National Awards 2020 ceremony**
The link to view the national ceremony will be available soon.
- To register your interest for the 2021 awards you can join the NAA mailing list:
- <https://tinyurl.com/y38w8gh4>



WorldSkills UK LIVE 2020

Thursday 26th - Saturday 28th November

WorldSkills UK Live this year will be held online. The virtual event will allow you to hear from leading employers and apprentices to inspire and offer guidance to help young people make decisions about their future. Spotlight talks on careers, apprenticeships and technical education are being held from the 26th – 28th November, in partnership with BAE Systems.

Over the three days, between 10am and 3pm, there will be the opportunity to hear from a variety of speakers, including:



Nadiya Hussain
Great British Bake Off winner



Roma Agrawal
Structural Engineer for The Shard



Grant Hinds
Youtube Marketer

SPEAKER SCHEDULE

	Thursday 26th November	Friday 27th November	Saturday 28th November
Theme	Engineering and Technology	Health, Hospitality & Lifestyle, Digital, Business & Creative, Design & Build and Construction	Employability and the world of work (including top tips for writing a standout CV and how to prepare for an interview)
Speakers	<ul style="list-style-type: none"> • Roma Agrawal • Royal Navy • RAF • BAE Systems 	<ul style="list-style-type: none"> • Grant Hinds • Medical Mavericks • ABP Beef • Careers and Enterprise Company 	<ul style="list-style-type: none"> • Nadiya Hussain • Army • Dose of Society • Sam Rapp • The Dyslexic Poet

WorldSkills coordinate national and international competitions for apprentices to compete against the very best in their skills set. Here, we have included stories from World Skills UK competitors Jordan, Nathan, Charley and Kerris to find out more about their journeys and experience of WorldSkills and how it has rewarded them.



Jordan Charters
Painting and Decorating Champion
<https://tinyurl.com/Y6XM53B9>



Nathan Palfrey
Automotive Refinishing Champion
<https://tinyurl.com/Y42NR36N>



Charley Marshall
Welding Champion
<https://tinyurl.com/Y2Z2NBZE>



Kerris Boulton
Industrial Electronics Champion
<https://tinyurl.com/Y5967ZXB>



To find out more about the WorldSkills competitions and competitors, please visit:
<https://www.worldskillsuk.org/champions/national-skills-competitions>

Apprentice Graduation Ceremony

Raising awareness of apprenticeships

The Second **Kent and Medway Graduation ceremony** took place on the 2nd October 2020, celebrating 125 apprentices who have graduated in the Kent and Medway region, qualifying from Level 2 to Level 5 across a mixture of sectors, which is amazing!



This year, the event was held virtually with the apprentices, their families and their employers able to stream the celebrations live. In a 1-hour 30-minute broadcast, the ceremony honoured each apprentice, recognising their hard work, dedication and commitment in completing their programme, in what has been a difficult year for many.

There were keynote speakers from employers, sponsors and training providers, who recognised the achievements of the apprentices, but also the employers for embedding apprenticeships into the business.

Gillian Keegan MP, Minister for Apprenticeships and Skills, congratulated them on what is a fantastic achievement:



“Apprenticeships are a fantastic way to enter the workplace, it’s a fantastic way to get those vital skills that really will be vital experience for the coming years as well”

With the engagement of training providers and employers, an apprenticeship can be an exciting and fulfilling route into a career. The Kent and Medway graduation continues to raise the profile of apprenticeships and celebrate the hard work of apprentices, whilst acknowledging everyone involved in making them a valuable opportunity to all.

Congratulations to all involved on putting on such a wonderful and positive event, still managing to celebrate the achievements of the apprenticeship community in challenging circumstances.



If you would like to watch the ceremony on demand at a time to suit you, you can catch up with it here: <https://kandmappgrad.org>

Top 100 Apprenticeship Employers

Find out the nation's top 100 apprenticeship employers

The Top 100 Apprenticeship Employers for 2020 was announced in a special live broadcast on Wednesday 21st October, which included a full countdown of the new rankings, analysis and research about the nation's top apprenticeship employers, plus interviews and discussion with apprentices and employers.

- 1 British Army
- 2 HM Revenue and Customs
- 3 Royal Navy
- 4 BT
- 5 MTR Elizabeth Line
- 6 Mazars
- 7 Optionis Group
- 8 Mitchells & Butlers
- 9 Greene King
- 10 Royal Air Force
- 11 HFT
- 12 Grant Thornton
- 13 Aspire Housing
- 14 Lander Automotive
- 15 PwC
- 16 EY
- 17 Price Bailey
- 18 London Ambulance Service NHS Trust
- 19 BDO
- 20 Network Rail
- 21 Department for Work & Pensions
- 22 KPMG
- 23 BAE Systems
- 24 Rentokil Initial
- 25 Lloyds Banking Group
- 26 Learning Curve Group
- 27 RS Components
- 28 EE Smith Contracts
- 29 HSBC
- 30 Nottingham City Homes
- 31 Cambridge Assessment
- 32 Sainsbury's
- 33 City of Lincoln Council
- 34 AA
- 35 Reed Specialist Recruitment
- 36 Zenith
- 37 Priory Group
- 38 Finning
- 39 Abellio Transport Holdings
- 40 Covance Laboratories
- 41 Capita
- 42 Unilever
- 43 Dudley Metropolitan Borough Council
- 44 Northumbria Police
- 45 CEVA Logistics
- 46 Clarkson Evans
- 47 Leeds City Council
- 48 Iceland Foods
- 49 Capgemini
- 50 The You Trust

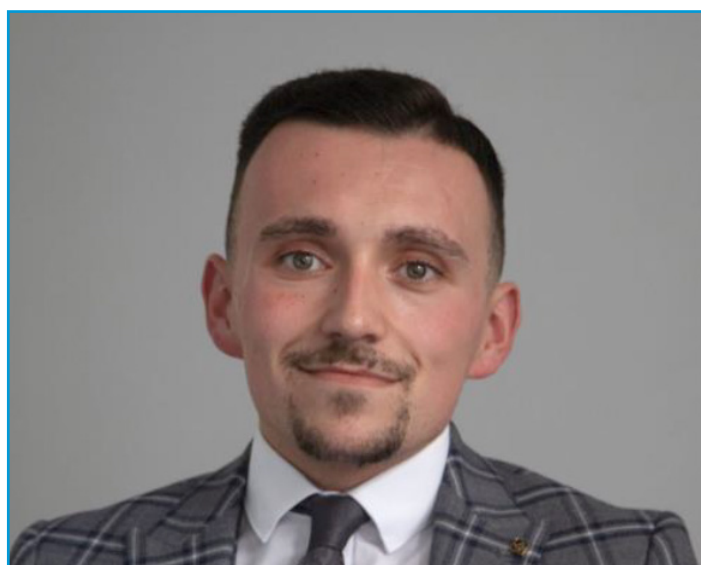
- 51 Willis Towers Watson
- 52 Aon
- 53 Manufacturing Technology Centre (MTC)
- 54 FCDO Services
- 55 AJ Bell
- 56 Essentra
- 57 CPI
- 58 Greater Manchester Combined Authority
- 59 Flagship Group
- 60 Valuation Office Agency
- 61 Hertfordshire County Council
- 62 Liverpool Hospitals NHS
- 63 AECOM
- 64 HML
- 65 ASDA
- 66 London & South Eastern Railway
- 67 Apollo Motor Group
- 68 South Tees Hospitals NHS Foundation Trust
- 69 Vinci
- 70 PepsiCo
- 71 BGL Group
- 72 Taylor Wimpey
- 73 Department For Education
- 74 Home Group
- 75 Tesco
- 76 ISG
- 77 UKAEA
- 78 Arup
- 79 Medway Council
- 80 Co-op
- 81 Bentley Motors
- 82 Chesterfield Borough Council
- 83 Rochdale Borough Council
- 84 Salts Healthcare
- 85 Bupa
- 86 Motus Commercials
- 87 Marks and Spencer
- 88 NG Bailey
- 89 Hewlett Packard Enterprise
- 90 Barchester Healthcare
- 91 Durham County Council
- 92 Gemini Accident Repair Centres
- 93 Kier Group
- 94 Salford City Council
- 95 Voyage Care
- 96 RSA
- 97 Skanska
- 98 Liverpool City Region Combined Authority
- 99 Babcock International Group
- 100 Princess Yachts

Traineeships can make a difference

Meet George Greaves, a past trainee and now a business owner.

Traineeships build skills and are a valuable tool to support your child to engage with employment, exposing them to the workplace and aiming to help your child progress onto an apprenticeship or future employment.

We caught up with George, a past trainee, who explained how his traineeship changed his life and future career.



I left school with no GCSE's and uncertain about what I wanted to do. I didn't see myself as being academic so didn't want to go to college. My peer group were involved in crime, drinking and drugs which meant I was surrounded by negative role models. However, I did have the opportunity to make some money looking after a friend's dog in a security business, which helped me to see that there are alternative ways to earn a living. This, in turn, made me think differently about my future.

I started to apply for apprenticeships, but I was not getting any replies, which was frustrating. With encouragement from my mum, I kept searching and found an opportunity to take a traineeship. This 12-week programme helped to build my confidence; I gained skills and knowledge and, importantly, experienced what it was like in the world of work. I managed to secure a 4-week extension.

At 16, I started working at a reception where I was meeting and greeting people all of the time. I made sure that I always spoke to everyone and started to get noticed by the staff, including the Director. This paid off for me and helped to develop my people skills to such an extent that I was asked if I wanted to join the sales team. My all-round experience secured me an apprenticeship in Client Relations in the Recruitment Screening Department. Part of my role was to help young people find apprenticeships. Being so close in age to many of them and recently being in the same situation, I became more passionate about wanting to make a difference to future generations. By the age of 19, I was promoted, to Head of Sales and Client Services.

“Through the traineeship, I was able to gain a better understanding of how to communicate with others.”

As a young person, I liked to talk to people ... what I needed to learn was how to use my method of communication in a way that would meet the requirements of the working world. Through the traineeship, I was able to gain a better understanding of how to communicate with others and use my development of a highly transferable skill to my advantage.

I am now leading by example by running my own successful business. It connects enterprise, education and communities enabling younger people to make a difference in their own lives. My career path started with a traineeship and gave me a real opportunity. As a result, I am now promoting the benefits of traineeships and apprenticeships so that other young people can achieve similar success themselves.

Post-16 options for students with SEND

What is a Supported Internship?

Parents and carers who have children with learning difficulties or disabilities may have additional concerns about their future employability options. If your child has an Education, Health and Care Plan (EHCP) or a Statement of SEN, they could be eligible to apply for a Supported Internship, a valuable stepping stone which will provide them with work experience and the opportunity to learn various skills that are required in the workplace.

What is a Supported Internship?

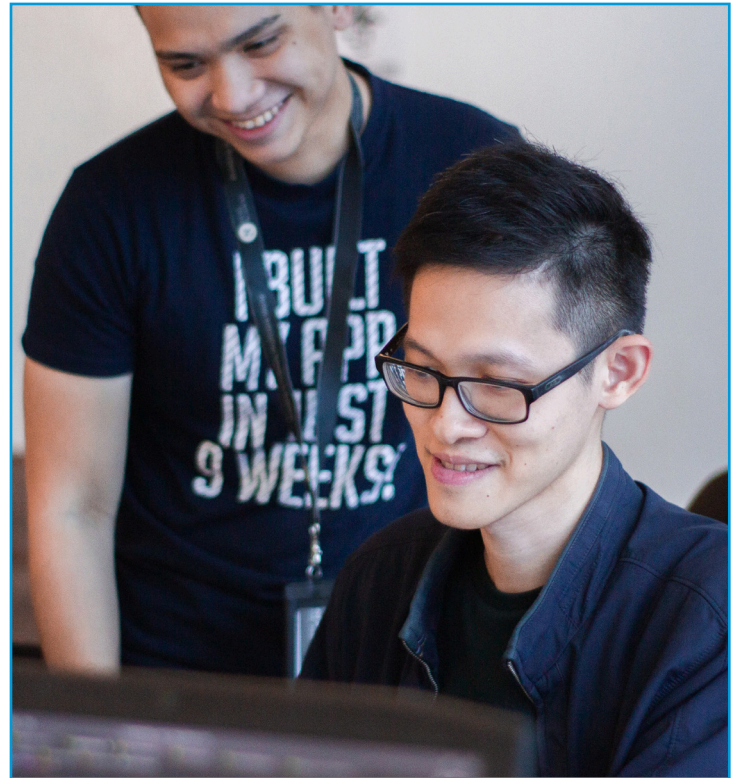
Supported internships are a structured study programme based primarily at an employer. They last between 6 - 12 months and offer rotations through different departments within a business. The individual will follow a personalised study programme, which includes Maths and English, as well as an opportunity for them to gain other relevant qualifications that would help them to move into paid employment at the end of the supported internship.

The benefits of a Supported Internship

- Approx. 20 hours per week of unpaid work experience
- Develop confidence
- Build relevant skills that will be valued by an employer
- Build their C.V
- Become more independent
- Help with time management
- Recorded as part of the individuals' learning record (ILR)
- Job coach

The role of the job coach

Your child will be assigned a job coach. They can provide one to one support where needed and help your child to set out step-by-step methods to be able to deal with tasks that they are required to carry out. They will also arrange an induction and a transition period. The job coach is also there to support the employer to make any required adjustments to support the young person and offer guidance where needed.



As your child would become more settled in the programme and the job coach feels that they are coping well, they will step back to allow them to gain even more confidence. However, they will remain available and an important point of contact if ever needed.

The workplace experience

When meeting with the learning provider and the employer, there must be full disclosure of your child's need. For example, how long they can remain focused for, or how long they can spend standing. Every student is different, and this information is key to getting the plan right for them.

The expectations are that your child will spend most of their time in the workplace. There will be learning that will need to be carried out outside of the workplace to help build their skills. This could include attending workshops or taking part in activities in the community.

Post-16 options for students with SEND

What is a Supported Internship?

The expectations of the business

- Employers that offer Supported Internship must have a genuine role within the company where the student will contribute to the needs of the business.
- There will be a line manager as there would be for any other position
- To provide opportunities of training and development

If the opportunity arises at the end of the internship, there could be the opportunity to recruit permanently.

How to find out more

If your child is eligible for a Supported Internship, the SENCO at your child's school and the lead on the EHCP should be able to offer guidance on how to take the next steps. There will also be more information available from your local authority, as this is standard within the local offer.

When looking for a Supported Internship, the role should fit with what your child is interested in. The learning provider will identify the individual needs required to put together the most suitable programme to allow your child to be able to get the most out of it and be able to plan for their future employment.



Understanding trade apprenticeships

Get an insight into the variety of roles available as a skilled tradesperson

There are various types of trades, including job roles such as Electricians, Bricklayers or Plumbers, who are all highly skilled in their chosen discipline. Apprenticeships are a brilliant route for anyone looking to enter the construction industry in a trade role, as the practical work and training combined with study is invaluable to learning the unique skill sets required for these roles.

Examples of trade apprenticeship opportunities include:

- Electrician
- Plasterer
- Roofer
- Painter and decorator
- Landscape gardener
- Bricklayer
- Carpenter
- Tiler

What are the benefits of completing a trade apprenticeship?

Starting a career as an apprentice will allow your child to learn by working along individuals 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.

Benefits of completing an apprenticeship

Completing an apprenticeship allows your child to learn the trade from other professionals, whilst gaining the theory-based knowledge required from the training provider. They can build networks with other tradespeople, teaching them how the different trades work together to complete projects.

Day to day role

Apprentice tradespeople could find themselves working in homes, public buildings and on building sites. Each field requires a good understanding of health and safety legislation, which will be taught through the apprenticeship, along with the theory and practical element in the chosen trade.



The hours may vary depending on the requirements of the trade and the employer they are working with. There is a good chance that your child will be dealing with customers, other tradespeople and suppliers, so having good levels of communication are important. Being part of a new building development or being called out to site emergencies can be a very rewarding experience.

Does your child have these skills?

- Logical thinking
- Good with practical tasks
- Good team player
- Positive and enthusiastic
- Happy to work independently

Questions your child should consider about becoming a tradesperson

Does your child like change? Tradespeople tend to work at various locations and these can be inside or outside. They could be asked to relocate at short notice to attend another job. Some jobs may require them to work in people's homes. Being able to work in a clean and tidy way would also be important.

Understanding trade apprenticeships

Get an insight into the variety of roles available as a skilled tradesperson



PLUMBING AND DOMESTIC HEATING TECHNICIAN, LEVEL 3

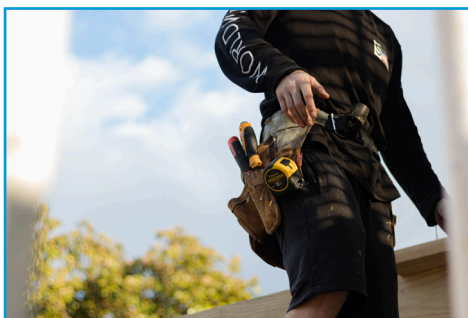
Learn to install, service, commission and maintain all aspects of plumbing and heating systems. The job can be done inside or outside. You will be expected to measure accurately, mark, cut and bend metallic and non-metallic pipework. There are new and exciting environmental technologies including heat pumps, solar thermal systems water recycling systems, which you will learn about too.

Possible job roles

- Plumber
- Domestic Heating Engineer
- Plumbing and Domestic Heating Installer
- Plumbing and Domestic Heating Engineer

Typical Duration:
48 months

Professional qualifications:
CIPHE - The Chartered Institute of Plumbing and Heating Engineering and/or CIBSE - The Chartered Institute of Building Services Engineers.



ROOFER, LEVEL 2

Learn how to understand and follow requirements from drawings and measure and calculate the required materials needed. Roofers will work on new, old public and private properties. You must be able to work at height and be willing to be outside in all weathers.

The apprenticeship has the core requirements, plus 3 options:

- Option 1:** Roof slater and tiler
- Option 2:** Waterproof membrane installer
- Option 3:** Roof Sheeter and cladder

Possible job roles:

- Roof Slater and Tiler
- Waterproof Membranes Installer
- Roof Sheeter and Cladder

Typical duration:
24 months



CARPENTRY AND JOINERY, LEVEL 2 & 3

Learn to become skilled in making structures, mainly using wood. This could include staircases, doors, window frames for both new and old buildings and homes.

The apprenticeship has the core requirements, plus 2 options.

- Option 1:** Site carpenter:
- Option 2:** Architectural joiner

Typical duration:
Level 2 - 24 months

Progression from Level 2 would be to move to Level 3, which typically lasts 12 months.

Professional qualifications:
On completion of level 3, they will have met the requirement of the Construction Skills Certification Scheme (CSCS) - 'Advanced Skilled Worker' standard. This is a recognised and required certificate within the skills construction trade.

Apprentice perspective: Hear from Junaid Yousaf

A hairdressing apprentice at Toni & Guy

We caught up with Junaid, Head Apprentice at Toni and Guy. Find out all about his apprenticeship journey in the article below.

What apprenticeship are you doing, and at what level?

Hair Professionals - Level 2

What is your current job title?

Head Apprentice

Can you describe your job and some of the tasks involved in your typical working day?

My job role is to assist stylists and technicians, making sure everyone has what they need for their service and also keeping the salon clean and tidy. I have also started doing fringe trims and blow dries in the salon, as I want to qualify in styling.

What is the most exciting project you have worked on?

So far, I would say the most exciting project I worked on was assisting the technician on his model for Wella trend vision. It was a great experience to see what happens before and during a shoot and also assisting him with the styling of the hair. It was a great learning curve to see the work that goes into a photoshoot.

“With the right education, the right people and the right mindset your dreams will blossom into reality.”

What is your proudest moment since starting your apprenticeship with your company?

My proudest moment since starting my apprenticeship is when I entered the assistant's competition. It was a fun experience to see everyone from Level 1-3 showcase their work and it was great because even though we're all part of the same company, everyone's work was different.



You recently featured in our International Men's Day resource - which male has inspired you and why?

Toni Mascolo: He came to London in the 1950's and in 1963, he and his brother opened up the first Toni And Guy in Clapham. Over half a century later, they expanded to 500 salons worldwide. In 2008, Toni was awarded his OBE for his services to hairdressing, as well as being knighted in 2013.

With the passion for friends, family and hair, he has managed to re-shape the hairdressing industry to provide the foundations for the next generation of hair icons.

What advice would you give to someone thinking of doing an apprenticeship in your sector?

With the right education, the right people and the right mindset your dreams will blossom into reality.

Current apprenticeship opportunities

What's available now and in the next few months



BT has operations in around 180 countries and is the largest provider of fixed line mobile and broadband services in the UK.

Roles:	BT Apprenticeships Scheme – Register your interest for 2021.
Locations:	Across England
Application deadlines	Register for 2021.
	https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch



NHS is one of the largest employers in the world, and is the biggest in Europe, with over 1.3 million staff. The NHS offers a huge range of exciting and challenging opportunities for people who want to make a difference.

Roles:	<ul style="list-style-type: none">• Apprenticeship Administration – Lincoln - Deadline: 30/12/2020• Apprenticeship Programme lead: Ambulance service – Stockton On Tees - Deadline - 27/11/2020
Locations:	Lincoln and Stockton on Tees (see individual roles above)
Application deadlines	27/11/2020 and 30/12/2020 (see individual roles above)
	https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch



Toni&Guy has more than 7,000 employees working in our company salons and academies, with hundreds of locations worldwide.

Roles:	Toni&Guy Apprenticeships Scheme – Register your interest for 2021.
Locations:	Across England
Application deadlines	Register for 2021
	https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch



Transport for London's purpose is to keep London moving, working and growing, and to make life in our city better.









Roles:	Business, Engineering, London Underground and Technology
Locations:	London
Application deadlines	Register for 2021
	https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch

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

Agriculture, Environmental and Animal Care	Florist 	Using expertise to sell, arrange and cut flowers.	Level 2
Agriculture, Environmental and Animal Care	Keeper and Aquarist 	Responsible for the everyday care and husbandry of the animals within the collection.	Level 3
Catering and Hospitality	Senior Culinary Chef 	Develop new recipes, products and product lines.	Level 4
Creative and Design	Archaeological Specialist Degree 	Planning, undertaking and leading archaeological research and investigation.	Level 7
Engineering and Manufacturing	Space Engineering Technician 	Support and development, manufacturing, assembly, integration and testing of complex, high value space hardware and ground-based equipment.	Level 4
Health and Science	Physician Associate (Degree) 	Working alongside registered doctors providing medical care as an integral part of a wider healthcare team.	Level 7
Health and science	Speech and Language Therapist 	Improving quality of life, health and well-being for people with communication difficulties and/or dysphagia (eating, drinking and swallowing difficulties).	Level 6
Sales, Marketing and procurement	Fundraiser 	Raise funds for charitable causes.	Level 3

Apprentices on the Frontline

Extraordinary stories of employers and their apprentices showing how they have adapted to new working practices during the Covid-19 pandemic

'Apprentices on the Frontline' in association with The Royal Navy, highlights some of the most extraordinary stories of employers and their apprentices across different business sectors, showing how they have adapted to new working practices during the Covid-19 pandemic. Both employers and apprentices have faced and overcome enormous obstacles.

The National Apprenticeship Service are recognising these people and showcasing the most inspiring stories from across the country. You will be able to watch some of the great films already live, with more to follow, as well as read stories from employers across the UK.



To watch the stories of extraordinary apprentices, visit: <http://apprenticesonthefrontline.co.uk>