

Parents and Carers' Pack

Helping your child to search and apply for apprenticeships



Edition 51: December 2023



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website



Welcome

Greg Boone, Head of the Careers Service for Young People Unit,
Department for Education

Dear Parents and Carers,

Welcome to the December 2023 Parents and Carers' Pack.

This is always a busy time of year and even busier for those submitting a university application via UCAS early in the New Year. If your child is still considering their post-18 path, remember they can apply for apprenticeships alongside submitting their university application and keep their options open until later in the year. Cerys, a Business Management and Leadership degree apprentice at E.ON, did just that and you can read about her success in our 'Apprentice insight' feature.

If your child is interested in the prospect of working with others in a fast-paced and varied role, our article on page 7 explores a selection of the apprenticeship opportunities that are available in the UK's thriving events industry.

Finally, we take a closer look at the T Level options within the Health and Science category and consider the range of roles that they could lead to.

Greg Boone
Head of the Careers Service for Young People Unit,
Department for Education



Contents

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

Apprentice insight: Life as an apprentice at E.ON	3
Apprenticeships uncovered	5
'This is my story' – apprentice film and resources	6
Apprenticeships in events	7
Post-16 options with an Education Health and Care Plan	8
A look at T Levels in Health and Science	10
National Apprenticeship Week 2024	11
Apprenticeships with WTW	12
Dates for your diary	13

Apprentice insight: Life as an apprentice at E.ON

Meet Cerys, who completed a Level 6 Business Management and Leadership degree apprenticeship



How long was the apprenticeship?

The Business Management and Leadership apprenticeship is a 4-year programme. During this time, I did 6 month rotation placements across E.ON where I completed roles in finance, project management, supply chain, change management and people management. This allowed me to gain a variety of learning experiences before completing my apprenticeship and beginning my role as a Programme Lead. Alongside this, I obtained a university degree developing the academic abilities which supported my day-to-day role. It's the best of both worlds.

How was your apprenticeship delivered?

My training provider for the apprenticeship was the University of Derby. I had an allocated tutor who set and graded my work. I attended the university for face-to-face learning nine times a year, which equals three days per unit. The rest of my university learning was completed online at work in my designated apprenticeship learning time. I had a really good relationship with my tutor and module leads, and I could reach out to them for guidance at any stage.

What does a typical day look like?

Every day is different, but that is what I enjoy. I am involved in team meetings and project development. I have responsibilities in the department and tasks that I have to complete to make sure we stay on target to meet our deadlines.

What stage are you at in your apprenticeship journey?

I recently completed my apprenticeship with a 1st class Honours degree in Business Management and Leadership.

When did you start to search for apprenticeships?

I was still studying for my A-levels when my mum encouraged me to research apprenticeships to find out more about the opportunities and qualifications they offer. I enjoyed geography, and I'm passionate about climate change, so this was a good starting point to look for apprenticeships that would support my aspirations. I had also applied for universities, but I wasn't 100% sure this was the route I wanted to take.

How did you find your apprenticeship?

I found out about the Future Leaders Degree Apprenticeship at E.ON on their website. I researched the organisation, and I felt that their values matched mine. I was also drawn to the flexible nature of the programme, and the broad degree scope, as this allowed me to decide which career pathway I wanted to go down, so I applied. During this recruitment process, I received my A-level results and I was offered the apprenticeship role. I was pleased with my grades and I decided to reject my university offers and accept the apprenticeship offer.

To search for apprenticeship opportunities visit:

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



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Apprentice insight: Life as an apprentice at E.ON

Meet Cerys, who completed a Level 6 Business Management and Leadership degree apprenticeship

What happened after your apprenticeship?

As I was coming to the end of my apprenticeship, a permanent position opened at E.ON and I was keen to apply. The knowledge, skills, behaviours and experience I had gained gave me confidence in the interview, and I am pleased to have been successful.

What are you most proud of?

I won E.ON's UK's Apprentice Ace of the Year Award 2023, which was incredible. I am really proud of what I have achieved because of my apprenticeship, especially as it wasn't a route I had initially considered.



What are the benefits of an apprenticeship?

I was inspired and encouraged by my parents to complete an apprenticeship, and it has been amazing for me. It motivated me to be the best I can be at what I enjoy. The time spent on the programme was dedicated to trying new things to understand what I was good at and what I liked the most within the workplace. My proudest achievement is moving out on my own to a new city at the age of 22. I couldn't have done this without the foundations I have created through completing my apprenticeship.

Find out more about E.ON degree apprenticeships here:
<https://www.eon-uk-careers.com/en/early-careers/degree-apprenticeships.html>



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What advice would you share with a young person or their parents about apprenticeships?

For anyone considering an apprenticeship, the best advice I can give is just do it. It is one of the best decisions I have made in my life. The skills and attributes I gained from completing the programme have given me a great start into my young adult life. Not only have I developed key business skills and knowledge, but also valuable life skills such as self-awareness, people management and relationship building.

There are many really great apprenticeships which could be your or your child's future.

Why did you want to join the Apprenticeship Ambassador Network?

I wanted to become an apprenticeship ambassador as I don't feel there were these networks of people around to support me when I was at school. If there were, they could have opened my eyes to an apprenticeship much sooner! I want the stigma around apprenticeships to be removed for young people so they are able to understand the value they can provide in the early stages of their careers.

And finally, what do you enjoy in your spare time?

Outside of work I am a part time DJ! I enjoy music and spend my spare time playing at local events and club nights.

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Apprenticeships uncovered

Keep up to date with apprenticeship opportunities

Apprenticeships are continually created and released through The Institute for Apprenticeships and Technical Education. The list below focuses on the [Digital](#) route and includes some apprenticeships you may not have considered before. You can find out more on The Institute website: www.instituteforapprenticeships.org/apprenticeship-standards

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<p>Cyber security technical professional</p>		<p>Operate in business or technology / engineering functions across a range of sectors including critical national infrastructure (such as energy, transport, water, finance), public and private, large and small. Detect and respond to incidents. Work in accordance with applicable laws, regulations, standards and ethics.</p>	<p>Level 6</p>
<p>Digital forensic technician</p>		<p>Support the appropriate capture, preservation, and initial processing of digital evidence. Provide triage and early decision-making for criminal investigations that will ensure the integrity of any digital evidence. This technical knowledge applies to a range of digital material primarily from mobile devices and computers.</p>	<p>Level 4</p>
<p>Digital learning designer</p>		<p>Scope, design, develop, and maintain digital learning materials and provisions for educational and professional development programmes, courses and other learning initiatives. Work with a range of stakeholders, including internal or external subject experts, clients, academics and technology professionals.</p>	<p>Level 5</p>
<p>Game programmer</p>		<p>Programme reliable and efficient software within the constraints of real-time graphical environments running on contemporary gaming platforms. Lead the development of technical systems which feed directly or indirectly into the player experience of a game.</p>	<p>Level 7</p>
<p>IT solutions technician</p>		<p>Apply a professional methodology or framework to gather and analyse requirements; to design, develop, test and implement IT solutions and to provide ongoing support both directly to end users and for the underlying IT services. Some tasks may be very technical, others may be more analytical, business or user focused.</p>	<p>Level 3</p>
<p>Network cable installer</p>		<p>Install, terminate, test and certify network cable infrastructure components in accordance with national and international industry standards. This infrastructure will provide the communications digital infrastructure, enabling digital devices including computers, servers, smart devices, security equipment, wireless access points and building management systems to communicate between each other.</p>	<p>Level 3</p>

This is my story – apprentice film and resources

An exciting and inspiring new film



Amazing Apprenticeships have released a series of films and resources featuring current apprentices with a learning or physical disability or difference, or health condition.

There is an **overall film** featuring all the apprentices, plus **six individual films**, to showcase each apprentice’s story in more detail. If your child has a learning or physical disability or difference, or health condition, watching these films could inspire them to consider an apprenticeship.



To accompany the film there are a range of resources, including:

- A guide to apprenticeships presented in a clear and easy to understand format:

<https://amazingapprenticeships.com/resource/apprenticeship-guide-the-essentials>



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- Two guides to support finding an inclusive employer – one visual and one more detailed

A Guide to Finding an Inclusive Employer:

<https://amazingapprenticeships.com/resource/a-guide-to-finding-an-inclusive-employer/>



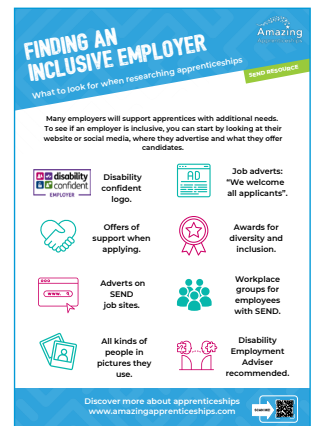
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Finding an Inclusive Employer

Infographic: <https://amazingapprenticeships.com/app/uploads/2023/11/Finding-an-inclusive-employer-infographic>



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Find all the films and the rest of the resources here:
<https://amazingapprenticeships.com/this-is-my-story/>



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Apprenticeships in events

Your child could be part of a vibrant and thriving industry

The UK events industry covers a broad range of vibrant sectors including:

- Weddings and private parties
- Sporting events
- Music and live performances
- Festivals and outdoor events
- Exhibitions and conferences
- Trade fairs
- Corporate events



A career in events is an exciting prospect with a multitude of opportunities across the industry. There is a widespread desire on the part of industry insiders to attract, train and retain talented individuals to ensure the industry continues to be a world class asset.

If your child would enjoy working with others in a fast-paced environment where no two days are the same, a career in the events industry could be for them.

What apprenticeships relate to the events industry?

Many apprenticeship standards would prepare your child for a career within the events industry, including:

Creative Industries Production Technician (Level 3)

Prepare, build, set up, and operate functioning systems for creative productions.

Event Assistant (Level 3)

Help event planners and project managers to organise and host events.

Hospitality Manager (Level 4)

Work across a variety of organisations focusing on ensuring excellent customer experience.

Marketing Manager (Level 6)

Responsible for marketing activities and strategy of an organisation. Oversee the marketing budget, plan and implement campaigns and track their success.

Public Relations and Communications Assistant (Level 4)

Build, protect and maintain positive reputation for brands, organisations and individuals. Determine the way those brands, organisations and individuals communicate about themselves, their products or their services with the public, via different methods.



To explore these and many other apprenticeship standards browse:
<https://www.instituteforapprenticeships.org/apprenticeship-standards>



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the website

Post-16 Options with an Education Health and Care Plan

Preparing for your child's next steps

If your child has an Education Health and Care (EHC) plan you may have questions about their post-16 options. All young people have to stay in education or training until they are 18, but young people with an EHC plan can continue in free education and training up until the age of 25.

When should you start thinking about post-16 options?

It is never too early to start thinking about post-16 options, but a great starting point for young people with an EHC plan is the annual review in year 10, which provides an opportunity to discuss what your child would like to achieve as they reach adulthood. If your child has not attended the annual review prior to that point you may wish to consider how they could become involved in the meetings so that they have a chance to express their aspirations and these can be taken into account.

What are the next steps?

During year 11 your child's school will arrange for them to talk to a careers adviser about their post-16 options. They may also attend open days and will receive support to apply for education or training places. Your child will also have a meeting with their school during this year to talk about their plans, following which the school will inform the local council about their preferred options. Your local council will try to make sure your child gets the right training for them, close to your home, and the EHC plan will be updated at this stage. You can appeal if you feel the offer made is not right for your child.

What happens at age 16?

Once your child reaches the end of year 11 there are several options including:



STAY IN FULL-TIME EDUCATION



SUPPORTED INTERNSHIP



STUDY PART-TIME



APPRENTICESHIP



VOLUNTEER



WORK

<https://nationalcareers.service.gov.uk/careers-advice/options-with-education-health-and-care-plan>



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Post-16 Options with an Education Health and Care Plan

Preparing for your child's next steps

Will my child continue to get support in education and training?

Yes, whatever option your child chooses, they will continue to get help with the things they need. This might include:

- a specialist tutor or note-taker
- small group learning or one-to-one teaching
- access to information in different ways such as sign language, braille or using symbols
- assistive technology (tablet, reading pen, voice recognition, screen reading software)
- support of a mentor or advocate
- access to therapies (speech and language or support from mental health services)
- training in skills for living more independently

Will my child get support if they get a job?

If your child gets a job they may be able to get 'Access to Work' support with things like:

- special equipment
- adaptation to the workplace
- support worker

Find out more at: <https://www.gov.uk/access-to-work>



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When searching for an apprenticeship, your child may notice vacancies which display the disability confident logo. This indicates that disabled candidates will generally be offered an interview if they meet the minimum requirements for the vacancy. Contact the employer for full details.

Employers may need to limit the number of interviews offered to both disabled and non-disabled people if they receive high numbers of applications.

The disability confident scheme supports employers to make the most of the talents disabled people can bring to the workplace.



For advice on looking for work if you have a disability visit: <https://www.gov.uk/looking-for-work-if-disabled>



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A look at T Levels in Health and Science

Information about T Levels in Health, Healthcare Science and Science



T Levels are a Level 3 qualification designed to be taken after GCSEs. Each T Level is a 2 year course which includes a 45 day industry placement. There are three T Levels within the **Health and Science** category and students on all three courses will develop a general understanding of health and science, including:

- 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

They will also learn about topics specific to the particular subject they have chosen. Here we take a closer look at the content of each.



T LEVEL IN HEALTH

Subject specific topics:

- 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

In addition to the core content, each student must choose one of the following specialisms:

- supporting the adult nursing team
- supporting the midwifery team
- supporting the mental health team
- supporting the care of children and young people
- supporting the therapy teams
- dental nursing

On completion of their T Level course students can progress into roles such as:

- Ambulance care assistant
- Care worker
- Emergency care assistant
- Palliative care assistant
- Healthcare assistant
- Dental nurse

T LEVEL IN HEALTHCARE SCIENCE

Subject specific topics:

- understanding the healthcare science sector
- further knowledge of human anatomy and physiology, diseases and disorders, genomics and medical physics
- providing person-centred care
- infection prevention and control
- good scientific practice

In addition to the core content, each student must choose one of the following specialisms:

- assisting with healthcare science
- optical care services

On completion of their T Level course students can progress into roles such as:

- Healthcare science assistant
- Radiography assistant
- Sterile services technician

T LEVEL IN SCIENCE

Subject specific topics:

- understanding the science sector
- further science knowledge, including cell cycle and cellular respiration, enzyme and protein structure, pathogens, classification of biological materials, kinetic changes and relevant analytical techniques
- scientific methodology
- experimental equipment and techniques
- ethics of science

In addition to the core content, each student must choose one of the following specialisms:

- laboratory sciences
- food sciences
- metrology sciences

On completion of their T Level course students can progress into roles such as:

- Food manufacturing inspector
- Laboratory technician
- Metrologist

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



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National Apprenticeship Week (NAW) 2024

The countdown has begun

The most important week in the apprenticeship calendar is fast approaching. National Apprenticeship Week runs from 5th – 11th February 2024 and if your child is considering an apprenticeship they will definitely want it in their calendar.

2024 marks the 17th anniversary of this week-long celebration of apprenticeships, which brings together businesses and apprentices across the country to shine a light on the positive impact that apprenticeships make to individuals, businesses and the wider economy.

The theme for 2024 is 'Skills for Life', encouraging everyone to consider how apprenticeships can help individuals to develop the skills and knowledge required for a rewarding career.



Your child can look forward to a schedule of events including opportunities to hear from current apprentices, to learn more about different companies and sectors, to explore their options and to network. This will give them the information they need to work out the right route for them.

Check with local schools and colleges to find out which events are taking place in your area.

Find out more at:

<https://naw.appawards.co.uk/>



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NATIONAL APPRENTICESHIP WEEK

5 - 11 FEBRUARY 2024

Apprenticeships at WTW

Offering a range of apprenticeship opportunities in business and finance



Salmaan is a Broking and Market Engagement Apprentice at WTW.

What did you do before your apprenticeship?

Before I came to WTW, I studied Business, Economics and Psychology in the sixth form, and now I work in the Financial Solutions team for my apprenticeship. I'm currently working towards my Diploma in Insurance from the Chartered Insurance Institute as part of my Level 4 Higher Apprenticeship.

What made you decide to do an apprenticeship?

I finished sixth form in 2020 right in the middle of lockdowns, so I took a gap year simply because paying the full tuition fee to study in my own room did not sit well with me. Whilst I knew about apprenticeships at an elementary level I was reading and looking into it as an option through that gap year and because my strongest performing A-Levels were Business and Economics, those were the type of programmes I was applying for. The end of my gap year marked the start of my career at WTW.

What do you feel are the benefits of doing an apprenticeship?

For me personally it is to implement knowledge right after learning it. Key words in my textbooks and other materials are the same words I see on slide decks, emails and WTW brochures, so I can see the impact of my studies rather than taking notes and exams for three years to implement later. It can also be the opposite where slide decks, keywords and WTW thought-leadership teach me before I start a chapter or module on that topic, so that when I start the formal study I am already aware of meanings. A third point for me is that I am not expected to ace everything I do, especially in the first year of the programme, and being trained in a controlled environment is a great experience. Before I went to Lloyd's to market a risk for a client, an Associate Director provided me with time to practise one-to-one and take on feedback to better deliver my message before going in.

What advice would you give to others considering an apprenticeship?

In interviews, always show yourself as a professional to satisfy the requirements of the interview, but beyond that show your personality and always ask at least one question at the end of the interview. Your question should be something that shows you are focussed on, and care about, the workplace. The interviewer is learning about the applicant and their skills but it is also a chance for the applicant to learn more about the company and their way of working.

WTW are a global organisation employing over 47,000 people worldwide. Working alongside some of the world's leading organisations, WTW help to manage people, risk and capital and tackle problems such as how employees can make decisions about their retirement plans, how to invest sustainably and how to find solutions to complex insurance needs.

WTW employ apprentices across England at levels 3 to 6 with opportunities covering a range of roles including:

Associate Project Manager

Actuarial Technician

Junior Management Consultant

Insurance Professional

Data Analyst

Workplace Pensions Administrator

Apprentices at WTW are supported by their managers, apprentice buddies, the apprenticeship team and the WTW Young Professionals Network (YPN) and many apprentices choose to remain at WTW once they complete their apprenticeship.

Find out more about apprenticeships with WTW here:
<https://careers.wtwco.com/early-careers/apprenticeships/>



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Dates for your diary

Free webinars throughout the year for teachers and parents/carers

As part of the Apprenticeship Support and Knowledge for Schools and Colleges programme (ASK), Amazing Apprenticeships are offering careers staff, teachers and parents/carers a schedule of free webinars throughout the year, to find out more about apprenticeships and how to support your child.

This series of informative webinars will provide an abundance of tips, advice and information from expert speakers across the apprenticeships and technical education world. Each webinar lasts for 30 minutes and will take place on Zoom. Participants are required to sign up before the session and will receive an email confirmation and a reminder an hour before it begins. The webinars will be recorded and shared with all registrants after the session.

Book your free place and catch up on recordings of all previous webinars here:

<https://amazingapprenticeships.com/workshops-webinars/>




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2024

Everything you need to know – Autumn term round-up	Thursday 25th January 2024 3:30pm	This termly update is the first in a series of key information webinars for teachers and careers leaders. Expert speakers from Amazing Apprenticeships and the DfE will highlight what's new in technical education and apprenticeships and will cover any recent changes in policy and funding.
How to research and apply for T Levels 	Monday 26th February 2024 3:30pm	Join this webinar to hear from different T Level training providers about their application processes, and how students can be supported to research their options so that they can be certain that they are making the right choice in selecting a T Level.
How to find and apply for apprenticeships	Thursday 29th February 2024 3:30pm	A step-by-step guide to the different vacancy platforms for apprenticeships, including Find an Apprenticeship, and tips for the application process.
How to impress in the application process	Thursday 21st March 2024 3:30pm	Want some top tips from current apprentices and apprentice employers? Hear directly about the best ways to impress in the apprenticeship recruitment process.
How to research and apply for HTQs 	Wednesday 24th April 2024 6:00pm	If your child is looking for a post-18 qualification that is flexible, job-focussed and an excellent way to progress to a higher/degree apprenticeship, a full degree or a highly-skilled job, join us to find out more about HTQs.
Everything you need to know – Spring term round-up	Thursday 25th April 2024 3.30pm	This termly update is the second in a series of key information webinars for teachers and careers leaders. Expert speakers from Amazing Apprenticeships and the DfE will highlight what's new in technical education and apprenticeships and will cover any recent changes in policy and funding.

2024

Why T Levels are a fantastic choice 	Thursday 16th May 2024 3:30pm	Join this webinar to hear directly from T Level students about their T Level journeys and why they are an excellent option.
Apprentice stories	Thursday 23rd May 2024 3:30pm	Hear from real life apprentices who will share their experiences of being an apprentice, how they found their vacancy, what a typical day looks like and the benefits of doing an apprenticeship.
How to promote and support apprenticeships and technical education in your school or college.	Thursday 20th June 2024 3:30pm	Top tips and ideas for promoting apprenticeships and technical education, and supporting students, parents, carers and staff to understand the options.
Everything you need to know – Summer term round-up	Thursday 11th July 2024 3:30pm	This termly update is the third in a series of key information webinars for teachers and careers leaders. Expert speakers from Amazing Apprenticeships and the DfE will highlight what's new in technical education and apprenticeships and will cover any recent changes in policy and funding.

