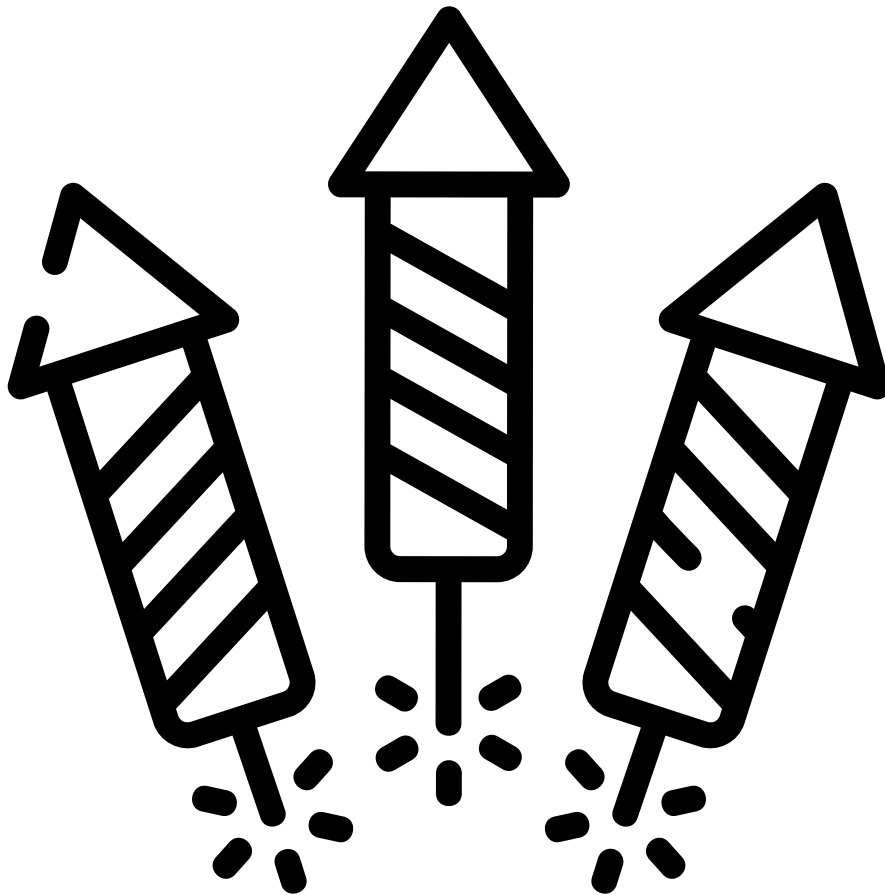


# Parents' and carers' Pack

Helping your child search and apply  
for apprenticeships

Edition 40: November 2022



# Welcome

Carolyn Savage,  
Head of Youth Engagement and Apprenticeship 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 the pyrotechnics field
- a look at recognising stress in your child
- the benefits of traineeships
- the highlights of National T Levels week
- an insight into the new Career Starter Apprenticeships
- apprenticeship support available for Disabled young people



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](mailto:ASK.PROGRAMME@education.gov.uk)

Carolyn Savage  
Head of Youth Engagement and Apprentice Participation  
Department for Education

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# Apprentice insights: life as an apprentice at Pierce CA Ltd

Layton completed a level 3 Business Administration apprenticeship to kickstart his career

## How did you find your apprenticeship?

I started my journey into an apprenticeship in November 2016. I completed two weeks of work experience as a business administrator through the Prince's Trust, so I knew this was the type of apprenticeship I was looking for. I completed the employability course with North Lancashire Training Group (NLTG), which assisted me in writing my CV, job searching and interview skills.

NLTG arranged for me to have an interview for a traineeship at Pierce CA Ltd. I began the traineeship within the payroll department at the beginning of November 2016, and within three weeks, Pierce offered me the level 3 Business Administration apprenticeship, and I officially began on 1st December and have remained at Pierce ever since.

## Why did you choose an apprenticeship?

I was always pretty good with academics, but more specifically Maths and numbers, and wanted to work in an office, so a job in payroll made sense. I had just turned 18 and living in a homeless hostel for young people. I decided rather than going to college, I wanted to earn money instead of relying on benefits so I could move out. My mum is my main inspiration and the reason I have worked so hard to get to where I am. Unfortunately, she passed away when I was 16, so all I want to do with my life is make her proud of me. She always told me I would do well for myself and have a good career, so I want to prove her right.

## What was your role as an apprentice?

I was a business administration apprentice within the payroll department of Pierce. My role consisted of doing a lot of administration work within the department along with actual payroll training.

## How was your apprenticeship delivered?

My training provider was NLTG, and I worked at Pierce full time. NLTG visited me at work every month to complete the relevant sections of my apprenticeship training. I was also given time within my daily work to complete any apprenticeship work or assignments. I never felt stressed about any of the work.



## How have you benefitted from completing an apprenticeship?

I have learnt a lot of essential skills, including working with others, customer service skills, communication, and teamwork, while gaining a qualification. My apprenticeship allowed me to move onto a Foundation Degree in Payroll Management, which I completed in 2021. I am now a fully qualified payroll advisor.



I am transgender, and it's a well-known fact that the NHS gender clinics currently have exceedingly long waiting lists. My apprenticeship meant I could afford to go privately to begin hormone treatments which has had a massive effect on my confidence and mental health. This was a massive step forward for me in my personal life.

# Apprentice insights: life as an apprentice at Pierce CA Ltd

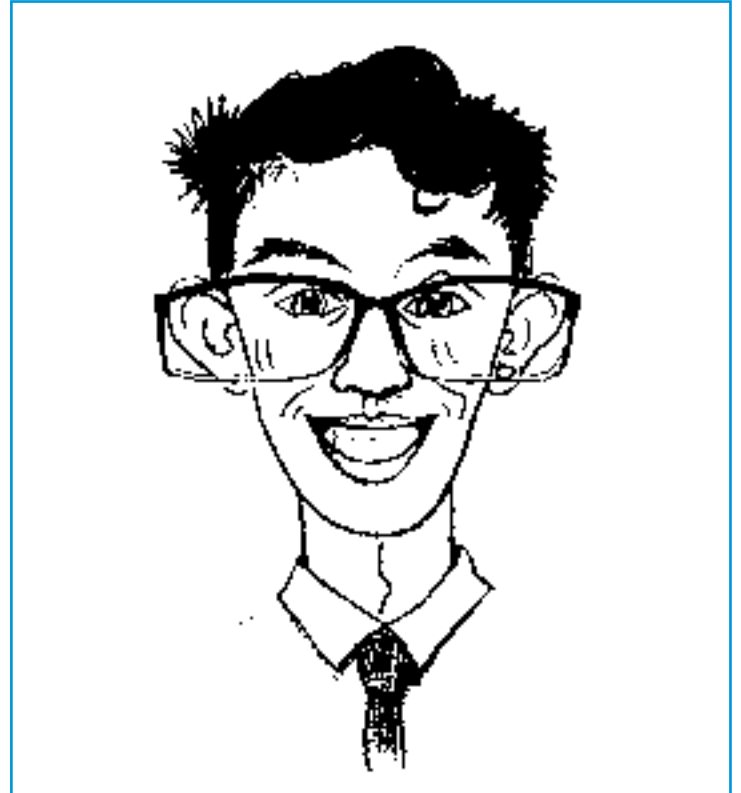
Layton completed a level 3 Business Administration apprenticeship to kickstart his career

## What has been your proudest moments

I was a finalist for the Lancashire Sub36 Apprenticeship Award in 2018. Despite not winning, being in the final 6 was a great achievement.

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

Apprenticeships can lead to a fulfilling career. Mine helped me to become a fully qualified payroll advisor. Most companies keep apprentices on after they complete. If they don't, the apprentice still has that experience and the qualification which will aid them in finding a job elsewhere.



To search for apprenticeship opportunities for you, visit: [www.gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)

“Regardless of my personal circumstances, back when I first started, I have managed to establish a good career for myself and come a long way. Not only that, but I know that currently, it’s a trying time for LGBTQ+ people, and in particular, trans people within the UK.

However, there are inclusive employers out there who will look at your skill and your work ethic only and not discriminate against you based on things you cannot control. I just want to prove to other young LGBTQ+ people that it does get better and that they can do anything they want to do with their lives.”









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

Scan to  
visit the  
website



Agriculture, environmental and animal care	Keeper and aquarist 	Responsible for the everyday care and husbandry of the animals within the collection.	Level 3
Agriculture, environmental and animal care	Animal trainer 	Planning, managing, delivering, and reviewing the training of animals.	Level 4
Care services	Adult care worker 	Providing frontline care for vulnerable adults within their own homes, day-care centres, residential and nursing homes, and other healthcare.	Level 2
Construction and the built environment	Stonemason 	Installing new natural sustainable and ethically sourced stone or to conserve, repair or replace existing natural stone in buildings and/or landscape projects.	Level 2
Creative and design	Junior advertising creative 	Advertising creatives are responsible for coming up with original, exciting, and memorable ideas that meet clients' briefs, and which can then be used in a range of mediums (e.g. Radio, TV).	Level 3
Engineering and manufacturing	Nuclear reactor desk engineer 	Operating, monitoring and controlling the nuclear reactor and associated equipment in normal operational mode, as well as abnormal conditions.	Level 6
Protective services	Operational firefighter 	Tackling a wide range of emergency situations, such as tackling fires, searching, rescuing, and protecting people and animals.	Level 3
Protective services	Intelligence analyst 	Working alongside intelligence collection officers and other operational support roles to identify patterns and trends of the information and data they are handling.	Level 4

# Apprenticeships in Ordnance Munitions Explosives

Find out more about the opportunities available

There are a wide range of apprenticeships available, many of which may be job roles that your child may not have heard of before. An apprenticeship that they may not be as familiar with may be Ordnance Munitions Explosives Technician, which is also known as:

- Ammunition Technician
- OME Manufacturing Technician
- Pyrotechnics Technician
- Shot Firer
- Special Effects Technician
- Storage and Transport Coordinator
- Trials and Research Technician
- Weapons Technician

## KEY INFORMATION

**Level:** 4

**Typical duration:** 30 months

**Entry requirements:**

Dependent on employer, but typically a minimum of an A level at C grade and above in either Maths, Physics or Chemistry and 3 GCSEs at 4/C grade and above in Maths, English, Physics or Chemistry

### Overview of the role

To be involved in or contribute to the design and operation of OME (Ordnance Munitions Explosives) by preparing explosive compositions and devices.

As well as helping design and operate OME, you may:

- undertake explosives test and evaluation activities
- work with pyrotechnics in the film industry
- work with explosives engineering in the construction or mining sectors
- work with explosives / munitions in the armed forces

### Who you might work for

These roles exist in both large and small, public and private organisations, including the Royal Navy, British Army, Royal Air Force, defence contractors (research and manufacture), the security services, mining and quarrying companies, the film industry (special effects) and pyrotechnics manufacturers.

In this role, you would work with your immediate team members, but could also work with people from other organisations and industries, such as suppliers, other OME organisations, the police, security services, the armed forces or the general public.

### Typical activities

It is very likely that an OME technician will work in secure premises in urban or rural areas and as this is a safety critical occupation, there may be restrictions on personal activities, such as the use of phones in the working environment or being able to eat / drink outside of a specified break time. Some roles will require you to spend a lot of time working outdoors. OME technicians could work in the UK, or their role might require them to travel abroad. Depending on who your employer is, you may also be required to work flexibly and outside of normal hours.



To find out more about this apprenticeship, visit the IFATE (Institute for Apprenticeships and Technical Education) website: <https://www.instituteforapprenticeships.org/apprenticeship-standards/ordnance-munitions-explosives-technician-v1-0>



# Career Starter Apprenticeships

Different ways to start your career through an apprenticeship

The Department for Education (DfE), in partnership with the Institute for Apprenticeships and Technical Education (IfATE), has launched a new initiative to raise young people's awareness of apprenticeship opportunities.

The DfE wants to ensure that young people and their parents have the opportunity to consider the full range of apprenticeships that are suitable for those starting their career, especially for young people with little or no work experience.

## Career Starter Apprenticeships (CSAs)

Career Starter Apprenticeships identify which apprenticeships are particularly suitable for career starters and make sure young people and their parents or carers are aware of them.

The first of these include:

- 1) [Information Communications Technician](#)  
Level 3 (Digital)
- 2) [Engineering Fitter](#)  
Level 3 (Engineering and Manufacturing)
- 3) [International Freight Forwarding Specialist](#)  
Level 3 (Transport and Logistics)
- 4) [Healthcare Support Worker](#)  
Levels 2 & 3 (Health and Science)
- 5) [Business Administrator](#)  
Level 3 (Business and Administration)

### Find out more

Go to [www.apprenticeships.gov.uk/apprentices/career-starter-apprenticeships](http://www.apprenticeships.gov.uk/apprentices/career-starter-apprenticeships) to find out more about each apprenticeship. You will find case studies, details about day-to-day activities, salaries, durations, and context for each of these occupations and where they can take you in your career.



Your child may hear more about Career Starter Apprenticeships at their school or college through the Apprenticeships Support and Knowledge (ASK) programme and through the DfE's other partners, including CEC (The Careers & Enterprise Company) and Careers Hubs.

Look out for more featured Career Starter Apprenticeships, which will be published over the academic year, and will explore other apprenticeship roles that can help to start your career, including sectors such as Law, Construction, and Health and Science.



# Apprenticeship support for Disabled young people

## Supporting a young Disabled person in apprenticeships

There are different ways that Disabled young people can be supported when searching, applying for and starting an apprenticeship. This page explains the support available through Disability Rights UK.

### Disability Rights UK

[Disability Rights UK](#) is an organisation led by Disabled people and their work is informed by the lived experience of Disabled people.

They provide information, advice and guidance around careers and opportunities available for Disabled individuals, including apprenticeships.

### Into Apprenticeships 2022 guide

Disability Rights UK's [Into Apprenticeships 2022 guide](#) deals with common questions such as how to find an apprenticeship, whether the training will be accessible and what support is available in the workplace. There are several inspiring stories written by Disabled apprentices about their own experiences and the challenges they have faced. The guide also contains a useful resources section listing further websites, publications and organisations which can help.

### Disabled Students Helpline

Disability Rights UK runs a [Disabled Students Helpline](#) which offers information and advice to Disabled students, apprentices and trainees by phone and email on a range of topics including:

- applying to college, university and apprenticeships
- telling people about your disability
- financial assistance
- adjustments for Disabled students and apprentices
- rights in post -16 education and training under the Equality Act 2010
- how to resolve any disagreements.

The helpline supports Disabled students, apprentices, parents and carers and professionals supporting Disabled students aged over 16 in England.

### The Disabled Apprentice Network

There is also support once your child is an apprentice. The Disabled Apprentice Network (DAN) examines the barriers that some Disabled young people might face, what makes apprenticeships successful and what employers, training providers and educators can do to provide the necessary support.



The Network is a lively and friendly forum for Disabled apprentices, to share their experiences and



#### More information

Visit the Disability Rights UK website: [www.disabilityrightsuk.org](http://www.disabilityrightsuk.org) to find out more about the Disabled Apprentice Network and the support available.



# Benefits of a traineeship

How your child might benefit from completing a traineeship

Traineeships are a great option for young people aged between 16 and 24 (or 25 for individuals with an education and health care plan), who don't have the skills or experience to take on a job or apprenticeship.

Traineeships act as a skills development programme, where you complete an unpaid work placement alongside a training course.

There are many benefits to doing a traineeship. Below we include some top reasons as to why they could be a great stepping-stone for your child into a long-term career.

## 1. It's a great way to get into employment

Your child will get hands-on experience and will be learning from colleagues. They will also be building relationships and learning about the world of work.

## 2. Build up confidence and independence

Traineeships are an excellent way to develop self-confidence, as the trainees will be learning new skills and then applying these skills in a real workplace.

## 3. Support and guidance throughout the experience

The training provider will provide lots of information, guidance and advice, and this support continues throughout the traineeship.

## 4. Practical experience

Whichever sector your child works in, there will be lots of practical experience and on the job learning and training.

## 5. Improve digital skills, maths and English

Support will be given by the training provider to help the trainee complete the Level 1/2 qualifications in maths and English, and improve their digital skills, if needed.

## 6. Progression opportunities

Skills and work experience gained during the traineeship will help to improve the trainees CV and aims to help them to progress into an apprenticeship or job. Your child will also receive guidance and support with CV creation and interview preparation skills.



## 7. Skills development

Trainees will be developing key skills, such as communication, teamwork, time management and problem solving, which are all transferable into the workplace.

## 8. Networking opportunities

A traineeship is an ideal opportunity to network with employers and is a great way to for your child to make connections in the industry and be considered for future vacancies and a successful career!



### More information

Find out more about traineeships below: <https://www.apprenticeships.gov.uk/influencers/alternatives-to-apprenticeships>

# National T Levels Week

A look at the highlights of the first National T Levels Week

The 10th – 14th October 2022 marked the first national T Levels week. T Levels are a new qualification choice that will follow GCSEs and give students a head start towards the career they want. They will suit students who wish to start working towards a skilled occupation, prefer a practical approach to learning and want a predominantly classroom-based course.

Below are some of the highlights of the first national T Levels week.



A video message was released from the Department for Education, featuring the Secretary of State for Education, Kit Malthouse, mentioning National T Levels Week.

Watch the video here: <https://tinyurl.com/2p93k75b>

Isobel, a T Level student, from Fareham College spoke about the invaluable experience she gained on her placement with the NHS during her Health & Science T Level. Watch Isobel's video here:

<https://tinyurl.com/3cww95b6>

*"The best thing about a T Level is the work placement. It's amazing!"*



The Vice-Chancellor of Portsmouth University, Professor Graham Galbraith, spoke about how valued T Levels and experience are.

Watch the short film here: <https://tinyurl.com/3m2t479f>

Sian, a Business T Level student from Cirencester, talked about her ambition to study law after her T Level. *"It was Legally Blonde! I've always wanted to study law."* She told us how her business placement will help her to prepare for studying corporate law at university:

<https://tinyurl.com/yckwwdb6>



Finally, hear directly from T Level students about their experiences in this helpful video:

<https://tinyurl.com/yf2cn97f>

# Recognising and managing your child's stress

How your child might benefit from completing a traineeship

This month is National Stress Awareness Day (6th November) and with mock exams looming, and the pressure to start thinking seriously about their next steps, your child (and you!) may be feeling stressed in a potentially overwhelming way.

Sometimes it can be hard to recognise the signs when other people are stressed, especially young people. They may not always communicate how they are feeling and what is worrying them, and we may not always know how to help.

## Identifying signs of stress in your child

- Look out for negative changes in behaviour. Not all negative behaviour is down to stress, but it can definitely be an indicator of stress, or something else you need to address.
- Keep up to date with how they are doing at school. If their results drop, they are getting consequences for behaviour or they aren't completing homework, they could be stressed.
- Be aware that illnesses like stomach aches, headaches or feeling sick can be a sign of stress. If your child is regularly complaining of these things at difficult times, it could be a sign of stress for them.
- Keep an eye on their sleep patterns. If your child has trouble falling asleep or staying asleep, this can be a sign of stress. Plus if they are overtired, they may not be able to cope with stress.
- Notice how your child interacts with others. Your child may be acting normally at home, but in a different way at school, with friends or other settings like at extra-curricular clubs or in sports teams. It is a good idea to make sure to interact in some way with all the adults in contact with your child so you can be aware of any concerns.
- Don't take the language they use at face value. Young people won't necessarily use the word 'stressed', but it doesn't mean they aren't feeling it. Listen to what they do say and try and interpret whether they are trying to say they are stressed.
- Difficulty concentrating. If your child has difficulty concentrating on anything and is showing a shorter attention span than usual, this could also be a sign of stress.

## What to do if your child is stressed

It is really important to talk to your child. Even if they don't want to talk to you at that time, at least they know you are aware and you care. You could tell them about the [Five Ways to Well-being](#) and how they can help if they are feeling stressed.

## Five Ways to Well-being

### 1. Connect with other people

- Stay in touch with friends and family
- See people face to face or online
- Share how you're feeling

### 2. Be active and creative

- Walk, run or cycle
- Do some sport
- Play an instrument
- Draw, craft, cook or bake
- Read

### 3. Give

- Do something nice for someone
- Volunteer

### 4. Keep learning

- Learn an instrument or a language
- Start a new hobby or project

### 5. Reflect / take notice

- Give yourself time and space to think about how you feel by taking a break from being busy
- Write a diary
- Meditate





# Multicultural Apprenticeship Awards 2022

A quick look at this year's awards

## Celebrating Talent & Diversity

The Multicultural Apprenticeship Awards recognises Multicultural British apprentices, their employers, and learning providers. Congratulations to all the finalists and winners in the Multicultural Apprenticeship Awards 2022!

The Multicultural Apprenticeship Awards aims to showcase talent and diversity within multicultural communities through the celebration of those working hard to overcome adversity to achieve their goals through apprenticeships. The awards highlight the achievements of apprentices and the contribution of employers and learning providers who have assisted them along their journey.



The ceremony took place on the 4th November 2022, and was hosted by Harpz Kaur, former presenter of BBC Asian Network's Breakfast Show and Aurie Styla, a stand-up comedian and actor from London.

The evening started with a special new award being made to an individual who has made an outstanding overall contribution to apprenticeships. The winner of this prestigious new award was Anna Morrison CBE, Founder and Director of Amazing Apprenticeships.



Further awards were made to apprentices and employers from all sectors including; Accounting and Finance; Management, Legal and Professional Services; Charity, Voluntary and Public Services; Health, Medical and Social Care; Construction Services; Engineering and Manufacturing; Digital and Technology; Creative, Media and Marketing; Retail, Hospitality and Tourism; Transport and Logistics; with further awards given out to the Intermediate Apprentice of the Year, Judges' Choice and Learning Provider of the Year. Additional awards were given to University of the Year, Small Medium Employer and Employer of the Year.

To view the full list of winners or to watch the ceremony in full, visit: [www.multiculturalapprenticeshipawards.co.uk](http://www.multiculturalapprenticeshipawards.co.uk)

There were three standout moments of the night, all of which moved the audience to give standing ovations. Areeba Kainat won the Intermediate Apprentice of the Year Award and her amazing story touched everyone in the room.

Parris Small won both the Engineering and Manufacturing Apprentice Award and the overall Apprentice of the Year Award, both highly deserved.

Haider Ali, a previous winner at the awards, gave an inspiring and motivating keynote speech. It was a wonderful night celebrating a wide range of fantastic people.





# 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

<b>How to register and apply for apprenticeships</b>	Tuesday 6th December 2022 Time: 3:30pm	A step-by-step guide to the Find an Apprenticeship site and tips for the applications process.
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## 2023

<b>NAW 2023 – how to make the most of the resources</b>	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.
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<b>How to impress employers</b>	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.
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<b>Apprentice stories</b>	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.
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<b>Maintaining motivation</b>	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.
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<b>Understanding the flexibilities of apprenticeships</b>	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.
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<b>Pathways to apprenticeships</b>	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.
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<b>'Apprentice Early Connect' coming in October 2023</b>	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.
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