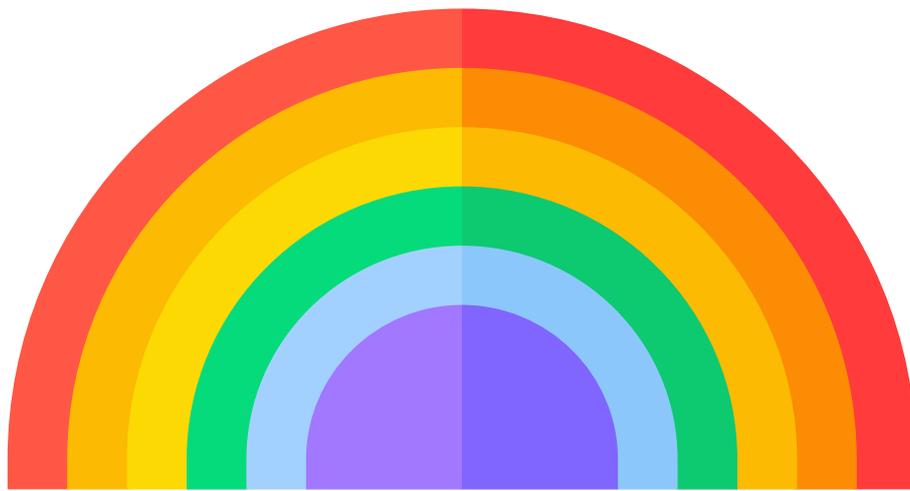


# Parents' and Carers' Pack

## Apprenticeship Information

Edition 26: June 2021



**P** **R** **I** **D** **E**

# Apprenticeships are for everyone

Carolyn Savage, Head of NEET and Youth Engagement

Dear Parents and Carers,

This month is Pride month and I am proud that the apprenticeship programme supports everyone. Please read the poster inside to discover what steps can be taken when looking for an apprenticeship to make sure that individuals are treated equally in the workplace.

Also featured in this edition, you will hear from apprentices who have followed the apprenticeship pathway into careers they're passionate about. They have gained fantastic results, recognition for their hard work and it is a stepping stone towards their future goal.

As we move towards crucial months ahead for our young people, I would also like to remind you that we are seeing thousands of new vacancies being added to the apprenticeship and traineeship portals ([Find an apprenticeship](#) and [Find a traineeship](#)) and also have many new T Levels programmes commencing, which can be explored through the [T Levels portal](#).



Carolyn Savage  
Head of NEET and Youth Engagement  
Education and Skills Funding Agency part of DfE

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## FINDING AN LGBT+ INCLUSIVE EMPLOYER

Everyone should feel valued and accepted in the workplace. There are lots of employers doing wonderful things to celebrate and welcome LGBT+ individuals in their teams! Take a look at our 5 top tips below to help you to research LGBT+ friendly employers:

### 1 HAVE A LOOK AROUND THEIR WEBSITE

You can usually tell if an employer is proud to celebrate diversity as they will want you to know about it! Browse their website, do they have a separate section on diversity? Is LGBT+ included in their ethos or policies? Do they share information on support groups or societies they have for LGBT+ individuals?

### 2 CHECK OUT THEIR SOCIAL MEDIA

Look through their social media channels, particularly for smaller employers who may not have as much information on their websites. Do they support campaigns such as Pride or just give a general tone of inclusion and support?

### 3 WHAT DO THEIR EMPLOYEES SAY?

Does the organisation share case studies of LGBT+ employees? If you know a current employee, they might be able to give you an idea of how inclusive the employer is and the support they offer. You could also look up reviews that employees may have written about diversity and inclusion in the workplace.

### 4 WHAT DOES THE LGBT+ COMMUNITY SAY?

Websites such as Stonewall are a great place to start your research, as they publish a list of their 100+ inclusive employers. Don't forget other awards for diversity and inclusion, not all employers can feature in the top 100, but might still be brilliant!

### 5 VISIT THE EMPLOYER — HAVE A LOOK FOR YOURSELF

Challenge any stereotypes you may have about a sector or organisation by seeing it for yourself! Arrange a visit to get a feel for what the workplace is like. Smaller businesses who may not promote a lot on their website, could still be the perfect employer for you.

To find an apprenticeship visit [GOV.UK](https://www.gov.uk) and search for apprenticeships

# What is 20% off-the-job?

Understand how your apprenticeship will be structured.



## 20% off-the-job

In England it is a statutory requirement for an apprentice to spend 20% of their paid time off-the-job. This will enable them to receive training

and to gain the relevant skills needed to complete their apprenticeship.

## How does the government define off-the-job training?

Off-the-job training is training received by the apprentice, during the apprentice's paid hours, for the purpose of achieving their apprenticeship.



## What can be included in off-the-job training?

- The teaching of theory, for example attending classroom lessons, lectures or online learning.
- Practical training, possibly through shadowing, mentoring, industry visits and attendance at competitions.
- Learning support and time writing assessments.

## Does 20% off-the-job happen every week?

The time spent off-the-job has to be 20% of the overall paid contracted hours an individual spends as an apprentice. It can be delivered flexibly, for example, as part of each day, one day per week, one week out of five or as block release. The employer and training provider will decide the most appropriate model.

## Where does the training take place?

The 20% off-the-job training can take place in or out of the work environment. Some employers have in-house training, whereas others work with colleges, universities and training providers to deliver the training. The training is then taught by subject experts, who have the required skills and experience to teach to a high level.

## Will my child get extra study time for exam or end point assessment preparation?

Although it isn't a requirement for employers to provide study time, it is highly likely that the employer will help your child to prepare by giving them time to revise and possibly run mock assessments for them. If your child is struggling to complete their workload or studies, they should talk to their line manager, who might be able to help them find a better balance.

## How can I find out more?

When you are helping your child to research apprenticeships, speak to the employer and training provider about how 20% off-the-job is planned to be delivered. There are many different approaches and they will be happy to explain how their programme runs.

# T Levels in Science

New for September 2021

A T Level in Science can support progression into a career with a chemical, pharmaceutical or biotechnology company. T Levels are new courses that students can take after they have completed GCSEs and are equivalent to 3 A levels. They've been co-created by employers in industry, helping students gain the knowledge and skills needed to leap ahead of the crowd and into the desired career.

Students taking the Science T Level must complete the core element, which includes general health and science, and more specific topics to boost knowledge in the subject. Plus, they must pick one of the three specialised options.

Alongside the theory work, they will also be able to put everything they learn into practice with a substantial industry placement of around 45 days, giving them an amazing opportunity to work with an employer while studying.

## THE CORE ELEMENT INCLUDES:

### Topics on health and science

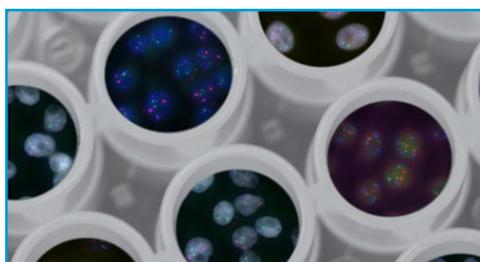
- Working within the health and science sector.
- Health, safety and environmental regulations.
- Managing information and data.
- Principles of good scientific and clinical practice.
- Core science concepts including the structure of cells, tissues and large molecules, genetics, microbiology and immunology.

### Topics specific to science

- Understanding the science sector.
- Further scientific 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.

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

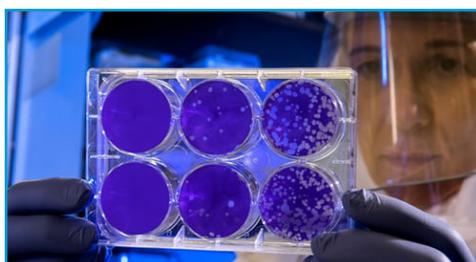
### Laboratory sciences



Career possibilities may include:

- Technical Support Scientist
- Metrology technician
- Food technologist

### Food sciences



Progression routes include:

- A skilled profession
- Continue to a degree, apprenticeship or Higher Technical Qualification

### Metrology sciences



### More information

To find out more about T Levels please visit: [www.tlevels.gov.uk](http://www.tlevels.gov.uk)

# Understanding an apprenticeship in the food & drink industry

A range of exciting possibilities

The food and drink industry is one of the largest manufacturing sectors in the UK. It continues to help build the economy and employs millions of people. The population relies on the food chain being productive and cost-effective. Every role in the sector is making an impact on the food and drink we eat, which can feel rewarding and increases job satisfaction.

The food and drink industry covers a wide variety of job opportunities from farming, developing machinery, checking the quality of food and so much more.

Careers can be found at smaller businesses or well-known brands including Nestle, Coca-cola, Danone and Heinz. Some of the larger companies have factories and offices across the world, providing the possibility to relocate in the future.

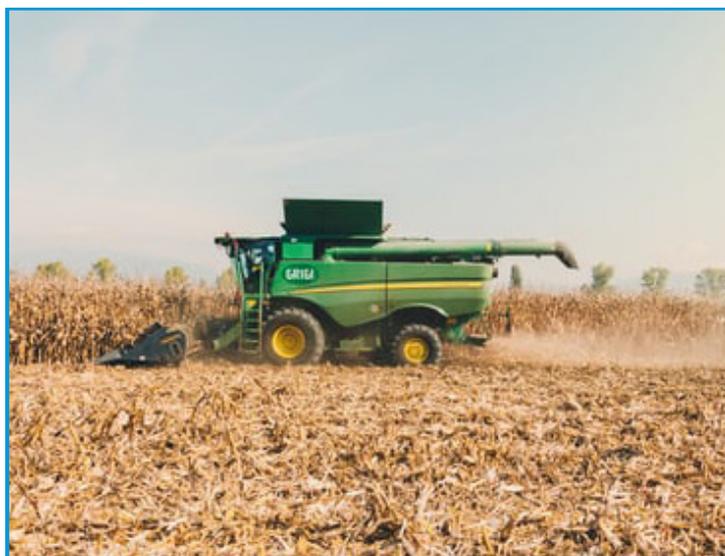
Having good problem-solving skills is an ideal attribute for a career in the food and drink industry. Many of the roles focus on improving sustainability.

There really is a role for everyone in the food and drink industry.



## WORKING AS A SCIENTIST

Scientists develop ways to make the industry sustainable while keeping nutritional value in line with guidelines.



## WORKING IN AGRICULTURE OR AQUACULTURE

The harvesting of crops, fish, poultry or cattle is the start of the food chain.



## WORKING AS AN ENGINEER

Engineers work with specialised equipment for all food and drink products to ensure high quality is maintained.

# Understanding an apprenticeship in the food & drink industry

A range of exciting possibilities

Apprenticeships in the food and drink industry range from Level 2 to Level 6. Many of the apprenticeships in the sector will cover food safety, health and safety and environmental legislation and regulations as part of the training.

Level 2



## Fishmonger

By the end of the programme, there is an expectation to have a solid understanding of fish and shellfish and the methods to prepare the produce for customers.

A Fishmonger apprentice will gain the skills to safely handle raw fish, stock control their products and maximise sales whilst keeping customers happy.

### Duration

18-24 months

### Progression

Manage a Fishmongers.  
Further learning in the food and drink industry.

Level 2



## Food Technologist

A food technologist works across the food supply chain from start to finish. Understanding the requirements to provide quality assurance of produce and maximising profitability by interpreting data and the process of new and existing product development.

### Duration

24 – 30 months

### Career possibilities

Technical manager  
Quality, Process Development specialist

Level 6



## Food Industry Technical Professional

A Food Industry Technical professional follows procedures on microbiological and chemical testing and interprets results to ensure quality and food safety standards are maintained.

### Duration

Typically 4 years

Typical entry requirements: 3 A levels or relevant industry experience within Science or Food Technology, minimum of level 2 English and maths

### Professional Recognition

Successful apprentices will be eligible to apply for membership with the Institute of Food Science & Technology and attain Registered Scientist status.



### More information

For more information on apprenticeships in the food and drink industry, please visit: <https://tastycareers.org.uk>

# Apprentice perspective: Following your passion

Sadaqat makes it onto EMpower's  
100 Ethnic Minority Future Leaders list



Sadaqat Hussain works at Cushman & Wakefield and is completing a Chartered Surveyor Degree Apprenticeship with University College Estate Management (UCEM).

## A passion for property

I have been passionate about property since a young age, but I don't think I realised it at the time! My parents have built a residential property portfolio. Growing up, it fascinated me to see the epic transformation of an empty and dilapidated house turned into a home fit for a family. Of course, it helped that they could then make money through selling or letting it.

The prospect of spending weekends reducing a property to its bare structure was really exciting. The older I got, the more responsibility I was given. I really enjoyed ripping out floorboards, peeling off damp-ridden walls and tearing tiresome ceilings down – what can I say? I love destruction!

## Starting out

At 16, in the middle of studying business at college and applying for accountancy courses at various universities, my parents decided that, after a long break, they wanted to re-enter the property market. I decided to take charge of finding their next new venture.

They were keen to find a property with three criteria:

- 1) It needed refurbishment
- 2) It had to be below market value
- 3) It needed to be easily lettable.

After time spent arranging viewings, cross-referencing different properties and researching current market trends, I found a suitable property. This property underwent a refurbishment and was Let by a tenant in a nine-month turnaround.

This was the point when I knew property was the right path for me. I began speaking to my business teacher, who told me about the Cushman & Wakefield apprenticeship and the rest, as they say, is history!

## Studying with UCEM

I began studying with UCEM in October 2018 when Cushman & Wakefield decided to transfer our studies to the institution. It is an institution that is known universally for applying learning to the actual practices of the surveying industry. It is no surprise it is used by other leading real estate firms such as CBRE and JLL for their apprenticeship schemes.

## Getting used to virtual learning

My initial reaction to studying with UCEM was one of scepticism. The only type of learning I had known was face-to-face. However, I have been pleasantly surprised. There has been support available in every aspect of my learning, from student support services and webinars to podcasts, group forums and frequent interactions with tutors through the Virtual Learning Environment (VLE). It begs the question: what was I so worried about?!

One thing I love about learning with UCEM is the flexibility. You are given the responsibility to plan your learning at a pace that suits you. You can easily juggle periods where you have heavy workloads or a study deadline to meet. It does mean you may need to spend the weekend doing something other than socialising!

# Apprentice perspective: Following your passion

## Sadaqat makes it onto EMpower's 100 Ethnic Minority Future Leaders list

My ambition is to become a Chartered Surveyor – not for the money but because I am passionate about the profession. I want to love and enjoy the work I do, have a positive impact, take ownership and make a change in the industry. I know, UCEM will continue to provide the right foundation, knowledge and skills for me to complete my job to the highest RICS-approved standard.

### Award-winning apprentice!

In 2019 I was shortlisted for an award in the construction category at the Asian Apprenticeship Awards. In September 2020, I was absolutely shocked and incredibly honoured to have been included in the prestigious International EMpower's 100 Ethnic Minority Future Leaders list. I was alongside so many amazing individuals whose contributions I have since read about and admired.

**“My ambition is to become a Chartered Surveyor – not for the money but because I am passionate about the profession.”**

I am very fortunate to work at Cushman & Wakefield, where I have been provided with a fantastic support network, giving me the opportunity to learn from colleagues and contribute to work on the D&I [Diversity and Inclusion] programme, 'Inspire' centring around ethnicity and culture. It has given me the chance to work on something which resonates with the group. We are raising cultural awareness and bringing a collective difference to the culture of the firm where everyone can be themselves.

Representation from ethnic minorities is really low within the property industry, and it is something Cushman & Wakefield and other property companies are trying to change. I support them through school outreach visits on apprenticeships to inspire young BAME students into the profession who are less likely to have family or friend connections within the sector. I will continue to do this and even more!



I am grateful for the opportunities, guidance and mentorship from friends and professionals within the wider industry through the CREation Property Network, the RICS Birmingham Matrics, BAME in Property and UCEM.



### Find out more

To find out more about UCEM visit:  
Becoming an Apprentice: [www.ucem.ac.uk](http://www.ucem.ac.uk)

**We would like to thank UCEM for contributing Sadaqat's article.**

## An apprentice at Leeds Teaching Hospitals NHS Trust

“My disability doesn’t stop me from doing my job”

Lee has always been interested in helping people and would like to train to become a physiotherapist. Completing his clinical support worker apprenticeship is getting his career off to a good start.

### What I do

I’m a clinical support worker, so I help look after the patients, starting by helping them eat breakfast if needed and helping them get washed. I tend to patients’ general needs through the day, helping them move around and regularly turning the patients at risk of developing pressure sores. I carry out clinical observations, such as taking patients’ temperature and blood pressure, checking cannulations, and carrying out blood sugar checks before mealtimes for diabetic patients. An important part of every day is keeping records of everything I’ve done for an individual.

### How I got into the apprenticeship

I’d always wanted to work in the police but, because I’ve got a ‘pigeon chest’, I was declined because I wouldn’t be able to wear a protective body vest. But I’ve always been interested in helping people and wanted to work in the public service, so the NHS was the next thing for me to try.

One of my friends worked for the NHS and told me that apprenticeships were available. It appealed to me because I didn’t have any qualifications, and I didn’t need any for an apprenticeship at this level.

My ward manager was made aware of my muscular dystrophy. I was given training about handling patients, and my manager made sure I didn’t move any patients on my own at first, but now I can do that myself. My disability doesn’t stop me from doing my job, but I let my manager know if I need to take a short break. If patients ask for help moving around, I try to encourage them to be independent, to try it themselves first. I think being disabled myself helps us both.

### The best bits and challenges

The best bit of the job is getting to know the patients. I look after quite a few elderly patients who often have a lot of stories to tell. I know I make a difference just by listening and getting to know them.

The biggest challenge is not getting too attached to the patients. Obviously, not everybody gets to go home from the ward, so that can be tough. It’s important to realise it’s part of the job. A hospital counselling service is available if things get too much. I’ve worked on the ward a year now and still find it difficult losing someone, especially if I’ve got to know them. But I’m told it gets easier over time.

### Career plans and top tips for others

Long term, I’d like to become a physiotherapist. I like the idea of being on a recovery journey with someone and having input to helping them get better. My apprenticeship qualification will help me to get a physiotherapy assistant job and put me on the path for what I want to do. An apprenticeship in health is definitely worth the experience. If you have qualifications already but need experience, it’s a way to do that and, if you don’t have any, it’s a way to get some. An apprenticeship is ideal because it covers everything.



### Find out more

For more information on careers with the NHS, please visit:  
[www.healthcareers.nhs.uk/career-planning/study-and-training/apprenticeships](http://www.healthcareers.nhs.uk/career-planning/study-and-training/apprenticeships)

**We would like to thank Lee for sharing his apprenticeship story.**

# 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](http://www.instituteforapprenticeships.org/apprenticeship-standards)

Catering and hospitality	Baker 	Making bakery products in a craft, plant or retail bakery.	Level 2
Digital	Information communications technician 	Deliver efficient operation and control of the IT.	Level 3
Digital	Cyber security technologist (2021) 	Apply an understanding of cyber security to protect from attacks and unauthorised access.	Level 4
Engineering and manufacturing	Nuclear reactor desk engineer 	Operate, monitor and control the nuclear reactor and associated equipment in normal operational mode, as well as abnormal conditions.	Level 6
Hair and beauty	Wellbeing and holistic therapist 	Create, implement and adapt tailored holistic and wellbeing experiences.	Level 3
Health and science	Animal technologist 	Working with laboratory animals.	Level 3
Health and science	Associate ambulance practitioner 	Responding to 999 and urgent calls, and providing emergency care for people as part of an ambulance crew.	Level 4
Legal, finance and accounting	Senior professional economist (intergrated degree) 	Design, implement and lead programmes of economic analysis to support decision-making.	Level 7

# Employer perspective: Digital Marketing Apprenticeship

## Pennine Labels reach new digital heights with apprentice success



Adam Parker, an apprentice at Pennine Labels, recently achieved a distinction for his digital marketing apprenticeship and has gone on to make a real impact with his employer.



We spoke to Tony Melling, Tutor at North Lincs Training Group (NLTG), about the success of apprentice Adam Parker. Adam is the first person at NLTG to pass the Digital Marketing Level 3 End Point Assessment (EPA) and, even more than that, to gain a distinction.

“Adam was keen to build on his passion for photography and was excited to be enrolled on his digital marketing apprenticeship with Pennine Labels. Working for a small company, he has been supported fantastically by the management and given responsibility from the start.”

“Adam used the knowledge he was gaining on the apprenticeship to add immediate value to the business. Using his skills to increase the orders of sample packs that lead to new business. His employer, Pennine Labels, has seen the benefit of the apprenticeship with Adam using his knowledge and skills in a practical and tangible way, contributing to business growth. I think Adam is a great example of the idea that an apprenticeship is so much more than just a certification. The way he has applied his knowledge within his role shows the value that apprenticeships offer to employers.”

Adam was delighted with his result and is keen to use his skills to further grow the Pennine Labels business.

“The course was great! I received more than enough help and resources in order to achieve my target grade. The 1 - 1 sessions with my tutor (Tony) were so helpful as he had a lot of expert knowledge that he was able to pass onto me, he gave me advice on how to improve my work for the course and also advice on how to improve my day to day job within the company.”

“The End Point Assessment involved a lot of work, but the way NLTG prepared me and guided me through the process made it almost effortless as I knew what to expect. I was given support all the way through, which really settled the nerves, and I knew that if I needed guidance, they were always there for me.” said Adam.

Pennine Labels are keen to support Adam further and provide more opportunities for him to learn and develop. Adam has now taken on additional responsibilities. Chris Baldwin from Pennine Labels added:

“When we first spoke to NLTG about a digital marketing apprentice it was very much a leading-edge course which we were keen to embrace. The skills Adam acquired through clear and concise tutoring have given the business a real focus on how our digital marketing is working for us versus our spend. Using tried and tested marketing methodology and clever use of online analysis tools, Adam is able to give us a pinpoint accurate perspective of how well we are performing at any given point in time. Adam has become a key team member within our organisation, and the skill sets he has will help us take our business forward.”



Find out about other apprenticeships and traineeships the NLTG offer:  
[www.nltg.co.uk/age-16-18](http://www.nltg.co.uk/age-16-18)

**We would like to thank NLTG and City & Guilds for sharing Adam’s case study.**