

Parents' and Carers' Pack

Apprenticeship Information

Edition 23: March 2021



A key time of year for apprenticeships

Carolyn Savage, Head of NEET and Youth Engagement

Dear Parents and Carers,

As more pupils have started to return to school and colleges for the last few weeks of the spring term, we want to provide some great information to parents and carers to help inspire and encourage students to stay positive about their future.

This month we share the details on the recent announcement on new sector-specific traineeships and the new T Levels film.

Throughout this edition, there are lots of quotes from apprentices from different industries who want to share how they have benefitted from their apprenticeship programme. The Chartered Institute of Housing has also provided information on completing an apprenticeship with them.

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Contents

International Women's Day	3
Preparing for a virtual recruitment process	4
The latest announcement on traineeships	5
Understanding an apprenticeship in the fashion industry	6
Apprentice perspective: How a teacher can be an inspiration	8
Send Post-16 options	10
Apprenticeship standards you may not know about	11
Chartered Institute of Housing	12

International Women's Day

Inspiring role models for young females

March is Women's History Month and as part of this, we celebrated International Women's Day on the 8th March. The theme for International Women's Day (IWD) 2021 was #ChooseToChallenge.

IWD is acknowledged across the world, celebrating the achievements women are making in society. The day of celebration raises awareness of gender equality whilst highlighting to young people that they can challenge the misconceptions on stereotypical roles to create a more inclusive future.



Role models

Female role models are creating a positive impact on the economy through science, business and political roles. Inspiring, ambitious females are building their confidence in applying for positions in careers they wish to pursue.

Women remain underrepresented in some male-orientated industries including:

- Engineering
- Science
- IT
- Construction
- Manufacturing

How to support your child

What can parents do to support their child to explore industries and job roles that may not traditionally be thought of as possible for females to pursue as a career?

- Research the industry online for advice and tips. Many sector bodies and employers will have created resources to specifically encourage females to consider careers with them.
- Seek out female role models working in those job roles or sectors. Can you find any inspiring stories about females? Do you know any females working in those industries?
- Talk to their teachers and careers leaders. Find out what your child's school/college might be able to help you and your child to explore their options.
- Look for work experience opportunities. Is there an opportunity for your child to visit (online or in-person covid permitting) a workplace and see and hear from females working in that industry?

Preparing for a virtual recruitment process

Tips to support online interviews

The Coronavirus pandemic has meant that many businesses have had to transfer some or all of their recruitment process online. During the recruitment process, there will likely be at least one interview conducted 'in person', albeit digitally or remotely.

Many companies are using online platforms to carry out interviews. Your child may have a 'live' online, interview which will take place at a set time and date via a video link. The other type of online interview is a computer-generated interview. The company will email a link to a particular website and when logged in, your child will need to answer the question on the screen. They are usually given a time limit of approximately 1 minute per response. It is a good idea to remind your child that even if the interview is at home, it is still an interview and they will need to show a good representation of themselves.

Here are some tips to support your child to prepare for an online interview:

Preparing for an interview setup

- Provide them with a quiet space with a good internet connection.
- Identify what will be seen on screen in the background and clear it from any clutter.
- Ask them to make a 'Do not Disturb' sign that can be hung while they are in an interview.
- If they will be using a virtual background image, it is recommended that it is a professional one.

Practice

- Practise with friends or family using the platform that the interview will be held on (if possible) to help to familiarise themselves with the functions.
- Practise talking to a camera and not the person on the screen.
- Use the microphone testing tools on the device and the platform to check sound levels.
- They could even record a practise call to be able to watch it back.

Making a good impression

- Dress smartly. Even though it is online, they should get fully dressed and not just from the waist up.
- Remind them to look at the camera as much as possible and not the person.
- Sit up straight in the chair and don't become distracted by what may be going on outside their window.
- Turn off any phones or applications that they are not using.

On the day of the interview

- Make sure that the device they are using has enough charge to last the interview.
- Encourage them to refresh themselves on where the mute button, camera controls are, or any other features they may need.
- Be on time and allow for any connection delays when they are joining.
- Remind them not to panic if anything goes wrong or if they have any technical issues.

The latest announcement on traineeships

New sector-specific traineeships



Apprenticeships and traineeships play a vital role in making sure people have the skills they need to get a well-paid job. They play a big part in the government's Plan for Jobs, designed to protect, support and create jobs for all ages as we build back better from the pandemic.

On the 8th February 2021, the government announced a brand new sector-specific traineeship pilot in construction and rail, to start in the summer of 2021 so more young people can gain the skills and confidence they need to get a job or progress into an apprenticeship in key sectors of the economy.

The experience from these traineeship opportunities will enable more young people to fast-track their career, with many able to potentially go on to complete an apprenticeship more quickly as a result of prior learning covered in the traineeship programme.

The highly successful traineeship programme has already helped nearly 120,000 young people get on the path to a great career since 2013. Recent figures show that 66% of trainees get a job, take up an apprenticeship or go on to further study within six months of completing their programme.

The programmes last between 6 weeks and 12 months and focus on developing vital employability skills, alongside additional English, maths and digital skills, combined with a work placement lasting a minimum of 70 hours.



Steve Radley, Director of Strategy and Policy at CITB said:

"Getting more college students into construction jobs is a big challenge which the new Construction Traineeship should make a lot easier by providing a springboard for learners to start work or an apprenticeship. With job opportunities currently growing faster in construction than in many other industries, this is the right time for industry, government, colleges and CITB to work together on practical solutions to bridge the gap between FE and work."



Neil Robertson, Chief Executive at the National Skills Academy for Rail (NSAR), said:

"The development and delivery of high-quality Traineeships will be a key entry point for members alongside, Apprenticeships, T-Levels and Kickstart. At its heart, the new Rail Traineeship gives employers more opportunities to create relevant, engaging and work-relevant training, alongside quality partners."

Understanding an apprenticeship in the fashion industry

Apprenticeships in fashion and textiles manufacturing

A new range of apprenticeships can open the door to a creative and rewarding career in the UK fashion and textile industry. The sector is experiencing growing demand, both here and overseas and employs more than 120,000 people, collectively producing more than £9 billion of fashion and textiles each year.

You can find UK made products in many high street stores. UK manufacturers also work with some of the best-known luxury companies around the world, including:

- Balenciaga
- Gucci
- Louis Vuitton
- Prada

The UK produces textiles used by Rolls Royce, materials used in the International Space Station, dresses for Ralph and Russo, jumpers for Chanel, jeans for Belstaff, suitcases used by James Bond and more.

The UK Fashion & Textile Association (UKFT) has worked with a wide range of employers to help to create a new suite of apprenticeship standards. Covering everything from fashion and footwear manufacturing, through to dyeing, knitting and weaving, leatherwork, pattern cutting and bespoke tailoring, as well as design and development roles.

What the apprentices say

Meet some real-life apprentices and hear what they have to say about their apprenticeship roles.



Quentin Felix left a job as a robotics engineer to take up a level 5 apprenticeship in bespoke tailoring at The Tailoring Academy in Macclesfield.

"I love to make garments with my hands, from start to finish."



Ilyana Morrison, was one of the first candidates to study the new Level 3 Fashion Studio Assistant apprenticeship. She works as a sample room assistant with Intimate Apparel Samples and studies at Fashion Enter in Haringey in north London.

"This allows me to do something I love and learn on the job in a supportive environment."



Lucy Campbell was a Garment Technologist apprentice at British bespoke tailor and military uniform specialist Samuel Brothers.

"I didn't realise how much there was to study about garment technology. I didn't realise how interesting and challenging it was going to be."

Understanding an apprenticeship in the fashion industry

Apprenticeships in fashion and textiles manufacturing

There are 14 apprenticeship standards in fashion ranging from Level 2 to Level 5.

To find out about them all visit: www.instituteforapprenticeships.org/apprenticeship-standards/

Below we take a look at three that are currently available.

Level 2



Sewing machinist

A sewing machinist apprenticeship could be in a large or small company that produces clothing, furniture or medical supplies.

The role of a Sewing Machinist can include:

- Operating specialist industrial sewing machines
- Working with a variety of materials, threads and trimmings
- Using a variety of sewing production techniques and methods

Typical duration

12 – 18 months.

Level 3



Fashion Studio Assistant

This apprenticeship will introduce the skills required in designing, producing and selling products.

The core element of the programme is to learn and understand the history of fashion and the industry, the role of the various departments that are involved have, plus, the skills for buying, selling and planning. This includes:

- Product Development and Production
- Sales and Operations
- Fashion Marketing and Communications

Typical duration

18 months.

Level 4



Technical Dyer and Colourist

This apprenticeship is mainly in a factory where the apprentice will learn the techniques required for dyeing fabrics for clothing and upholstery.

They will be taught how to analyse the scientific data available, measure accurately and determine the quality of the process and the product. The role includes:

- Using and maintaining the different machines
- Generating recipes and datasheets for shades
- Controlling stock of dyes and chemicals

Typical duration

36 months.

Apprentice perspective:

How a teacher can be an inspiration

Meet Luke and hear how his teacher inspired him to pursue a career in engineering

Luke Pike works at The Dyson Institute of Engineering and Technology (Dyson).

Inspirational role model

Luke's greatest inspiration was his Engineering teacher at school. He always seemed to have an answer to every problem throughout his course, pushing Luke to become greater and think harder.

Please tell us about your typical day

My apprenticeship is fantastic! My job title is an Undergraduate Engineer, but I am treated with the respect and dignity of a colleague, not an inferior. A typical day can be quite varied but usually falls into one category of a work or study day. Workdays last for eight hours with a starting window around 8:00 to 9:00 and a half an hour lunch. Lecture days start at a similar time (depends on the lecturer) and finish around 2, with the study you can do in your own time after. Lectures and seminars are live or pre-recorded with exercises to do throughout, putting into practice some of the new things I am learning.

"There is always a new challenge every day. Everyone spurs you to become a better you than before!"

Workdays are centred around one main project, gradually working towards the solution in each rotation and presenting to the team, in most cases at different stages of development. There is always a new challenge every day. Everyone spurs you to become a better you than before!

Please can you tell us a little bit about how you found your apprenticeship?

I found this apprenticeship through two methods at roughly the same time. There was a magazine article talking about how this was going to 'Revolutionise apprenticeships'. I also looked at the course itself and found Dyson as a provider. I didn't have masses of support from my school as they primarily focused on the traditional UCAS applications.



How is your apprenticeship being delivered?

Our training provider is currently the University of Warwick. However, for future year groups, the programme will be delivered and awarded by The Dyson Institute. They have received new degree awarding powers. In 'normal' times, I would go to the site and receive teaching in the lecture hall. This could be from a member of the teaching staff from either Dyson or Warwick University. Currently, due to the government guidelines, we continue via Microsoft Teams with online lectures and seminars.

One thing people are worried about with apprenticeships is the work-life-study balance. Whilst it is difficult to maintain, it is far easier than it's made out to be. Especially with support from your peers and SSA (Student Support Advisor) who will always be on hand to help if you're struggling.

Apprentice perspective:

How a teacher can be an inspiration

Meet Luke and hear how his teacher inspired him to pursue a career in engineering

What are your goals for the future?

My own personal goal is to keep getting better, become the best engineer I can be and solve as many problems as I can in the best regard I can.

"My own personal goal is to keep getting better, become the best engineer I can be and solve as many problems as I can in the best regard I can."

What do you enjoy doing in your spare time?

In my spare time, I modify nerf guns, play Xbox and read a whole variety of books, at the moment, I'm reading Discworld, exploring different faiths and beliefs, working out in my accommodation pod and going on walks around Malmesbury.

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

Whatever you do, don't dismiss degree apprenticeships. I've been here for four months now, and whilst it is in no way easy, it is undoubtedly one of the most rewarding experiences of my life. The people I have met here are professional and inside the undergraduate community are some of the best people I've had the pleasure to meet. So, give apprenticeships a go!



Want to find out more?

Discover the Dyson Institute apprenticeship programme: www.dysoninstitute.com/the-career/the-apprenticeship/

You can also read more inspirational case studies about apprentices in a wide range of job roles and industries at: www.apprenticeships.gov.uk/apprentices/real-stories



Special Educational Needs and Disabilities (SEND)

What to consider when looking for an apprenticeship

Apprenticeships are for everyone

Students with a disability should not be discouraged from doing an apprenticeship. With the right support and reasonable adjustments in place by the company, an individual should be able to continue their search for the career of their choice without fear of their disability standing in their way.

For all employment positions, the applicant must be capable of carrying out the expectations of the role. For example, if a job description specifies the individual 'must be able to drive' but they don't hold a valid driving licence, this is an acceptable reason for not getting an interview. Having a disability is no different.

After considering any reasonable adjustments, the individual applying for a position must feel they can meet the requirements outlined in the job advert. If this is the case, they would have every chance of being successful at the interview stage.

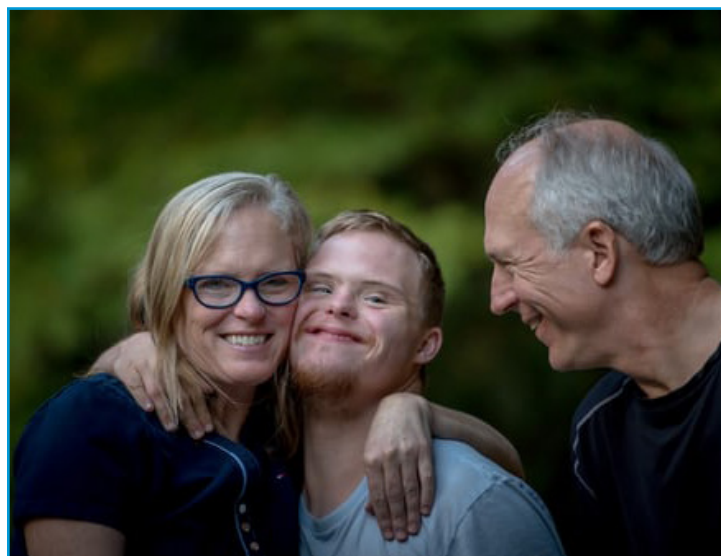
What is the Equality Act 2010?

The Equality Act 2010 is a law that will protect everyone in the workplace and the wider society from discrimination, victimisation, and harassment. This includes the recruitment process, employment contracts, pay and benefits, promotion and training, dismissal, and redundancy. Reasonable adjustments can be made, making sure everyone has equal opportunities and no applicants, or employees are at an advantage.

Starting the recruitment search

All employers must follow the Equality Act 2010. However, there are other ways to support individuals with their search for an apprenticeship.

The Disability Confident Scheme recognises employers who allow people with a disability to achieve their ambitions. Employers must reach the set criteria the government publish to be awarded the badge. Look out for the Disability Confident logo on job adverts and company websites. Disability Confident business will provide an interview to a disabled person, providing the candidate meets the minimum job criteria that it advertised.



When using the Find an apprenticeship website, you can search using the disability confident filter. Visit the website here: <https://www.gov.uk/apply-apprenticeship>

It is acceptable to request information about a job opportunity in a more suitable format for the applicant such as Braille or larger print from the company advertising.

Who needs to know?

The only time you need to share your disability is when asked to complete a medical questionnaire. However, informing employers early also protects the individual under the Equality Act 2010.

Where can I find out more?











For further help and tailored advice, Disability Rights UK have created a fantastic guide which can be downloaded free of charge from their website: https://www.disabilityrightsuk.org/sites/default/files/civcrm/IntoApprenticeships_2020_04_LowRes_Bookmarked.pdf

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

Business and Administration	Senior People Professional 	Improve people practises in organisations in order to drive organisational performance and effectiveness.	Level 7
Construction	Tramway Construction Operative 	Preparing and delivering high standard, technical work relating to the construction and renewal of the Tramway and the Tramway environment.	Level 2
Construction	Painter and Decorator 	Working in domestic and commercial properties and undertaking the decoration and protection of buildings.	Level 2
Engineering and Manufacturing	Metal Recycling Technical Manager (MRTM) 	Manage a commercially viable site in the metal recycling sector, which considers and responds to strict regulations and legislation specific to the sectors operational activity.	Level 5
Hair and Beauty	Wellbeing and Holistic Therapist 	Create, implement and adapt tailored holistic and wellbeing experiences.	Level 3
Health and Science	Sports Coach 	Use sports knowledge and skills to create and deliver coaching programmes.	Level 4
Health and science	Regulatory Affairs Specialist 	Ensuring healthcare products for human and animal use are licensed before being sold or supplied.	Level 7
Protected Services	Probation Officer 	Working with people who were convicted of crimes and providing rehabilitation services.	Level 6

Chartered Institute of Housing

Housing apprenticeships are amazing – but don't just take our word for it!



Introducing the Chartered Institute of Housing

As a training provider, the Chartered Institute of Housing (CIH) Housing Academy works with employers to deliver three levels of apprenticeships, offering a great way to develop career paths, build valuable experience within organisations and across the sector, while learners enjoy all the benefits of the workplace. So, whether you're a school leaver, looking to upskill to develop your career or looking for a completely new career, we can support you to achieve what you want.

As the professional body for housing, CIH has designed and developed its apprenticeship programme to meet the needs of housing professionals to create a future in which everyone has a place to call home. Hands-on training allows you to put what you learn into practice. Equipping you with the wider skills, technical knowledge, practical experience and expertise you need to make a crucial difference every day to the communities we serve. CIH sees housing apprenticeships as a brilliant way to bring new talent into the sector. Working with large and small employers across the UK, its apprentice programmes meet the needs for roles across housing.



Leanne works for Amey and got a distinction in her Level 4, completed in January 2021.

"It's been a great experience and I am so happy to have furthered my career within housing. The area I enjoyed the most was the work-based project as it supported my learning and allowed me to take a step back from my role and see it from CIH's point of view. The support from both my mentor and tutor has been an asset to myself, and I took this on with a positive attitude to achieve this course. I look forward to continuing to improve my career in housing. I am also looking forward to supporting others in Amey to achieve the course."

Leigh works for Rugby Borough Council and achieved his Level 3 last year.

"I found that doing my project was the most rewarding, along with fulfilling criteria it had a real purpose to my everyday job role. Having this qualification makes me a suitable candidate for a variety of job roles in the future, and the positive feedback I received was great. It is nice to be considered an asset to housing in general."

Hannah works for Clarion Housing and completed Level 4 last year with a distinction.

"I enjoyed the assignment section of learning in the earliest stages. The tutor was very knowledgeable and really easy to get on with. They helped my confidence and I always looked forward to the next session. Since completing my apprenticeship, I've had two offers of employment in leadership roles outside of Clarion. I'm so much more confident and feel that I really could be a manager and in a leadership role in the very near future. I'd like to continue with learning, perhaps a management qualification."

What apprenticeship programmes are available?

The apprenticeship programmes available are:

- Level 2 Housing and Property Management Assistant
- Level 3 Housing and Property management Officer
- Level 4 Senior Housing and Property management

After your apprenticeship?

The CIH Housing Academy offers everyone in the housing sector opportunities to continue their professional development through online qualifications and face-to-face training covering a wide range of topics, from housing law to the latest safety standards.

So, whether you're looking to upskill, to tackle the challenges of the future or develop your career, the CIH Housing Academy can help. For more information visit: <https://www.cih.org/education/apprenticeships>