

# Parents' and carers' Pack

Helping your child search and apply  
for apprenticeships

Edition 36: June 2022



# Welcome

Carolyn Savage,  
Head of Youth Engagement and Apprentice Participation

Dear readers,

Welcome to the June edition of the Parents' and carers' Pack. This month we share with you:

- an apprentice case study
- information about the latest apprenticeships available
- how to make the most of the summer
- an insight into apprenticeships in Manufacturing
- information on occupational traineeships
- an overview of the Digital Business Services T Level
- Supported Internships

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  
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# Apprentice insights: life as an apprentice at BT

Meet Hollie, a Technical Solution Consultant apprentice at BT, studying a bachelor's degree in Digital & Technology Solutions at Ravensbourne University London.

## The digital age

I have always been interested in the latest gadgets, IT solutions and the way technology evolves. I definitely think growing up in the digital age and being a Gen Z myself caused this. I studied Business, Geography, and ICT at Sixth Form. ICT was always my strongest subject.

## My typical 9 to 5

Day-to-day my roles and responsibilities are really varied. Monday I could be at an exhibition exploring the new cutting-edge technology for the broadcast industry, working on a world-first trial, and by Friday, I'll be studying for my bachelor's degree. I love how fast-paced this industry is. My apprenticeship scheme allows me to rotate into a new team every six months, and how many others can say they've worked in 8 different teams across a business for 4 years? This really allows me to explore new skills.

I still wanted a professional bachelor's degree, but not the traditional way! Having had part-time jobs during my studies since I was 16, these roles helped me learn valuable soft skills, including time management, communication, and basic customer service. Once I completed Sixth Form, I applied to UCAS as a back-up even though I knew the traditional university route just wasn't for me. I spent hours, if not weeks, researching apprenticeships. I came across what BT had to offer, considering BT are highly ranked in the top 100 employers for apprenticeships, I had to apply!

**"BT employs me to work operationally and pays for my full degree. Earning and learning!"**

## The recruitment process

The BT apprentice recruitment process has various stages, like any other early career recruitment. I completed an application form, a situational judgement test, a video interview, and finally, I attended an assessment centre for the day at the BT HQ in London. When my application was successful, I decided to decline all my university offers, including some unconditional offers! I went with the degree apprenticeship at BT. Best decision ever!



## Finding the time to study

I attend lectures 10am-4pm at Ravensbourne University London on block release every month, or every other month, for one week - a very similar format to traditional University.

Balancing university and working full-time isn't always easy, I need to be willing to put in the extra hours. Although, on my scheme I'm fortunate enough to dedicate every Friday to my University studies and am fully supported to take time out by my team and Line Manager.



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### What are your future goals?

In the short-term, my immediate goal is to graduate from my apprenticeship scheme in June 2023 and continue to work at BT. Ultimately and further into the future... it's ambitious, but one day I would love to manage my own team, built on the foundations of a fantastic team spirit and one everyone is proud to be a part of. I'd also love to explore the world and work internationally.

### Do you miss out socially?

I always get asked if I miss the social aspect of university. The truth is no. BT have hundreds of young people in graduate, apprentice, and industrial placement schemes across the UK. Specifically at BT Tower, myself and other apprentices often spend Fridays together studying, and socialise outside of work too!



**“Do not dismiss degree apprenticeships and their worth. Take the time to explore career pathways carefully.”**

My apprenticeship means I have my weekends free to visit friends and family. I also have my yearly annual leave allowance, so taking a holiday abroad in November is something I'm fortunate enough to do!

### What would your advice be to others?

Do not dismiss degree apprenticeships and their worth. They are a real degree. Take the time to explore career pathways carefully. Research employers, make sure their values fit in with yours! I also love seeing the rise of degree apprenticeships in new sectors like in-house law, fashion and construction! Lastly, it is so important to make the best career decisions for you personally and try to not follow the influence of friends or family.

#### More information

To discover more about apprenticeships and to search and apply for current vacancies, please visit

Find an Apprenticeship:

[www.gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)

or you can scan the QR code with your phone camera.



# Apprenticeships in Manufacturing

## Apprenticeship opportunities in the Manufacturing Industry

The UK manufacturing industry is the 9th largest in the world and employs approximately 2.7 million people. Manufacturing is critical in helping the economy to grow and the number of manufacturing jobs available by 2025 is set to increase even more.

A career in manufacturing can be progressive and rewarding, using innovative methods and new technologies to contribute to society making lives easier in the workplace and at home.



Every sector is dependent on manufacturing, making it possible to connect your child's interests to a future career in manufacturing. The larger sectors reliant on manufacturing include:

- Transport
- Food and drink
- Pharmaceuticals
- Construction
- Textiles
- Aerospace
- Telecommunications and Defence Systems
- Renewable Energy



Manufacturing apprenticeship opportunities are in small businesses as well as well-known organisations, such as:

- Rolls Royce
- Unilever
- BAE Systems
- Coco-Cola
- GlaxoSmithKline
- AstraZeneca

### What kind of skills are useful when working in manufacturing?

- Aptitude for technology
- Critical thinking
- Enthusiasm
- Attention to detail
- Time management
- Dependability

### What are the benefits of completing an apprenticeship in manufacturing?

An apprenticeship in the manufacturing industry will help your child gain hands-on technical experience in a fast-paced environment, learning multiple skills with opportunities to progress up the career ladder.

[Article continues on next page](#) >



Manufacturing is the umbrella term that covers the process of designing, making and delivering goods to customers. There are many different career options in manufacturing and below are just 3 of the apprenticeship opportunities in the industry.



## LEAN MANUFACTURING OPERATIVE

### Level 2

**Duration:** 18 months

The Lean Manufacturing Operative will develop skills to be used across various manufacturing operations and be able to follow manufacturing process and standard operating procedures.

#### Responsibilities in this role:

- Maintaining Health and safety requirements
- Being responsible for different products with different specifications at any one time
- Carrying out quality checks throughout the manufacturing process
- Working closely with stakeholders



## KNITTED PRODUCT MANUFACTURING TECHNICIAN

### Level 3

**Duration:** 24 months

A Knitted Product Manufacturing Technician can work in medical, construction, automotive and clothing sectors. They will be required to work on efficient production methods, meeting the quality standards.

#### Responsibilities in this role:

- Understanding the end-to-end knitting process
- Carrying out routine maintenance on machinery
- Being able to meet client deadlines and business targets
- Following Health and Safety regulations
- Fault finding and problem solving
- Production planning, prioritising and tracking



## MANUFACTURING MANAGER

### Level 6

**Duration:** 42 months

A Manufacturing Manager ensures the needs of the client are met, and the manufacturing process is cost effective. They may oversee a whole plant or an area of the production line.

#### Responsibilities in this role:

- Managing employees in the department
- Overseeing budgets of equipment
- Maintaining safety of employees and equipment
- Forecasting equipment and resource requirements
- Carrying out internal and supporting external audits
- Working with stakeholders
- Reporting performance data

### More information

If you are interested in exploring other manufacturing apprenticeship roles, please visit <https://www.instituteforapprenticeships.org/apprenticeship-standards/?keywords=manufacturing>

Scan to  
visit the  
website



# National Manufacturing Day

7th July 2022

**National Manufacturing Day** is a chance for UK manufacturers to open their doors to give their local community behind the scenes access. Some of these highly skilled roles deliver average salaries 12% higher than the wider economy.



National Manufacturing Day offers the opportunity for guardians, young people, schools and anyone in the local community to visit local sites for a day and experience what modern day manufacturing looks like and how exciting and rewarding it can be. You will be able to meet the teams and hear first-hand what inspired them to join a career in manufacturing.

## Arrange a visit

Use the postcode finder on the website: [www.nationalmanufacturingday.org](http://www.nationalmanufacturingday.org) to find a local manufacturer that is taking part. Don't worry if there aren't any near you listed, Make UK will be able to find a suitable business near you to visit as more companies are signing up to take part every day. Just email [nmd@makeuk.org](mailto:nmd@makeuk.org) and we can approach a nearby manufacturer on your behalf to set up a visit.

Manufacturers are telling us that they are facing a labour shortage and lack the skills needed to grow their business – there are loads of opportunities out there, from apprenticeships to upskilling training. National Manufacturing Day presents a real opportunity for businesses to work with schools, colleges, and Jobcentres to inspire and recruit local talent.

Visit [apprenticeships.gov.uk](http://apprenticeships.gov.uk) to find out more.

Manufacturing is already playing a crucial role in the transition to a net-zero carbon economy, not only by cutting its own greenhouse gas emissions, but also through the innovative products, processes and services that will become an integral part of the green industrial revolution. These are jobs that will play an integral role in the race to net zero.

## Inspirational films

Hear from a manufacturing apprentice and his parent on their apprenticeship experience.



<https://youtu.be/fISBeQFTQtg>

Watch this inspiring film on why a manufacturing apprenticeship could be a great career for your child.



[https://youtu.be/09KmHxa\\_ye0](https://youtu.be/09KmHxa_ye0)

If your young person is interested in a career in manufacturing or engineering, you can learn more about the educational routes here:

[www.nationalmanufacturingday.org/files/ugd/dc0ae0\\_3ad1af95210445098b4865c4ca50c6f9.pdf](http://www.nationalmanufacturingday.org/files/ugd/dc0ae0_3ad1af95210445098b4865c4ca50c6f9.pdf)

# Project Choice: a route into an apprenticeship

Supported Internships with Health Education England

Health Education England (HEE) launched Project Choice in 2005 and since then it has continued to expand across England. The fully-funded programme offers 16 – 24-year-olds with an Educational Health Care Plan (EHCP) opportunities to complete a supported internship where they will take part in work placements and attend college to study work skills qualifications.

Project Choice is a post-16 college supporting young people with Special Educational Needs and Disabilities. The college is Ofsted registered and provides employability and supported internship courses to help young people find a rewarding careers. Each young person receives support tailored for them to develop confidence, and employability skills with the goal of them starting an apprenticeship or employment.

The curriculum at a Project Choice college includes:

- Functional maths and English
- Employability Skills
- Preparation for adulthood
- CV, interview, and job search preparation

## How the programme works

Project Choice is partnered with NHS healthcare settings, and other employers local to the programme who will offer work placement and the supported internship.

## Work placement

During the programme, your child will participate in half a day work experience for 6 weeks, with the support of a mentor. They will receive a certificate once they have completed their work experience.

## Internship

Your child will be offered a supported internship with one of the Project Choice business partners. There can be up to three, 12-week placements during the academic year. The placement is over 4 days, and one-day attending college to study maths, English and employability skills

## Apprenticeship/Employment

For up to 5 years after your child has left Project Choice, they can receive apprenticeship and employment support, including interview practice, application process and reasonable adjustment discussion support, pastoral care, and HR issues.

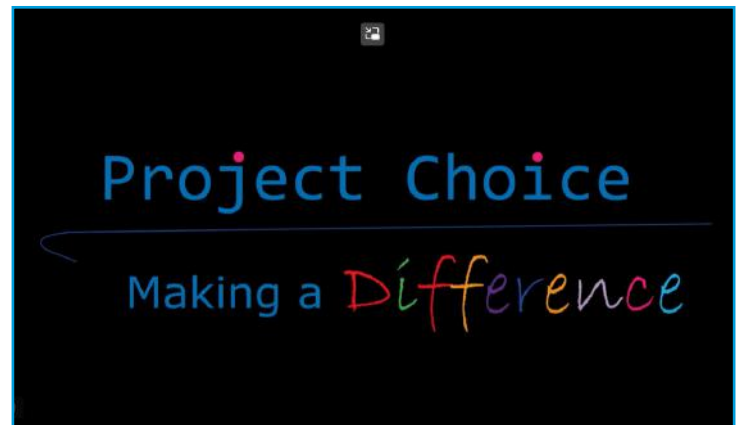
## Who is the programme for?

Motivated young people who have learning difficulties/ disabilities and/or autism who live within one of the current local Authorities listed here and are looking to start a career and would like to get some practical experience first.

<https://www.hee.nhs.uk/our-work/project-choice-supported-internships/our-locations-how-contact-us>

If Project Choice is not currently available in your area, you can contact them here to see if they can help or alternatively speak to the school's Careers Advisor or Local Authority about Supported Internships.

Hear employers and young people sharing their experience of the Project Choice programme via the links below.



<https://www.youtube.com/watch?v=l3lqKDrvXM8>



<https://www.youtube.com/watch?v=aJAMMBRPhsI>



# Searching for apprenticeships

Making the most of the summer

1

## BROWSE APPRENTICESHIPS

Take a look through the current apprenticeship vacancies in your local area by searching by interest and location. Use the site to find out more about the opportunities available.

Visit <https://www.apprenticeships.gov.uk/apprentices/browse-apprenticeships>

2

## CREATE AN ACCOUNT

Creating an account on 'Find an apprenticeship' means your child can search and apply for vacancies, set up alerts and manage applications.

Visit: <https://www.apprenticeships.gov.uk/apprentices/create-account>

3

## APPRENTICE AMBASSADOR STORIES

Hear from apprentices sharing their apprenticeship story, from the recruitment process through to completion, providing advice to others on apprenticeships.

Visit: <https://www.apprenticeships.gov.uk/apprentices/ambassador-stories>

4

## RESEARCH CAREERS

The National Careers Service offers advice about careers and skills in England. Research different careers and the pathways to find the right career for your child.

Visit: <https://nationalcareers.service.gov.uk>

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## FREE ONLINE COURSE

If your child has an interest that isn't covered in depth at school or college, they can take one of thousands of free online courses. There are courses that cover almost every interest. These can be a great talking point at an interview.

Find lots of free courses at: <https://www.coursera.org> or <https://www.open.edu/openlearn>

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## FIND WORK EXPERIENCE

If your child has no idea what they might like to do as a career in the future, this is the perfect way to see what different jobs entail and the differences between diverse workplaces. Whether this is voluntary or a part time job, spending some time in the workplace is a great way to build up your CV and show a future employer how proactive you are. Remember – work experience doesn't have to be a whole week, it could even be a few hours spent shadowing someone in their role.

# 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	Professional arboriculturist		Managing trees, including writing and implementing strategic plans to enhance the environment to benefit people, air quality and biodiversity whilst keeping people, building and properties safe.	Level 6
Business and administration	Coaching professional		Working with a wide range of individuals and teams across organisations, to empower and engage with them to enhance their professional performance.	Level 5
Digital	Software developer		Building and testing simple, high-quality code for software.	Level 4
Education and childcare	Learning and skills teacher		Teaching young people and adults within all parts of the education and training sector.	Level 5
Hair and beauty	Advanced and creative hair professional		Creating, planning and promoting a collection of hairstyles and looks that reflects your client's own individuality.	Level 3
Legal, finance and accounting	Senior investment and commercial banking professional		Providing relationship management for clients to assess their financial performance and match banking products and services for their needs.	Level 7
Sales, marketing and procurement	Advertising and media executive		Creating messages (campaigns) which are intended to inform or influence the people who receive them.	Level 3

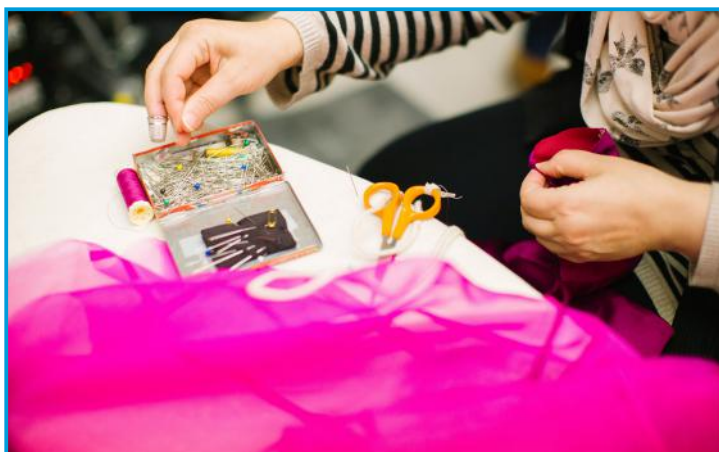
# Occupational Traineeships

## A new pilot scheme – sewing and textiles

A new pilot occupational traineeship scheme is starting this summer and is aiming to support and fast track young people into a specific career in the fashion and textile industry.

### What is the Sewing and Textiles Occupational Traineeship?

It's a six-week course for 16–24-year-olds or 25-year-olds with an Education, Health, and Care Plan (EHCP) who are likely to be ready for work in six months. The content of the course is tailored to support progression into a specific apprenticeship or job in the fashion and textiles sector and is based on apprenticeship standards.



### What does the course include?

It includes work preparation training, a work experience placement (70 hours minimum), flexible vocational learning and English, maths and digital skills training if needed.

The work-based training involves: an introduction to the textile sector; health and safety in the workplace; an introduction to industrial machines and equipment; industrial sewing/textile manufacturing techniques and employability skills.

### What qualification can be achieved?

The traineeship leads to a Level 1 Award in Sewing and Textiles. This qualification requires 120 hours of guided learning.

Trainees can choose from a range of options:

- Garment/sewn product manufacture
- Footwear manufacture
- Household/interior textiles manufacture
- Textiles/fabric manufacture
- Machine maintenance
- Upholstery & soft furnishing manufacture
- Quality Control
- Pattern Construction



### What are the progression opportunities?

Progression opportunities include Level 2 apprenticeships as a Sewing Machinist or a Textiles Operative, employment or further training.

### Where is the pilot scheme taking place?

The pilot is taking place in Greater Manchester and Lancashire with the support of the Department for Education and training providers Salford College and Blackburn College. If successful, it will roll out to more areas in the country.

### What about other traineeship and occupation traineeship opportunities?

Find the nearest training provider to you on the recently updated training provider listing on gov.uk:

[www.gov.uk/government/publications/traineeship-providers](http://www.gov.uk/government/publications/traineeship-providers)

Find out more about  
traineeships:

[www.gov.uk/government/collections/traineeships--2](http://www.gov.uk/government/collections/traineeships--2)

Scan to  
visit the  
website



## Services T Level

Find out more about what the Digital Business Services T Level involves

# T-LEVELS

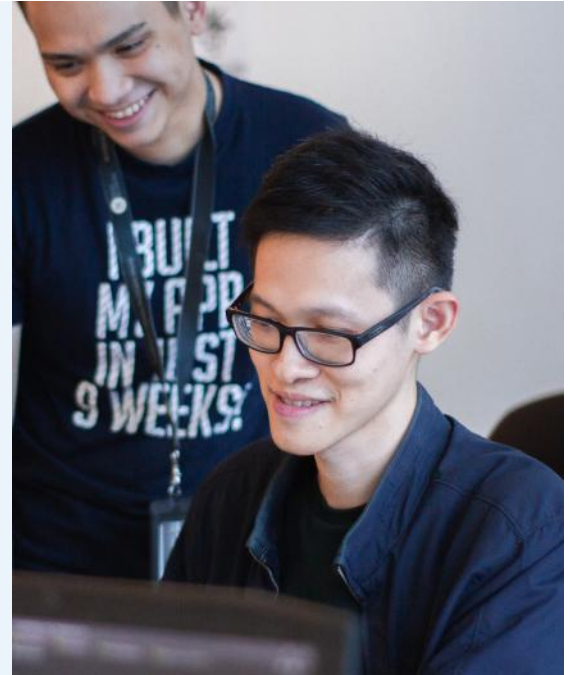
T Levels are an exciting 2-year qualification that combines classroom study with an industry placement. There are a range of T Level subjects available, with more starting in the coming years until over 20 are available by 2023, covering everything from agriculture to catering and engineering to science.

Find out more about the Digital Business Services T Level below.

### WHAT DOES A T LEVEL IN DIGITAL BUSINESS SERVICES ENTAIL?

Students will start to develop a general understanding of a broad range of issues relevant to the sector, including:

- how digital technologies impact business and market environment
- using data in software design
- using digital technologies to analyse and solve problems
- digital environments, including physical, virtual and cloud environments
- the privacy and confidentiality of personal data
- the technical, physical, and human aspects of internet security
- planning digital projects
- testing software, hardware, and data
- how to use digital tools for project management and collaboration



### WHAT CAN YOU DO WITH THIS T LEVEL?

This course is suitable for anyone wanting a career in IT, specifically in areas such as IT solutions or data analysis. Students can progress into roles such as:

**DATA ANALYST -  
STATISTICIAN**

**MARKET RESEARCH DATA  
ANALYST**

Students can also use this T Level to do a related higher-level apprenticeship or degree course.



#### More information

Find out more about T Levels at: <https://www.tlevels.gov.uk>

Scan to  
visit the  
website

