Parents and Carers' Pack Helping your child to search and apply for apprenticeships



Edition 58: July 2024





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Welcome

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

Dear Parents and Carers,

Welcome to the final edition of the Parents and Carers' Pack for the academic year 2023-24. We hope you have found the packs useful this year and if this is the first one you're reading, we hope you enjoy it and that you'll be back in September 2024 for more!

If the young people in your life are expecting exam results this summer, we know it can be a nerve-wracking time and we discuss some ways to prepare for the big day on page 13. With the Olympics taking place this summer, we look at some apprenticeships in the sporting sector, as well as hear from some former apprentices in the field.





Another quick reminder that National Apprenticeship Week 2025, the most exciting week of the apprenticeships calendar, will be: Monday 10th to Sunday 16th February 2025.

Look out for what will be happening in your school, college and local area by visiting:

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

Scan to visit

the website

https://amazingapprenticeships.com/naw2025/



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

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Apprentice insight: Life as an apprentice Furniture Manufacturer

Meet Ellie, a level 2 Furniture Manufacturer apprentice at Hill's Panel Products (HPP)



Tell us about your apprenticeship and why you chose to do it.

I started at Hill's Panel Products (HPP) in July 2023, with a strong determination to show what women can achieve in the manufacturing industry – I was the first woman to undertake an apprenticeship in a shopfloor role at HPP.

I've just completed my apprenticeship and achieved a distinction, which I'm really proud of.

I chose this route because I wasn't sure what I wanted to do after school, but I knew I didn't want to work in an office. I became an apprentice because I wanted to earn my own money while learning at the same time.

What is a typical day like?

My day-to-day entails building Antaro and LEGRABOX drawers, stock checks on products, and ensuring jobs are completed to a high specification and that they go out on time. On Mondays, I do a stock check. Every day, I check what's on the list to build, book orders on Defacto, pick and pack orders and assist the team at the end of the day in organising orders for dispatch.

How did you find your apprenticeship?

I learned about this apprenticeship from my brother, who also completed it. I did it the old-fashioned way and walked into the company and asked for a job. I finished half of my apprenticeship at one company and the other half at HPP.

How is the learning part of your apprenticeship delivered?

My training provider was North Lancs Training Group. Every Thursday morning, I had three hours to work on my college assignments. Every month, my tutor visited to make sure I was up to date with everything. At home, I occasionally added projects to be completed during working hours for my portfolio. I have the opportunity to learn in-house at HPP, where I am instructed on how to handle equipment such as the saw, learn to utilise systems and build drawers.

How have you balanced working and learning?

My work-study balance has been good. When it comes to my studies and my commute to work, everything fits together seamlessly. This allows me to take advantage of my time and make it more effective.



make it happen

"There are numerous advantages to pursuing an apprenticeship. You get a feel for the work environment, gain hands-on experience and obtain industry-recognised qualifications."



Apprentice insight: Life as an apprentice Apprenticeships **Furniture Manufacturer**

Meet Ellie, a level 2 Furniture Manufacturer apprentice at Hill's Panel Products (HPP)



What is your ultimate goal?

My ultimate goal is to create my own business someday. I'm not sure what that business would be, but most likely one of my hobbies.

What would your advice be to students and parents about apprenticeships?

My advice to students and parents regarding apprenticeships is to do it! You can earn money and learn at the same time. You'll become more self-reliant and proficient in managing responsibilities.

There are numerous advantages to pursuing an apprenticeship. You get a feel for the work environment, gain hands-on experience and obtain industry-recognised qualifications.



Find out more about the Furniture Manufacturer apprenticeship Visit the Institute of Apprenticeships website and explore the Furniture Manufacturer standard:

https://www.instituteforapprenticeships.org/apprenticeship-standards/furnituremanufacturer-v1-0

Ellie featured in Amazing Apprenticeships' A-Z of women apprentices. Find out more here: https://amazingapprenticeships.com/a-z-apprenticeships/





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the website



T Level in Craft and Design

Another route to consider



If your child has been inspired by Ellie's case study on the previous pages, another route into a career in the craft and design sector could be the **T Level in Craft and Design**, brand new for September 2024.

Course summary:

- Level 3 qualification
- Two-year course
- Minimum 45-day industrial placement working with an employer

Choice of specialisms:

- Jewellery maker
- Furniture maker
- Ceramics maker
- Textiles and fashion maker

What can you do with this T Level?

This course is suitable for anyone wanting a career in the craft and design sector. Students can progress into roles such as:

T Levels are an alternative to A-levels, apprenticeships and other age 16 to 19 courses.

Equivalent in size to 3 A-levels, a T Level focuses on vocational skills and can help students into skilled employment, higher study or apprenticeships. Each T Level includes an in-depth industry placement that lasts at least 45 days. Students get valuable experience in the workplace and employers get early sight of the new talent in their industry.

JEWELLERY DESIGNER-MAKER FURNITURE MAKER FURNIT	URE DESIGNER FURNITURE RESTORER
DRESSMAKER TAILOR WARDROBE ASSISTANT	FASHION DESIGN ASSISTANT
Students will develop an understanding of a broad range of issues relevant to the sector, including:	
The creative economy	
 The individual in the creative industries 	
 Cultural context and vocabulary 	
Audience and consumer needs	
 Legal and regulatory requirements 	
 Professional standards and conduct in the workplace 	
 Equality, diversity and inclusion requirements 	
Research skills	

Find out more about this T Level here: <u>https://www.tlevels.gov.uk/students/</u><u>subjects/craft-design</u>



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Visit apprenticeships.gov.uk to find out more.

• T Levels are one of your options after you've finished GCSEs.

• Entry requirements for each course are set by the individual school

• Check with your local T Level school or college to find out the entry requirements for the Animal Care and Management T Level.

Project methodology and administrationContinued professional development

What do you need before you start?

or college.



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 Sales, marketing and procurement route and includes some apprenticeships you may not have considered before. You can find these apprenticeship standards and hundreds more on The Institute website: www.instituteforapprenticeships.org/apprenticeship-standards



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Business to business sales professional		Sell products and services to other businesses. Use insights and commercial judgment to sell products. Build rapport with customers and present a compelling sales pitch.	Level 6
Buying and merchandising assistant		Help bring products to market for retail buying or merchandising teams. Collate, distribute and analyse sales and performance reports. Identify trends, patterns, and anomalies.	Level 4
Fundraiser		Raise funds for charitable causes. Maintain databases, conduct research, develop fundraising plans, create content, and perform sales activities. In addition, raise awareness and non-financial support for the organisation.	Level 3
Funeral team member		Help manage funeral arrangements as the first point of contact for the business - put clients at ease, take information, answer questions or find answers. Handle customer enquiries and sales.	Level 2
Housing and property management		Create and sustain successful tenancies in the private and social rented housing sectors. Can include addressing complex people related matters (for example supporting people to live independently), as well as property related responsibilities.	Level 3
IT technical salesperson	[Sell technical products and services, such as data storage and cloud services. Have good knowledge and understanding of technology. Maintain good relationships with existing clients and seek new customers.	Level 3
Senior procurement and supply chain professional		Set the procurement and supply chain strategy. Identify the impact of environmental factors on procurement and supply. Identify emerging technologies to improve performance and control expenses.	Level 6

Olympics 2024



Discover apprenticeships in sport

The Olympic Games will be held in Paris from the 26th July – 11th August 2024. There are 45 sports in the 2024 Summer Olympics, ranging from archery to wrestling. There is a huge range of roles needed to carry out the Olympics successfully, including catering, marketing, engineering, sales, animal care and welfare, health care, agriculture, health and safety and many more.

If your child is interested in a career in the sports industry, an apprenticeship is a fantastic route into this exciting sector!

Here are just some of the different sports apprenticeship roles available...

Sports turf operative – level 2

The role of a sports turf operative apprentice is to maintain and renovate sports surfaces to ensure that public and private sports facilities are suitable for use. The apprentice also learns how to use machinery equipment to prepare and maintain sporting areas. The programme is 18 months long and after completing the apprenticeship a Level 2 sports turf operative qualification is achieved. There is also a Level 3 advanced sports turf technician apprenticeship qualification that would take 24 months to complete.

Find out more about both these apprenticeships: <u>https://www.instituteforapprenticeships.org/</u> <u>apprenticeship-standards/sports-turf-operative-v1-2</u>



Scan to visit the website

https://www.instituteforapprenticeships.org/ apprenticeship-standards/advanced-sports-turftechnician-v1-1



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Sporting excellence professional – level 3

A sporting excellence professional apprenticeship is perfect for those aspiring to be a professional athlete and participate at a professional level in individual or team sports. This apprenticeship can be undertaken in sports such as cricket, football, rugby league, rugby union and equestrianism. The apprenticeship lasts 18 months and during this time, apprentices would need to perform consistently and effectively in training environments and competitions in their chosen professional sport. A sporting excellence professional apprentice is responsible for committing to their development and involvement in training and competitive professional sporting activities, which involves:

- maintaining a high level of fitness to allow them to participate in training and competitions
- sustaining a lifestyle designed to optimise performance
- being aware of external factors that may affect individual performance both physically and psychologically
- maintaining a positive and inclusive image of their sport as part of their social responsibility

After this apprenticeship, the obvious next step is to continue as a professional athlete, but there are many other roles it could lead to such as a sports coach or manager.

Find out more about this apprenticeship: https://www.instituteforapprenticeships.org/ apprenticeship-standards/sporting-excellenceprofessional-v1-1



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Olympics 2024

Discover apprenticeships in sport

Community activator coach - level 2

A community activator coach apprentice learns to promote, deliver and coach fun, inclusive and engaging activities that help whole communities to change their behaviour, and adopt and keep to a physically active lifestyle. Community activator coaches are more than activity and sports leaders they understand communities and customers. They will be equipped with the specialist knowledge needed to effectively work with one specific customer group (such as inactive teenagers), but also become knowledgeable about other inactive customer groups whom they may be expected to work with on occasions, making communities and lives better through physical activity, organised play and sport. Community activator coach apprentices are likely to work for charities, local authorities, sports clubs, youth work agencies, leisure centres or outdoor education centres and go on to a variety of roles including sports coach, community worker and outreach officer.

Find out more about this apprenticeship: <u>https://www.instituteforapprenticeships.org/</u> <u>apprenticeship-standards/community-activator-</u> <u>coach-v1-2</u>



Scan to visit the website

Amazing Apprenticeships made a film about an inspiring Coach Core apprentice, Nana, who has recently completed a level 2 Community activator coach apprenticeship. You can find out more about Nana and watch his film here: <u>https://</u> <u>amazingapprenticeships.</u> <u>com/meet-nana/</u> and read more about Coach Core on pages 10 and 11.





Community sport and health officer – level 3

A community sport and health officer apprentice works within the community to increase physical activity, which is a great role for individuals with a passion for spreading awareness about the health benefits of sports. This is an 18-month apprenticeship programme, and apprentices may work in the private, public, or charitable sector, learning a wide range of ways to initiate behaviour change. A level 3 community sport and health officer apprentice's dayto-day activities are attending meetings, supervising sessions and liaising with organisations. After this apprenticeship, there are a variety of options to explore in the sports sector, such as sports coaching or nutritionist.

Find out more about this apprenticeship: <u>https://www.instituteforapprenticeships.org/</u> <u>apprenticeship-standards/community-sport-and-</u> <u>health-officer-v1-2</u>



Scan to visit the website

Sports coach – level 4

Learn how to create and deliver coaching programmes by becoming a sports coach and help others in the community reach their health goals. During this 18-month apprenticeship, apprentices learn coaching philosophies and use them to create transformational coaching methods while gaining a level 4 sports coach qualification. After this apprenticeship, you may think about specialising in a specific sport, such as becoming a swimming, athletics or football coach. Sports coaching apprenticeships range from high performance, community, and school sports coaches. It is important that sports coaches collaborate to ensure that their coaching is effective and complies with policies and processes.

Find out more about this apprenticeship here: <u>https://www.instituteforapprenticeships.org/</u> apprenticeship-standards/sports-coach-v1-2



Scan to visit the website



Olympics 2024

Discover apprenticeships in sport



Personal trainer – level 3

The role of a personal trainer apprentice is ideal for anyone who enjoys motivating others and understands the importance of an exercise programme. This apprenticeship is a level 3 personal trainer qualification, during which apprentices learn how to coach clients towards their health and fitness goals and design personalised exercise programmes, give instructions, give nutritional advice, and understand lifestyle management throughout the 18-month programme. Personal trainers could work in gyms, parks, clients' homes, or even on a cruise ship or holiday resort.

Find out more about this apprenticeship: <u>https://www.instituteforapprenticeships.org/</u> <u>apprenticeship-standards/personal-trainer-v1-1</u>



Scan to visit the website

Amazing Apprenticeships made a film about Connell, a personal trainer apprentice, which you can watch here: <u>https://</u> <u>amazingapprenticeships.</u> <u>com/meet-connell/</u>



Scan to visit the website

Another apprentice featuring in an Amazing Apprenticeships' film is Maisie, who works for Hertfordshire Football Association, doing a level 6 Chartered Manager degree apprenticeship with the degree element a Bachelor of Science in Sports Business Management.

Find out more about Maisie and watch her film here: <u>https://amazingapprenticeships.</u> <u>com/meet-maisie/</u>





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Journalist – level 5

Another sports-related role is a journalist apprenticeship, during which an apprentice may choose to specialise in sports, such as working for a sports channel or club. The role of a sports journalist apprentice is to inform the public by finding and telling stories, such as on any key sporting matches, events and the lives of sporting professionals. Apprentices should assess and select the most appropriate platforms for content, such as networks, broadcasts and articles. This level 5 journalist apprenticeship takes around 18 months to complete. Although this isn't specifically a sports role, it could be perfect for those who are passionate about sports.

Find out more about this apprenticeship: <u>https://www.instituteforapprenticeships.org/</u> <u>apprenticeship-standards/journalist-v1-0</u>



Scan to visit the website

Physiotherapist – level 6

Physiotherapists are an important role in the sports sector because they help ensure that sporting professionals receive appropriate support for any injury, ageing, illness or disability. They help those who need it by delivering programmes and interventions. Physiotherapists recommend treatments and exercises to repair and prevent further injury. The level 6 physiotherapist apprenticeship has a typical duration of 48 months. Apprentices will study biological science, physical science, clinical science and behavioural science. After completing this apprenticeship, you could become a physiotherapist, or even a chiropractor or osteopath.

Find out more about this apprenticeship here: <u>https://www.instituteforapprenticeships.org/</u> <u>apprenticeship-standards/physiotherapist-v1-2</u>



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Coach Core Sports Apprenticeships

Hear from some current and former sports apprentices

Coach Core is a national social mobility charity, using sport and apprenticeships to support young adults who may otherwise face discrimination, exclusion or lack of opportunities.. Working alongside their training provider and a network of employer partners, they deliver the Level 2 Community Activator Coach qualification, and in some areas, the Level 3 Community Sport and Health Officer too.

COACH

Apprentices on both programmes will learn how to plan, deliver and evaluate engaging physical activity sessions for their community, inspiring people to lead healthier, more active lifestyles. In addition, Coach Core provides a range of additional workshops, events and opportunities to support broader skills and development too.

If your child has been inspired by the Olympics to look into apprenticeships in sport, they may also be inspired by the stories below!

Meet Terrell, who completed an Activity Leadership apprenticeship

(which was revised and became the Community Activator Coach apprenticeship)

What did your dayto-day role involve whilst you were on the apprenticeship?

Most days were typically dedicated to coaching sessions and applying our apprenticeship learnings.



In my cohort we had a mixture of young people that were not in education, employment or training (NEET) and young people in the Sixth Form at our employers' schools.

What did you enjoy most about the apprenticeship?

The continuous growth. At 16 it gave me purpose, and because I enjoyed it, I put more and more into it and it kept giving back...from trips to New York to Royal Foundation events. It put me in spaces I would never have been, but in these spaces I only grew in confidence.

What skills and behaviours did you learn whilst on the apprenticeship?

Definitely how to handle myself professionally. What networking really is and what it looks like. I found my voice, not only in coaching, but in corporate spaces having to give speeches and feel comfortable talking about myself for things like interviews. I learnt how to be adaptable and keep myself in a position of stretch and not getting too comfortable.

What are you doing now?

I'm now the development coach at NikeTown London. I plan and deliver training for the store's leadership team. I'm currently delivering a bespoke programme that I built/ designed for the NikeTown store specifically. And being a father all at the same time!

What advice would you give to another young person considering this route?

Be proactive and take every opportunity presented to you. Always introduce yourself and take care when meeting new people. This route is an enormous gateway into a very diverse sector and connections you make can last a lifetime.



Visit apprenticeships.gov.uk to find out more.



Coach Core Sports Apprenticeships

Hear from some current and former sports apprentices

Meet Billy, who completed an Activity

Leadership apprenticeship (which was revised and became the Community Activator Coach apprenticeship)

What were you doing before the Coach Core apprenticeship?

I was working part time in retail as duty manager of Iceland foods.

What would you have been doing if you didn't join the programme?

I would probably still be at Iceland and looking to progress within a role I didn't really want to be in.

What did your day-to-day role involve whilst you were on the apprenticeship?

My day-to-day role involved helping out for a few days at a basketball centre, taking and assisting in taking sessions, organising the warehouse and engaging and developing different youth projects at St Peter's High School.

What did you enjoy most about the apprenticeship?

I enjoyed the organising of national basketball events and helping to organise and run the events on the event days.

What skills and behaviours did you learn whilst on the apprenticeship?

I learnt lots of life lessons whilst at Coach Core and gained a sense of self-belief when taking sessions, it really does improve self-confidence.

What are you doing now?

I'm an airfield security officer working within the aviation industry.

What advice would you give to another young person considering this route?

I would say go for the opportunity and grab it with both hands, even if you don't end up within coaching after the apprenticeship, the opportunities it presents and

the people you'll meet you will carry with you for life. I thoroughly enjoyed my time at Coach Core, however have chosen a different path now. If I ever did want to go back into fitness and coaching, Coach Core has provided me with the skills and qualifications to be able to do so.



Meet Cassie, who completed a Community Activator Coach apprenticeship

What were you doing before the Coach Core apprenticeship?

I worked for Hollywood Bowl as a lane waitress and bartender.



What would you have been doing if you didn't join the programme?

If I hadn't joined Coach Core I would have been working towards progressing my career at Hollywood Bowl.

What did your day-to-day role involve whilst you were on the apprenticeship?

I planned and assisted in sport sessions and adapted them for a youth club setting.

What did you enjoy most about the apprenticeship?

I really enjoyed being in a sport youth setting and watching young people enjoying sport. I also enjoyed helping them adapt and grow in the sports they enjoy.

Visit apprenticeships.gov.uk to find out more.

What skills and behaviours did you learn whilst on the apprenticeship?

I learned to be more passionate, to love what I am doing and be confident in my decisions. And to keep the confidence going so I can keep achieving and help young people express and achieve their goals.

What are you doing now?

I am currently doing part-time youth work and looking into doing a university degree in child and youth studies.

What advice would you give to another young person considering this route?

The advice I would give is to go for it and don't be afraid. Be confident to step out because the opportunities are endless.

For more information about the programme or to find out more about live (and upcoming) vacancies, visit the Coach Core website: https://coachcore.org.uk/

Scan to visit the website



Post-16 options for students with SEND

Routes into apprenticeships

If your child has an Education, Health and Care (EHC) plan, you may feel your child needs additional support into work. There are alternative options available to help them into future employment.

Through discussions with your child and the educational establishment's SENDCO and careers adviser, you can explore the most suitable career path for your child. Below are two of the options.

What are the alternative career options for 16–24-year-olds with an EHC plan?

Supported internships

A Supported internship is an unpaid personalised study programme that lasts between 6 and 12 months and offers rotations through different departments within a business. This programme will include maths and English where required. There is also an opportunity for them to gain other relevant qualifications to help your child be able to move into paid employment at the end of the supported internship.

The benefits the young person will gain from the supported internship:

- Develop skills valued by employers
- Build a portfolio of workplace employability skills
- Build personal and professional confidence

For more information on supported internships visit: <u>https://www.skillsforcareers.education.gov.uk/pages/</u> training-choice/supported-internship-with-an-ehc



Scan to visit the website





Accessible apprenticeships

Your child will be employed and will have a job role with responsibilities as part of their apprenticeship. The employer and training provider is committed to providing employment suitable and supportive to the individual to build their confidence in the workplace while gaining apprenticeship qualifications and functional skills qualifications (unless the apprentice is exempt from functional skills).

Part of the commitment from the employer includes:

- Advertising the vacancies in an accessible way
- Adapting the recruitment process for the young person
- Providing an opportunity for a work trial

For more information visit:

https://www.skillsforcareers.education.gov.uk/pages/ training-choice/apprenticeships



Scan to visit the website

https://www.apprenticeships.gov.uk/apprentices/ learning-difficulties-disabilities-support_



Scan to visit the website

https://www.disabilityrightsuk.org/resources/ apprenticeships



Scan to visit the website

Visit apprenticeships.gov.uk to find out more.



Preparing for results days 2024

How you can support your child

Waiting for exam results can be a stressful time for everyone and we appreciate that you and your child may be feeling anxious about their next steps.

We've included some helpful tips below for how you can be supporting your child in the lead up to their results day.

1. Stay positive

Try to help them not to panic. Whatever their results, it's important to remember that there are many different options out there and more than one route into most careers.

2. Look again at all of their options

Your child may not be certain of their plans for when they leave school. Explore and research the different options available to them again, ahead of results day, and help them to think about the pros and cons for the options they are considering. Try to plan for different scenarios on results day and find out what support or advice is available to your child on the day at their school or college.

3. Opportunities will not be based on grades alone

Employers are looking for more than just grades when recruiting apprentices. Help your child to think about the different skills and attributes that they can build on and ultimately demonstrate in their applications for apprenticeships or jobs in the future. Research now what different employers say they are looking for and see what your child can do to start fulfilling some of those requirements.

4. Speak with the National Careers Service

The National Careers Service provide free, expert information and advice to students and families and will be able to help you and your child in understanding and considering all of the options open to your child.

5. Visit the Department for Education's Skills for Careers page

This page has everything you need to know about your child's next steps and will support you to support them:

https://www.skillsforcareers.education.gov.uk/pages/young-people_



Scan to visit the website

6. Visit Amazing Apprenticeships' results day page

If your child is considering the technical education route, visit: <u>https://amazingapprenticeships.com/results-day</u> for information and guidance.



Scan to visit the website









Who to follow on social media

Accounts to follow to help your child on their apprenticeship journey

Here are just a few of the social media accounts you and your child could follow to help them find out more about apprenticeships and be the first to hear about things that could help them on their journey.



The Government Apprenticeships accounts:

Twitter - @apprenticeships Instagram - @gov.apprenticeships LinkedIn – Apprenticeships





Amazing Apprenticeships @AmazingAppsUK

Amazing Apprenticeships

Twitter - @AmazingAppsUK Instagram - @AmazingAppsUK Facebook – Amazing Apprenticeships LinkedIn – Amazing Apprenticeships



National Careers 🧇

@NationalCareers

National Careers Service

Twitter - @NationalCareers Instagram – national_careers_service Facebook – National Careers Service LinkedIn - National Careers Service



Multicultural Apprenticeship Alliance @MulticulturalAA Multicultural Apprenticeship Twitter - @MulticulturalAA Instagram – multiculturalaa

Facebook – Multicultural Apprenticeship Alliance LinkedIn - Multicultural Apprenticeship Alliance



#careers #apprenticejobs







Higher Technical Qualifications (HTQs)

A post-18 option to consider

Higher Technical Qualifications (HTQs) are new and existing, job-focused level 4 and 5 qualifications such as Higher National Diplomas (HNDs), Higher National Certificates (HNCs) and Foundation Degrees.

As level 4 and 5 qualifications, HTQs sit between level 3 qualifications such as A-levels and T Levels and level 6 qualifications such as a degree and are for anyone aged 18+.



An HTQ could be a great choice if your child has completed a level 3 qualification and:

- wants to continue studying in a classroom environment, but doesn't want to do a full degree or hasn't secured a place.
- wants an apprenticeship, but hasn't secured one yet.
- is looking for a course they could do that could support them to move to a full degree, apprenticeship or employment.
- wants to get a job-focused qualification that teaches the skills employers want.

Find out more about HTQs by visiting the new Amazing Apprenticeships' HTQs page, where you will find guides, webinars and more:

https://amazingapprenticeships.com/htqs/





