

Parents' and carers' Pack

Helping your child search and apply
for apprenticeships

Edition 39: October 2022



Welcome

Carolyn Savage,
Head of Youth Engagement and Apprentice Participation

Dear readers,

Welcome to the October edition of the Parents' and carers' Pack. This month we share with you:

- an apprentice case study
- information about the latest apprenticeships available
- an overview of apprenticeships in warehousing
- a look at the changes to apprenticeships this year
- the difference between apprenticeships, traineeships and T Levels
- an insight into the different post-16 and post-18 options
- guidance for supporting your child with dyslexia when looking for an apprenticeship



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

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Apprentice insights: life as an apprentice at VMware

Meet Bola, a Solution Engineer Degree apprentice at VMware

From a very young age, I was very passionate about technology and solving problems. I enjoyed the idea of breaking things and solving the problem to fix them. This helped me identify that I wanted a career in the technology industry. However, I was not too sure about the pathway to take.

Why did you choose the apprenticeship pathway?

While studying for my GCSEs and A levels, I discovered I understood subjects better when I could gain experience in the topics. This made me question if my learning style was suitable for university. I began to research the alternative pathways into the technology industry. I spoke to people in the industry, who all emphasised that an apprenticeship is the right decision to pursue.

How did you find your apprenticeship?

I applied for lots of apprenticeships. I searched the government 'Find an apprenticeship' site and company careers websites. This helped me familiarise myself with the different recruitment processes. When I found the role of a Solutions Engineer degree apprentice, I felt like this role was perfect for me as it aligns with my skill set. I found the application process straightforward when applying for the VMware solutions engineer apprenticeship. It started with the initial application, then a telephone interview, followed by an assessment centre and a final interview.

What does a typical day look like?

I started my apprenticeship in September 2021. From day one, I was working on installing and deploying VMware technical solution to our internal environment. This gave me the foundation to enhance my understanding of the platforms and solution tools offered by VMware. Part of my role is to carry out research projects which has supported my knowledge of the IT industry. I present my findings to my colleagues, which have built on my research and presenting skills. I also attended regular team meetings, which I find useful, as they keep me updated on the business and the industry.

How is your apprenticeship delivered?

I attend lectures and seminars at the University of West London once a week. I can access any of the recorded lectures online. I have found going to university one day a week and working at VMware four days a week a good balance. VMware has always supported me and allowed me additional time to focus on my studies if needed.



Advice to others

I'd say go for it! It has honestly been one of the best decisions I have ever made. I love the fact I can put my skills to good use whilst learning. As long as you are willing to be open to learning and exploring new experiences, you will surely enjoy it. During my time at school, I have learnt that there is no single path to your goal, so be willing to embrace new experiences no matter how daunting they may be.

How do you spend your spare time?

I enjoy playing the guitar in my spare time (even though I am making noise instead of music). Recently, I have enjoyed reading books on the train. This is also something I am trying to incorporate into my daily routine.

What are you proud of?

One of my proudest moments was being able to install and deploy VMware solution on internal systems. I would never have imagined I would be able to do this.



To search for apprenticeship opportunities for you, visit: www.gov.uk/apply-apprenticeship

Apprenticeships uncovered

Keep up to date with the range of apprenticeships available

Apprenticeships are continually created and released through The Institute for Apprenticeships and Technical Education (IFATE). The list below lists some apprenticeships you may not have considered, but you can find out more on the IFATE website:
www.instituteforapprenticeships.org/apprenticeship-standards

Scan to
visit the
website



Creative and design	Senior Journalist 	To inform the public, either through news and current events, or through the creation of authoritative features, opinion, or analysis.	Level 7
Digital	IT solutions technician 	Develop, implement and maintain complete IT solutions, such as networks, operating systems and applications.	Level 3
Education and childcare	Academic professional 	Working within the higher education (HE) sector delivering higher education teaching.	Level 7
Hair and beauty	Advanced beauty therapist 	Provide, design and implement bespoke treatment plans.	Level 3
Health and science	Sports coach 	Use sports knowledge and skills to create and deliver coaching programmes.	Level 4
Legal, finance and accounting	Financial services professional 	Working with companies or individuals to plan for their financial futures.	Level 6
Sales, marketing, and procurement	Sales executive 	Leading end-to-end sales interaction with customers and managing sales internally within an organisation.	Level 4
Transport and logistics	Air traffic controller 	Directing aircraft on the ground and through controlled airspace.	Level 5

Apprenticeships in Warehousing

UKWA, the Voice of the UK Logistic Industry

Ever thought about a career in warehousing? You may not know much about the warehousing industry, which is not surprising as most people have never set foot inside a warehouse. Yet, as shoppers increasingly turn to online ordering rather than visiting shops, warehousing has become the fastest growing sector in the UK and is offering a more diverse range of exciting job opportunities than ever before.

Thanks to technology, warehousing is also one of the most rapidly changing industries. Digitalisation, automation and the growing use of robotics have created new career paths, and generated thousands of new jobs across the UK.

The great news is that warehousing offers many different entry levels, depending on your child's skills, interests and qualifications, as well as the opportunity to acquire training in employment and advance their career development. Apprenticeships are suitable for new recruits as well as existing staff.



Apprenticeship programmes for warehousing include:

- Supply Chain Warehouse Operative
- Team Leader
- Customer Service
- LGV Driver
- Urban Driver
- Transport Manager
- Operations Departmental Manager



Working in a modern warehouse is challenging and fast-moving. Your child could easily find themselves starting as an apprentice in one role and moving up as they gain experience and skills as part of their work-based learning. An apprenticeship will develop knowledge and build their confidence to aim for different, perhaps more demanding roles.

The sector is highly flexible and almost uniquely socially mobile, with many people taking up entry level jobs and then climbing to management positions, some even to director roles. Warehousing is not simply about stowers, pickers and packers. It also requires software engineers, data analysts, team leaders, operations managers and much, much more.

Every industry depends on warehousing, from retail to manufacturing, healthcare to food and drink, and post-Brexit, the sector has never been more important to the UK economy.

As the independent body representing warehousing, the UK Warehousing Association (UKWA) has developed a searchable database of apprenticeships, with listings by region, level and type of apprenticeship. To find out more about career opportunities and apprenticeships in warehousing, visit our website at www.ukwa.org.uk.

Apprenticeships in Warehousing

Examples of apprenticeships available in warehousing



SUPPLY CHAIN WAREHOUSE OPERATIVE

LEVEL 2

Duration: 12 months

In this apprenticeship, your child will communicate with colleagues and customers to meet deadlines, check stock levels and prepare orders. This apprenticeship also incorporates a forklift truck licence. The working hours may include shift work.

Responsibilities in this role:

- Operate and handle equipment safely
- Use warehouse systems to process deliveries
- Understand and adhere to all health and safety regulations
- Prepare and use packaging to be cost-effective and environmentally friendly



LGV DRIVER

LEVEL 2

Duration: 13 months

An LGV driver will deliver products to various locations when required, in excellent condition, following the requirement set out by the employer. The driver must have a category C+E as part of their licence and complete 35 hours of periodic training every five years.

Responsibilities in this role:

- Be able to drive safely and in a fuel-efficient way
- Understand the import and export regulations
- Follow the Transport and Warehouse legislation
- Carrying out routine vehicle checks
- Being aware of the personal and industrial environmental impact



EXPRESS DELIVERY MANAGER

LEVEL 6

Duration: 36 months

The role of an Express Delivery Manager is to lead the logistics and operations to deliver goods to the customer while being aware of the environmental impact and working towards being sustainable. The role is focused on data analysis, business planning and innovation.

Responsibilities in this role:

- Build customer relationships and identify improvements to customer service
- Review and report on business-critical development
- Understand the financial implications of the business
- Managing people and creating efficient teams
- Complying with transport laws

Important changes to apprenticeships

Find out more about the changes from 1st August 2022

The government have reviewed and updated the apprenticeship guidelines which started on 1st August 2022. We have provided an overview of the changes that may impact your child.



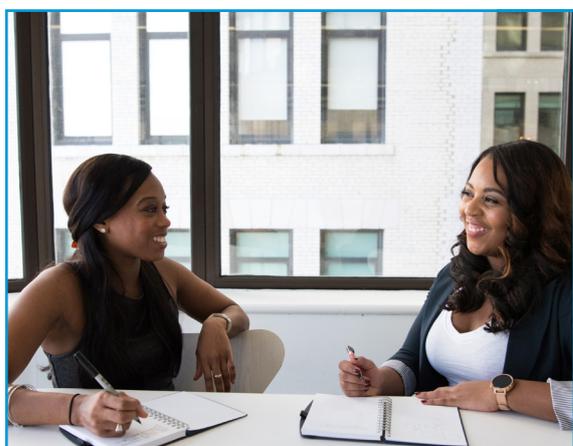
Off-the-job training

As part of the apprenticeship programme, all apprentices are entitled to off-the-job training. This allows them to receive training and gain the relevant skills needed to complete their apprenticeship. From 1st August 2022, the off-the-job training will be continued to be delivered through the training provider and will be the equivalent of 6 hours per week. The delivery model could be flexible across the week or combined into a scheduled termly week-long training. The employer and training provider will decide the most appropriate model.



English and maths requirements

If your child hasn't gained GCSE maths or English at level 4 or above, they will be required to complete a maths and English initial assessment. The new rules explain apprentices will now be able to be supported through level 1 maths and English functional skills as part of the apprenticeship programme. If they are confident at level 2 functional skills, they will still be able to complete the level 2 assessment.



Accelerated apprenticeships

If your child has some evidence of prior learning or experience in the apprenticeship subject, their apprenticeship may be shortened around 3 months. This will mean they would qualify quicker than a colleague completing the full apprenticeship. Prior learning or experience could include a T Level, a traineeship, A levels and work experience.

For more information on accelerated apprenticeships, please look at the September 2022 Parents' and Carers' Pack or visit: <https://tinyurl.com/5densyf8>.

The difference between apprenticeships, traineeships and T Levels

Understanding the post-16 routes

It's never too early to start looking for the next steps after Year 11. There are various options available for your child to consider. 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.

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

The difference between apprenticeships, traineeships and T Levels

Understanding the post-16 routes

	Traineeships 	T Levels 	Apprenticeships 
How are they assessed?	At the end of the traineeship, they 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.	T Levels students will be assessed through exams and an employer set project related to the subject they are studying. The project will be set by the awarding organisation. Students will then gain a nationally recognised certificate which will show their overall grade and a breakdown of what they achieved.	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 apprenticeship, the apprentice will be required to complete an End Point Assessment.
How are they graded?	They are not graded at the end.	Pass, Merit, Distinction, Distinction* If not all of the elements are met, they will receive a statement of achievement.	Pass, Merit, Distinction Some apprenticeships will also include eligibility for professional recognition by an authorised body.
Additional information	May be eligible for travel, meal, and childcare costs.	The provider may provide discretionary financial support.	Apprentice will receive the company's rewards and annual leave.
Are they included on the UCAS tariff?	No	Yes	It will depend on the qualifications included within the apprenticeship standard.
Next steps / progression pathway	Apprenticeships or employment.	Apprenticeships, further education or employment.	Higher or degree apprenticeships, professional qualifications and employment.
How to find a	Traineeship https://www.gov.uk/find-traineeship  Scan to visit the website	T Level https://www.tlevels.gov.uk/students/find  Scan to visit the website	Apprenticeship https://www.gov.uk/apply-apprenticeship  Scan to visit the website

Post-16 and post-18 options

Help your child make their next step their best yet

Get the Jump

For many young people, deciding on their next step in education and training can be daunting.

The 'Get the Jump' Skills for Life content hub on the National Careers Service website has been designed to help them work out their next move.

It has all the post-16 and post-18 education and training choices that are out there for them, all in one place, and shows how they compare and where they can lead to.

By directing your child to the site, they can learn more about T Levels, a mix of classroom and on-the-job training that are broadly equivalent to 3 A levels, or an apprenticeship where they can earn while they learn. There are also Higher Technical Qualifications which can teach them the new technical skills employers are looking for.

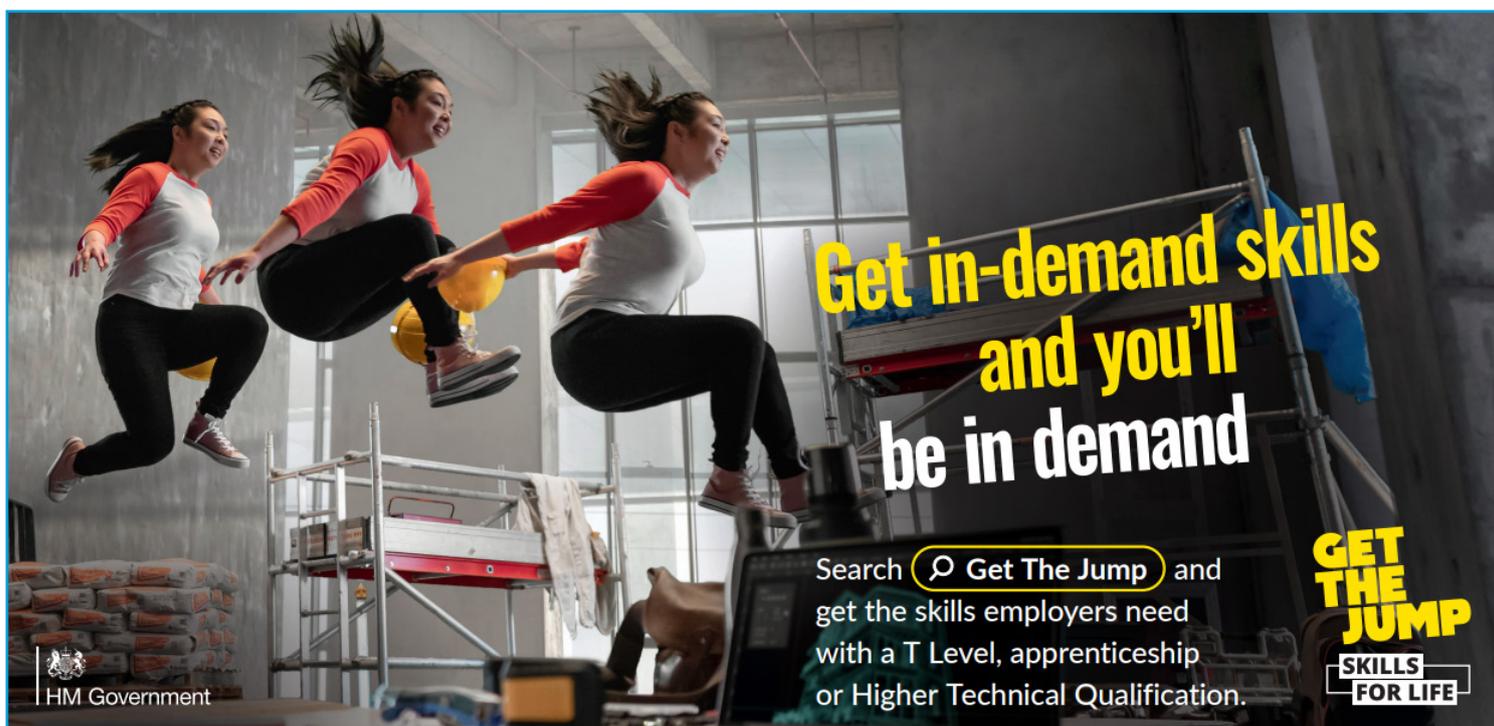
Your child can find out about these options and more by visiting the website: https://nationalcareers.service.gov.uk/explore-your-education-and-training-choices?utm_source=ask&utm_medium=oct_pack&utm_campaign=phase_three

Welcome to the next level

T Levels are a great choice after GCSEs for students who want the knowledge and experience to get straight into skilled employment, university, higher apprenticeships, or Higher Technical Qualifications. They've been designed with 250 leading businesses to give students a head start towards the career they want.

T Level students spend 80% of the course in their learning environment, gaining the skills that employers need. The other 20% is an in-depth 45-day industry placement so that students can put their skills into action and get valuable experience in the workplace.

A T Level is worth the same number of UCAS points as 3 A levels and is accepted by universities for entry onto relevant degree courses. Currently there are 16 T Level courses available at schools and colleges in England, with another seven courses from September 2023. Find out more here: <https://nationalcareers.service.gov.uk/explore-your-education-and-training-choices/t-levels>



Get in-demand skills and you'll be in demand

Search and get the skills employers need with a T Level, apprenticeship or Higher Technical Qualification.

GET THE JUMP
SKILLS FOR LIFE

HM Government

Supporting your child with dyslexia

Preparing your child for an apprenticeship

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 a person's memory and processing of verbal information.

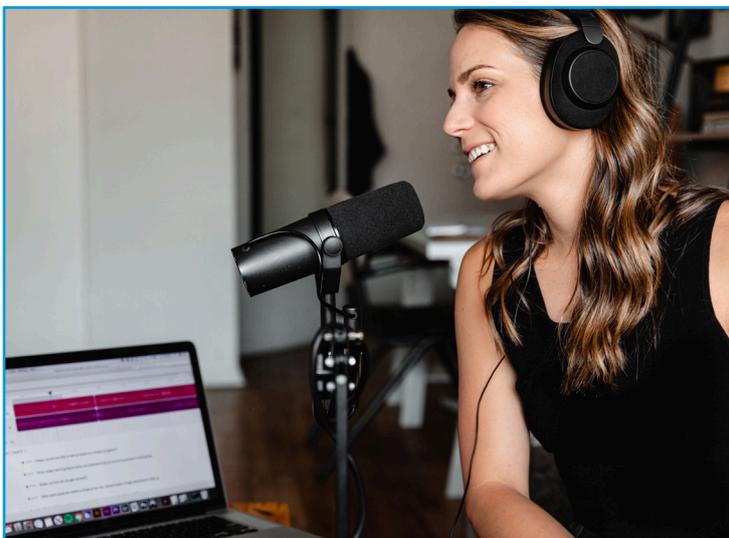
Dyslexia Week 2022 is acknowledged from 3rd – 9th October. The focus this year was 'Breaking through Barriers' to recognise the challenges people with dyslexia can sometimes face in education or work.

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 for your child. Dyslexia impacts people in different ways, and therefore it is important that your child feels comfortable in being honest with their employer about how they are affected so that suitable changes are made 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 the individual
- Allow the use of a digital recorder to take notes
- Allow additional time to meet deadlines



Supporting your child in their options

Dyslexia should not hold your child back in wanting to pursue their dream job.

As parents and carers of children, you will be aware of their strengths. Try to help your child explore their different strengths, skills and attributes. This could include being:

- Empathetic
- A good listener
- A problem solver
- A good communicator
- Good awareness
- Creative

These strengths can be a great way to help them explore future apprenticeships as they are transferable into the workplace.

There is also lots of advice and guidance on what careers students may be interested in. Organisations such as 'Exceptional Individuals' also share some ideas for roles that individuals with dyslexia may thrive in where dyslexia tends to link with creativity and lateral thinking, which in a workforce can be a huge benefit. Some examples of these include:

- Graphic designer
- Broadcasting
- Web developer
- Engineer



More information

To find out more about the British Dyslexia Association, please visit: <https://www.bdadyslexia.org.uk/>

Dates for your diary

Free webinars throughout the year for teachers and parents

As part of the Apprenticeship Support and Knowledge for Schools and Colleges programme (ASK), Amazing Apprenticeships are offering teachers and parents a schedule of free webinars throughout the year.

Scan to
visit the
website



Book your free place now: <https://amazingapprenticeships.com/workshops-webinars>

These are a series of informative webinars that will provide an abundance of tips, advice, and information from expert speakers all around the topic of apprenticeships. 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.

2022

How to find apprenticeship vacancies	Wednesday 9 November 2022 Time: 3:30pm	Receive great ideas and useful tips on how to locate a wide range of apprenticeship opportunities.
How to register and apply for apprenticeships	Tuesday 6th December 2022 Time: 3:30pm	A step-by-step guide to the Find an Apprenticeship site and tips for the applications process.

2023

NAW 2023 – how to make the most of the resources	Tuesday 24th January 2023 Time: 3:30pm	National Apprenticeship Week is coming soon and there is a wide range of resources on offer to help you engage and inspire your children or students. Find out more by joining us.
How to impress employers	Wednesday 8th February 2023 Time: 3:30pm	Want some top tips from apprentice employers? Hear directly from employers about the best ways to impress them and leave a positive lasting impression at the apprenticeship interview.
Apprentice stories	Tuesday 7th March 2023 Time: 3:30pm	Hear from real life apprentices who will share their experiences of being an apprentice and the benefits of doing an apprenticeship.
Maintaining motivation	Wednesday 26th April 2023 Time: 3:30pm	Want to keep your children or students motivated while applying? There are a range of resources available to help them. Find out what's on offer and how to access them.

Dates for your diary

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2023 continued...

Understanding the flexibilities of apprenticeships	Tuesday 16th May 2023 Time: 3:30pm	There is a range of support on offer for apprentices, including the possibility of a flexible apprenticeship. Find out what's available and how to access it.
Pathways to apprenticeships	Tuesday 6th June 2023 Time: 3:30pm	Want to know the difference between a T Level and a Traineeship? Join us to find out about the different pathways to apprenticeships.
'Apprentice Early Connect' coming in October 2023	Tuesday July 4th, 2023 Time: 3:30pm	An exciting new way of finding and applying for apprenticeships is being launched in Autumn 2023. Join us to find out more and to see how this will be of benefit to your children or students.