

# Parents' Pack

## Apprenticeship Information

Edition 7: April 2019

				
				
	<h1>VACANCY SNAPSHOT</h1> <p>All of the information you need to apply to some of the UK's top apprenticeship employers</p>			
				
				
				

# The first question I'm always asked about apprenticeships...

Carolyn Savage, Head of Apprentice Engagement, shares the question she gets asked most commonly

Over the past few weeks my team and I have been touring the country, attending a wide range of careers events. We have had the pleasure of meeting lots of students, teachers and parents who have been keen to hear about apprenticeships. For me, one question stood out that I kept being asked, **"When should I start applying?"**

Apprenticeships are advertised throughout the year, there isn't one central deadline like the UCAS process. If you are about to take your exams this summer and you are thinking about apprenticeships, it's not too late. There are still thousands of employers advertising for their next apprentice.

A really great place to start is on the government website Find an apprenticeship: <https://www.gov.uk/apply-apprenticeship>

Remember, there is lots of help and support available through the National Apprenticeship Service helpdesk:

**Email:** [nationalhelpdesk@findapprenticeship.service.gov.uk](mailto:nationalhelpdesk@findapprenticeship.service.gov.uk)

**Telephone:** 0800 015 0400

Good luck!

**Carolyn Savage**

**Head of Apprentice Engagement**



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# How to use Vacancy Snapshot

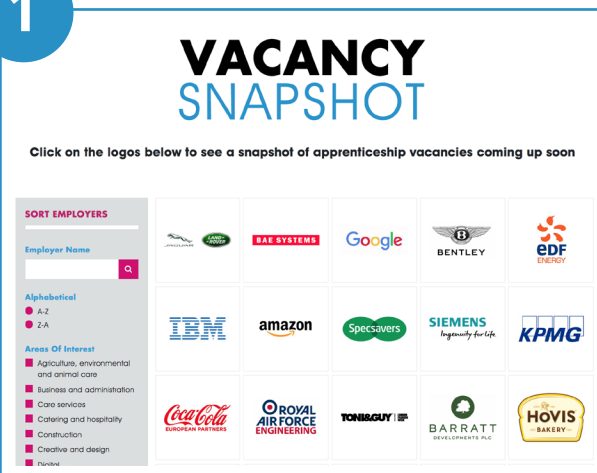
Take a look at some of the best-known apprenticeship employers in the UK

Vacancy Snapshot is a brilliant website, created by Amazing Apprenticeships, that showcases some of the best-known employers in the UK and their fantastic apprenticeship programmes.

Vacancy Snapshot is one of the best places to find out about the programmes available. It also offers a unique look behind the scenes at the employers and provides hints and tips for the different recruitment processes.

Visit Vacancy Snapshot here: <https://amazingapprenticeships.com/vacancies>

**1**



**VACANCY SNAPSHOT**

Click on the logos below to see a snapshot of apprenticeship vacancies coming up soon

**SORT EMPLOYERS**

Employer Name

Alphabetical  
 A-Z  
 Z-A

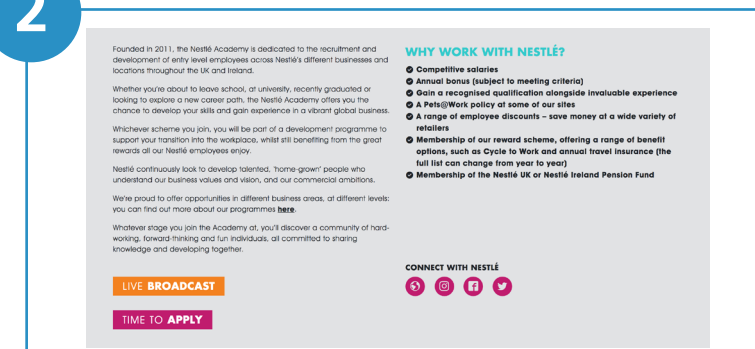
**Areas Of Interest**

- Agriculture, environmental and animal care
- Business and administration
- Care services
- Catering and hospitality
- Construction
- Creative and design
- Finance

Logos shown: IBM, amazon, Specsavers, SIEMENS, KPMG, Coca-Cola, ROYAL AIR FORCE ENGINEERING, TONYGUY, BARRATT DEVELOPMENTS PLC, HOVIS BAKERY.

Use the filters on the left hand side to search by employer name or by areas of interest.

**2**



**WHY WORK WITH NESTLÉ?**

- Competitive salaries
- Annual bonus (subject to meeting criteria)
- Gain a recognised qualification alongside invaluable experience
- A Pets@Work policy at some of our sites
- A range of employee discounts – save money at a wide variety of retailers
- Membership of our reward scheme, offering a range of benefit options, such as Cycle to Work and annual travel insurance (the full list can change from year to year)
- Membership of the Nestlé UK or Nestlé Ireland Pension Fund

**CONNECT WITH NESTLÉ**

LIVE BROADCAST

TIME TO APPLY

The employer factfile will tell you who the employer is and what they do. This background information will be useful to make an application personal to the employer, as well as providing knowledge for the interview stages of the application and recruitment process. Be sure to look at the 'Why work with us?' section to see some of the perks of being an apprentice with that company.

**3**



**BEHIND THE SCENES**

**HEAR FROM NESTLÉ APPRENTICES**

**MEET THE NESTLÉ ACADEMY APPRENTICES**

OLIVER ALLEN OPERATIONS DEGREE APPRENTICE

HOLLIE ARUNDEL FINANCE APPRENTICE

Go 'behind the scenes' and view video footage and interviews with current apprentices. This is a great way to understand the apprentice roles within the business and find out what makes these schemes so worthwhile.

**4**



**APPLICATION HINTS AND TIPS**

**HOW THE APPLICATION PROCESS WORKS**

Our recruitment process comprises of several stages. These include:

- An Online Application Form: Step one of the process is easy – there are no lengthy questions contained in the application form, just a series of simple questions about you.
- A Situational Judgement Test (SJT): The SJT is a test which presents you with scenarios that provide a realistic preview of challenges you might face in the role of Network Rail. It asks you to choose what you think are the most and least effective courses of action, from multiple-choice options.
- The Coaching Interview: We will ask you questions and give you information to find out how well you might fit in with our culture and values. We will provide you with guidance to help you do as well as possible in the next stage of the assessment process – the assessment centre. The coaching interview will last 10-15 mins.
- The Assessment Centre: You'll be asked to take part in a group exercise and a face-to-face interview. This is a great chance for you to meet some of our senior leaders and current apprentices, to ask us questions and to demonstrate your enthusiasm for a career at Network Rail.

**HOW TO ACE YOUR INTERVIEW**

Network Rail – How to Ace Your Interview

Stay focused, stay confident, stay yourself in such a situation remain calm and take your time to consider the question before responding

Check out the hints and tips that have come direct from apprentice recruiters at these firms. Find out about the stages of the recruitment process and exactly what they think an impressive candidate should be doing to have the best possible chance of application success.

# Meaningful careers

Apprenticeship job roles that make a difference to public life

Many young people want to pursue a career in a role where they feel like they are making a difference to the lives of others. Take a look at some of our favourite public sector apprenticeship opportunities below.

## Operational firefighter

**Level:** 3 (Advanced)

**Role:**

Firefighters tackle a wide range of emergency situations where problem solving and initiative is vital to resolve incidents quickly and calmly. These situations vary from tackling fires, searching, rescuing and protecting people and animals.

## Nursing Associate

**Level:** 6 (Degree)

**Role:**

The Nursing Associate is a highly trained support role to deliver effective, safe and responsive nursing care across a wide range of health and care settings. Nursing Associates will have the knowledge and skills to deliver high quality, compassionate care in a range of settings covering pre-life to end of life.

## Police Community Support Officer

**Level:** 4 (Higher)

**Role:**

PCSOs are community-based. Their primary function is to be the visible and uniformed presence of the service in the community. Although their role is very distinct from that of their PC colleagues, a PCSO may also occasionally be called upon to assist in relation to policing incidents.

## Prosthetic & Orthotic Technician

**Level:** 3 (Advanced)

**Role:**

Prosthetic or Orthotic Technicians design and manufacture custom made devices to meet specifications such as artificial limbs and spinal bracing. You will make devices that aid movement, correct deformity and relieve discomfort for adults and children.



# Meaningful careers

Apprenticeship job roles that make a difference to public life

## HM Forces Serviceperson (public services)

**Level:** 2 (Intermediate)

**Role:**

A Serviceperson will carry out a range of roles from general warfare to humanitarian tasks in the Army, Navy, RAF or Royal Marines. New recruits entering the HM Forces will undertake a training programme that will enable them to work in a variety of highly physically and mentally demanding situations and environments, often for prolonged periods.

## Early Years Educator

**Level:** 3 (Advanced)

**Role:**

Early Years Educators are highly trained professionals who ensure that young children learn and develop well and are kept healthy and safe. They work in a range of settings including day care, children's centres, pre schools, reception classes and as childminders.

## Paramedic

**Level:** 6 (Degree)

**Role:**

A career in paramedicine is dynamic and exciting with opportunities to work in a variety of settings. You will develop the clinical expertise to assess, treat, diagnose, supply and administer medicines and refer patients in a range of urgent, emergency, critical or out of hospital settings.

## Social Worker

**Level:** 6 (Degree)

**Role:**

Social Work is an exciting and fulfilling international profession. As a Social Worker you will work in partnership with adults, children, carers and families in a range of different settings to support and promote positive change in people's lives in order to improve their wellbeing and independence.



# Essentials to be work ready

## Getting ready to start your new apprenticeship job

Making the move from education to the world of work is a big step. All apprentices will need to have certain things in place for when they start.

Follow our top tips below to help your child get work ready:

### Open a bank account



- Your child will need a bank account for their wage to be paid into each month.
- It is important that they have a working bank account ready for their first day at work, in preparation for pay day.
- Help your child to understand about the importance of saving, as well as working to a budget to help give them financial independence.

### National insurance



- Having their National Insurance number will be essential to be enrolled on the pay roll. It is possible that the employer will also need to see photo identification such as a passport.
- Help your child to understand the importance of their National Insurance number. A national insurance number will ensure that contributions and tax are properly recorded against their name.

### Email address



- Your child probably already has a personal and school email address, but it is important to make sure they are suitable for work.
- First impressions are crucial with employers, and no one wants to be let down by an embarrassing or inappropriate email address.
- Encourage your child to set up a professional email address, to help them make a good impression.

### Social media



- It's no myth that employers will often search for applicants on public forms of social media, such as Facebook. It is therefore important to make sure your child presents themselves in the best way possible.
- Encourage your child to make their social media accounts as private as possible and ensure that everything public is appropriate for an employer to view, to increase application success rates.

# Apprentice Perspective

Meet Andrew Tang, Young Apprentice Ambassador. Hear about his experience and why an apprenticeship was the best decision he's ever made.



## **"I've never made a cup of tea in my apprenticeship life"**

When we think of apprenticeships, there often is a negative stigma that is attached to it. We hear the regular "apprenticeships are for people who didn't do well in school", "apprenticeships are only available in manual labour industries", "apprenticeships don't lead to good qualifications" and of course "apprentices only make cup of teas". Well, we all know that this is a complete fabrication and false.

I am an apprentice in his final two months, out of eighteen, as an apprentice and I have yet to make a cup of tea or coffee. This could stem from the team culture in which everyone makes their own brew or possibly the more logical answer which is because I don't drink tea or coffee, my barista skills are lacking.

In my own experience, I have saved many hours not making a brew. I have many opportunities to develop both professionally and personally. I have worked on many projects from working on the Derby Apprenticeship Hub, working on international projects, organising a careers fair, leading on projects, maintaining and updating websites, going to conferences, networking opportunities and given permission to set up an forum for apprentices within the organisation, to get together and learn from each other.

My apprenticeship has given me more opportunities than I ever though was possible. Those opportunities have given me a well-rounded experience that I will never forget and will benefit greatly whether I stay with the company or search for employment elsewhere. To think during the time of the interviews for my apprenticeship, I was training to work in the catering/hospitality industry in a soon to be opened restaurant.

I was suffering through mental health during those days but I had the clear mind and foresight to think that had I stayed I could be mentally in much worse state.

Simply, I had to make a decision. Stay at the restaurant and become unhappy but paid considerably more or move and have a brighter future but paid a lot less. As the cliché goes, the rest is history.









**It's been the best decision I ever made.**



# Exciting new apprenticeship standards

New 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 new apprenticeship standards available.

Find out more here: [www.instituteforapprenticeships.org/apprenticeship-standards](http://www.instituteforapprenticeships.org/apprenticeship-standards)

Agriculture, Environmental & Animal Care	Archaeological Technician 	Providing support during archaeological investigations, which may comprise of surveys, excavations & post-excavation analysis.	3 (advanced)
Construction	Chartered Town Planner (Degree) 	Shaping the places we live in by balancing the needs of people and business, as well as impacts on the environment.	7 (Degree)
Construction	Tramway Construction Operative 	Preparing & delivering a high standard of technical work in the construction and renewal of the Tramway and Tramway environment.	2 (intermediate)
Creative & Design	Photographic Assistant 	Carrying out skilled work in the photographic industry utilising common photographic knowledge and skills.	Level 3 (advanced)
Engineering & Manufacturing	Vehicle Damage Panel Technician 	Demonstrating expert working knowledge in the removal, repair and replacement of vehicle body panels.	3 (advanced)
Health & Science	Arts Therapist (Degree) 	Using art, drama or music to carry out therapy interventions to improve a person's mental, physical health & wellbeing.	7 (Degree)
Health & Science	Psychological Wellbeing Practitioner (Degree) 	Offering assessments for mild to severe common mental health problems, undertaking risk assessments and safeguarding referrals.	6 (Degree)
Protective Services	Community Safety Advisor 	Working within local communities providing life-improving advice, guidance and interventions.	3 (advanced)



# How to apply for a legal apprenticeship

Hints and tips from the experts



Kathryn Jack is the Apprenticeship Recruitment Manager at CILEx Law School, an award-winning leading provider of legal sector apprenticeships. They currently offer four different apprenticeship standards: Business Administrator (Level 3), Paralegal (Level 3), Chartered Legal Executive (Level 6) and Solicitor (Level 7).

The Chartered Institute of Legal Executives (CILEx) is the professional association for 20,000 Chartered Legal Executive lawyers, paralegals and other legal practitioners in England and Wales.

In this article, Kathryn shares her hints and tips for anyone interested in pursuing an apprenticeship in the legal sector.

## Where is the best place to look for a legal apprenticeship?

There are lots of websites out there, but my top two websites would be:

- **GOV.UK:**  
[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- **CILEx Law School:**  
[www.cilexlawschool.ac.uk/become-an-apprentice/how-to-apply/current-vacancies/](http://www.cilexlawschool.ac.uk/become-an-apprentice/how-to-apply/current-vacancies/)

You can also check out other websites like, Law Careers.net, NotGoingToUni (NGTU) and GetMyFirstJob (GMFJ).

## What are your top tips to make an application stand out from the crowd?

### Get some work experience

Don't wait for your school to set something up with a local law firm, there are other ways to get relevant work experience. You could ask to shadow your local council's in-house legal team or see if your Citizens Advice Bureau has the capacity to take you on as a volunteer.

However, you do not need to have legal work experience to apply. Employers recognise that applicants may not have a legal background at this stage in their career. Instead, highlight transferable skills, such as team work, customer service, problem solving and verbal and written communication, in your application.

### Include extra-curricular activities on your CV

These always help you stand out as an interesting candidate! Make sure you include skills that these interests have helped you develop. Have you completed a Duke of Edinburgh award? National Citizenship Service? Summer camps? Volunteering schemes?!

Mention these activities in your personal statement. If you have been to a mock trial or attended a public court hearing, make sure you also include this to strengthen your application.

### Know your strengths

It is important that you sell yourself well to be successful in the application process. Most law firms will look for good communicators, critical thinkers and individuals with strong analytical skills. It is also essential to be commercially aware, so keep up to date and subscribe to legal articles / news feeds online.

### Check, check and check again

Proof read your application and personal statement three times over! Get at least two others to check over your work before clicking submit. Attention to detail is a key skill for paralegals, legal administrators and lawyers.

For more information and guidance, visit the CILEx Law School website:

[www.cilexlawschool.ac.uk/become-an-apprentice](http://www.cilexlawschool.ac.uk/become-an-apprentice)

## apprenticeship support

There are lots of organisations and services ready to help you to find an apprenticeship

There are lots of places to look for more support when it comes to helping your child to make informed higher education choices. If you are confused about apprenticeships or are seeking more information, we would recommend checking out the websites below for more information.

### GOV.UK [www.gov.uk](http://www.gov.uk)

The GOV.uk website is the best place to start searching for information about apprenticeships and live apprenticeship vacancies. There are many useful resources that can be downloaded, including:

- A guide to apprenticeships
- A to Z of apprenticeships
- Essential guide to apprenticeship support
- A guide to higher and degree apprenticeships
- The complete guide to higher and degree apprenticeships
- Higher and degree vacancy listing

### Amazing Apprenticeships [www.amazingapprenticeships.com](http://www.amazingapprenticeships.com)

Amazing Apprenticeships has a huge number of resources, all available to access completely free of charge, including:

- Vacancy snapshot – a platform featuring some of the most sought-after apprenticeship programmes in England.
- Information resources – a brilliant range of inspiring resources about the apprenticeship opportunities available.
- Live Broadcasts – interviews with top employers and their apprentices, discussing the most inspiring apprenticeship opportunities.
- ASK – encourage your child's school or college to engage with ASK, the Apprenticeship Support and Knowledge Programme, for free parents' presentations, resources and workshops.

### Institute for Apprenticeships and Technical Education [www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)

The Institute for Apprenticeships and Technical Education is the public body responsible for overseeing the development, approval and publication of apprenticeship standards. Here you will find:

- All of the approved apprenticeship standards in the UK currently, as well as apprenticeship standards that are in development currently.
- Occupation maps showing progression
- Case studies, blogs and videos

### The Apprenticeship Guide <http://www.apprenticeshipguide.co.uk>

The Apprenticeship Guide provides brilliant information about apprenticeship opportunities across all sectors and industries. A great place to explore what opportunities are out there including:

- Apprenticeship information based on skills and interests
- Apprenticeship success stories

# Calendar of events



The National Apprenticeship Service attend many careers events each year, below are a selection of the upcoming events where you can speak to our advisers and find out more information about the opportunities apprenticeships bring.



Surrey  
UCAS



Birmingham  
What Career Live



Manchester  
UCAS



Leeds  
National Careers  
Guidance Show



East Midlands  
UCAS



Bristol  
UCAS



West London  
UCAS



Coventry  
National Careers  
Guidance Show



Kent  
UCAS



London  
National Careers  
Guidance Show



Exeter  
UCAS



Hereford & Worcester  
UCAS



Cornwall  
UCAS



London  
UCAS



Lincolnshire  
UCAS



Bristol  
National Careers  
Guidance Show



Dorset  
UCAS



Sussex  
UCAS



Tyneside  
UCAS



Tees Valley  
UCAS



North & West Cumbria  
UCAS



Hampshire  
UCAS



Suffolk  
UCAS



Staffordshire  
UCAS



Norfolk  
UCAS



Essex  
UCAS



Liverpool  
UCAS



Cambridge  
UCAS



Humberside  
UCAS



East London  
UCAS



West & North Yorkshire  
UCAS



Bedfordshire  
UCAS



Sheffield  
UCAS



Birmingham  
UCAS



Lancashire  
UCAS



Newcastle  
Skills North East



Leeds  
Skills Yorkshire



London  
New Scientist Live



London  
What Career Live



London  
Skills London



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