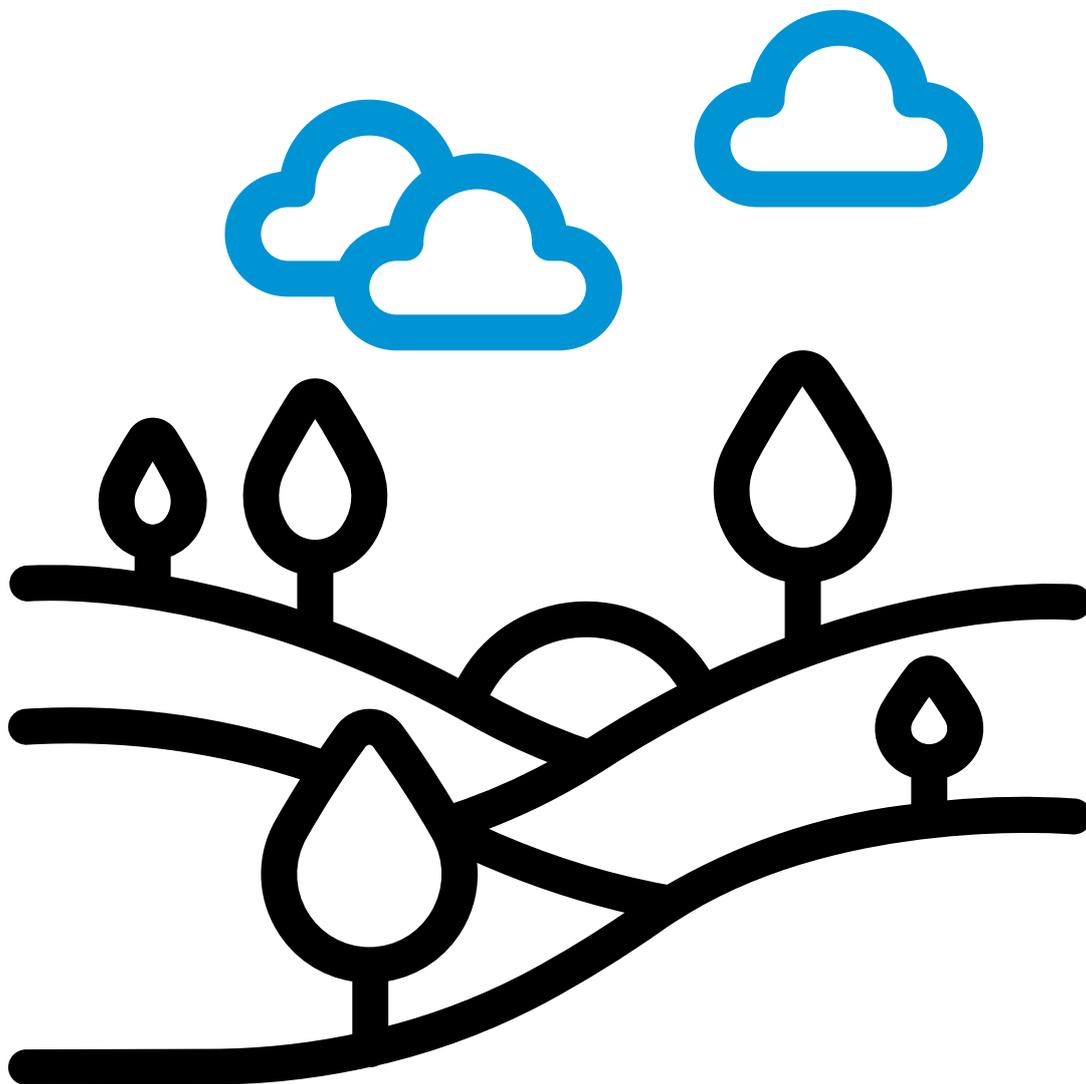


Parents and Carers' Pack

Helping your child to search and apply for apprenticeships



Edition 56: May 2024



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visit the
website



Welcome

Greg Boone, Head of the Careers Service for Young People Unit,
Department for Education

Dear Parents and Carers,

Welcome to the May edition of the Parents and Carers' Pack. We continue to try and share interesting and useful information with you about apprenticeships and technical education and hope that you enjoy this month's content.

The pack starts with a look at careers in Early Years and Education and two routes into this fantastic sector – apprenticeships and T Levels. Also featured in this pack are two different organisations offering apprenticeships in sustainable roles.

There is also an article with 5 key questions you could ask your child to help them think about apprenticeships, which we hope sparks some productive conversations!



Greg Boone
Head of the Careers Service for Young People Unit
Department for Education

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Apprentice insight: Life as an apprentice at Wonderland Day Nursery



Meet Kelsie, a Level 5 Leadership and Management apprentice



How did you decide childcare was the career for you?

From a very young age I always wanted to work with children as I was surrounded by younger family members and loved the opportunity to look after and support their growth and development.

Why did you choose the apprenticeship route?

I decided to go straight into an apprenticeship from school. I completed my level 3 apprenticeship in childcare in 2017. I really thrived in my role and worked my way up to become a senior team leader at my current setting. I was then offered the opportunity to complete my level 5 leadership and management course which I felt would be a great opportunity to progress in my job role even further.

I love the idea of being an apprentice and enjoy working alongside completing my coursework. It allows me to bring new ideas into the setting and complete training and research to help me within my daily job role, as well as learn and understand how to run a nursery, and progress and develop my leadership skills.

What does your current role involve?

Each day is very different in the childcare industry, but my current role entails mentoring, guiding and leading a small team of individuals to provide a high level of care for all children in our setting.

“My employer and managers were very supportive throughout and helped me get enrolled as quickly as possible to begin the next step in my career path and learning journey.”

How did you find out about your apprenticeship?

I had done some research on level 5 childcare course providers in the past and recognised Parenta as a really good training provider for childcare apprenticeships. My manager then approached me a little while later and offered me the chance to complete an apprenticeship through Parenta, which I was really excited about.

My employer and managers were very supportive throughout and helped me get enrolled as quickly as possible to begin the next step in my career path and learning journey.

How is your apprenticeship delivered?

My course is mainly online at present and takes a flipped approach to learning. We have pre-recorded sessions where we watch and take detailed notes on all different topics related to the course. We then have a live session with a tutor and other professionals where we discuss in depth what we learnt from the pre-recorded session and ask any questions we may have. Once the live session is completed we will then be set tasks to complete in a set timeframe.

I find this a great way of learning as it allows us to complete further research alongside the information from the pre-recorded and live sessions to produce a high quality of work. I have an assigned tutor who visits me at my setting for observations and reviews, and I have access to help and support from my tutors when needed.



Apprentice insight: Life as an apprentice at Wonderland Day Nursery



Meet Kelsie, a Level 5 Leadership and Management apprentice

Who or what was your inspiration?

My inspiration growing up was my mum and dad. I have one sister and three brothers, and have always looked up to my parents because of how they supported us and helped us become who we are today. My family is continuously growing with many new additions, and seeing the constant love and support from my mum and dad inspires me to support the children I work with in any way I can.

My current manager has also been a huge inspiration for me. Since she came into the setting as manager, I feel she has offered me huge opportunities to thrive and develop within my job role and eventually hopefully progress even further. My manager is always an approachable person with great knowledge, always offering the best support to everyone when needed. A managerial role was always something I wanted to achieve and I know my manager will always support me to reach my goals and targets.

What is your proudest achievement?

My proudest achievement would be my progression in my job role. I have worked my way up from being a level 3 apprentice to my current role as senior team leader, and

hope to eventually get myself into a higher managerial position in the future.

What would your advice be to potential apprentices about apprenticeships?

Completing an apprenticeship is a great way to start in a career of your choice. It allows you the opportunity to work in real settings, as well as learn and gain great knowledge as you go along. I would encourage anyone to get their career started through an apprenticeship, as it will support you to achieve great qualifications whilst learning and furthering your development every day.

What would your advice be to parents about apprenticeships?

I would always encourage parents to talk to their children about apprenticeships, as this was something my parents discussed with me when it came to making decisions about staying on at school or undertaking an apprenticeship. I believe this is a very hands-on way to get your child learning real life skills and achieving a great qualification to support them with their future.

A major new national recruitment campaign was launched by the Department for Education earlier this year to give nurseries and early years providers the workers they need to be able to offer more childcare places to parents.

Find out more here:

<https://earlyyears-careers.campaign.gov.uk/>



Scan to visit the website

If your child would like to earn as they learn in a fun environment like Kelsie, while advancing their professional development, they may want to consider an apprenticeship in Early Years education. And if the opportunity to build on your experience as a parent and learn valuable skills also appeals to you, you can find out more about becoming an Early Years apprentice at:

<https://www.apprenticeships.gov.uk/apprentices/early-years-educator>



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T Level in Education and Early Years

Another route to consider

T-LEVELS
THE NEXT LEVEL QUALIFICATION

If your child has been inspired by Kelsie’s case study on the previous pages, another route into a career in the education and childcare sector could be the **T Level in Education and Early Years**.

Course summary:

- Level 3 qualification
- Two-year course
- Minimum 45 day industrial placement working with an employer
- Choice of specialisms – Early Years Educator or Assisting Teaching

What can you do with this T Level?

This course is suitable for anyone wanting a career in early years education, childcare or assisting teaching. Students can progress into roles such as:

**NURSERY
WORKER**

**TEACHING
ASSISTANT**

**LEARNING
MENTOR**

**SPECIAL
EDUCATIONAL
NEEDS TEACHING
ASSISTANT**

PLAY WORKER

PORTAGE HOME VISITOR

What do you learn on this T Level?

All students will develop an understanding of:

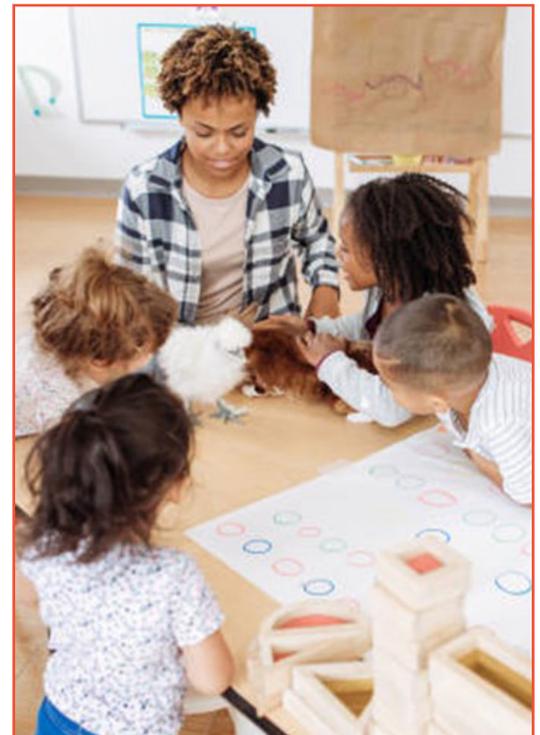
- Understanding the Education and Early Years sector from ages 0 to 19.
- Child development.
- How to support children and young people’s education.
- Safeguarding, health and safety and wellbeing.
- Understanding and managing behaviour.
- Observing and assessing children and young people.
- Equality and diversity.
- Special educational needs and disability.
- English as an additional language.
- Working with parents, carers and wider families.
- Working with agencies and services that support children, families and carers.
- Reflective practice and other forms of professional development.

What do you need before you start?

- T Levels are one of your options after you’ve finished GCSEs.
- Entry requirements for each course are set by the individual school or college.
- Check with your local T Level school or college to find out the entry requirements for the Education and Early Years T Level.

T Levels are an alternative to A-levels, apprenticeships and other 16 to 19 courses.

Equivalent in size to 3 A-levels, a T Level focuses on vocational skills and can help students into skilled employment, higher study or apprenticeships. Each T Level includes an in-depth industry placement that lasts at least 45 days. Students get valuable experience in the workplace and employers get early sight of the new talent in their industry.



Find out more about this T Level here:
<https://www.tlevels.gov.uk/students/subjects/education>



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the website**

Apprenticeships uncovered

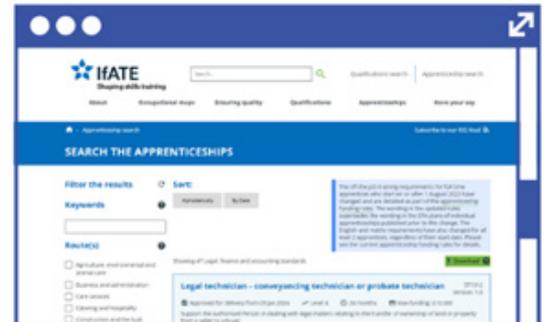
Keep up to date with apprenticeship opportunities

Apprenticeships are continually created and released through The Institute for Apprenticeships and Technical Education. The list below focuses on the [Legal, finance and accounting](#) route and includes some apprenticeships you may not have considered before. You can find out more on The Institute website:

www.instituteforapprenticeships.org/apprenticeship-standards



Scan to visit the website



Actuarial technician		Use actuarial techniques and build mathematical models to support senior colleagues to help manage risks for clients. Manage uncertainty and risks such as Pensions, Investments, and Insurance businesses.	Level 4
Assistant accountant		Carry out financial activities and support for businesses and organisations of all types and sizes. Assist with monthly and yearly reporting of the financial and accounts information.	Level 3
Chartered legal executive		Provide legal services to clients and colleagues. Draft legal documents and identify key facts and evidence. Communicate with a range of stakeholders.	Level 6
Investment operations administrator		Work in the operational and administrative areas of businesses in the Financial Services sector. Carry out data entry, investigate missing or inaccurate data, money laundering checks and research information for investigative activities.	Level 2
Motor finance specialist		Administrate finance packages to customers buying vehicles. Receive and assist with queries, complaints, and general enquiries. Maintain and develop a relationship with intermediaries.	Level 3
Paralegal		Provide legal and administrative support, research, and draft legal documents and forms. Work alongside law professionals and give legal advice.	Level 3
Senior professional economist		Design, implement and lead programmes of economic analysis to support decision-making in organisations such as the Government, regulated industries (e.g. energy, telecoms) and other businesses (e.g. banks).	Level 7

Key Apprenticeship terms

Explaining some of the key words and phrases

KEY APPRENTICESHIP TERMS



 <p>Apprentice Someone who is doing a job and learning.</p>	 <p>Line manager The person who tells you what to do at work.</p>
 <p>Employer The organisation you work for.</p>	 <p>Salary The money you are paid for working.</p>
 <p>Training provider Organisation that teaches apprentices.</p>	 <p>Apprenticeship Standard Document that explains what you will be learning.</p>
 <p>On-the-job The time you spend working.</p>	 <p>Off-the-job The learning you do in paid time.</p>

Discover more about apprenticeships
www.amazingapprenticeships.com



Find this resource here:

<https://amazingapprenticeships.com/app/uploads/2023/11/Key-apprenticeship-terms-1.pdf>



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Apprenticeships in sustainable roles

Find out more about two organisations offering exciting and sustainable opportunities

Brand new sustainable digital apprenticeship

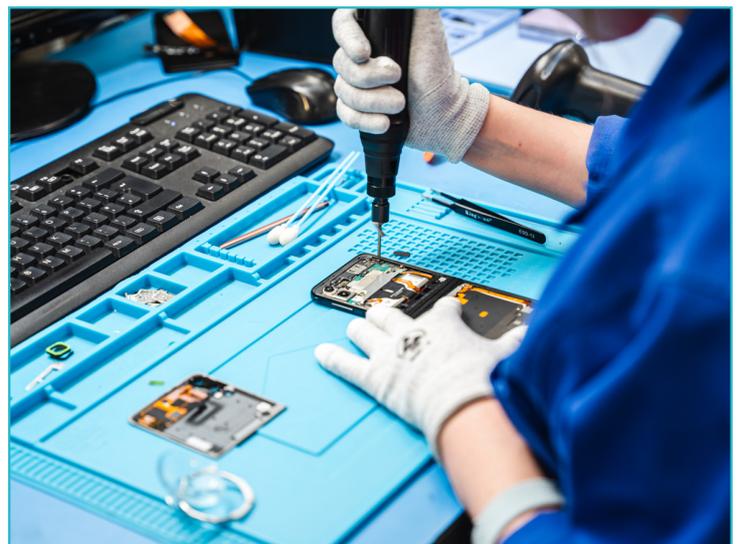
Newcastle-under-Lyme based company **TMT First** are an approved Samsung Partner and an Apple Independent Repair Provider. They repair, refurbish, and recycle devices to build a more sustainable future for technology. Every year the company processes around 250,000 products including phones, wearables, tablets, accessories and laptops.

Partnering with the Institute for Apprenticeships and Technical Education (IfATE), TMT First have developed a brand-new apprenticeship which aims to help fill the skills gap in the tech industry as well as futureproofing the next generation of digital repair technicians - the **Digital Device Repair Technician Apprenticeship**.

Find out more about the apprenticeship standard here:
<https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-device-repair-technician-v1-0>



Scan to visit the website



TMT Founder Adam Whitehouse said: “There are 71 million mobile phones in the UK alone. It shouldn’t be a case of if your mobile breaks, you instantly think about getting a new one. There needs to be the resources in place to make repairs a go-to option - it’s much better for a customer’s pocket and is certainly much better for the environment. Up until now there just haven’t been enough skilled technicians available to repair all the devices that need fixing and as the number of devices grows across the UK, the skills shortage will only increase further. The National Digital Device Repair Technician Apprenticeship is an absolute gamechanger as it is going to help fill that gap.

He said: “This apprenticeship isn’t just about repairing devices; it’s about nurturing a workforce capable of making significant contributions to environmental sustainability. By extending the life of digital devices, we can actively reduce the carbon footprint associated with the production and disposal of electronics, which is vital as we commit to the UK’s ambitious target of reaching net zero carbon emissions by 2050.”

The apprenticeship is the first ‘dark green,’ standard in the digital space, which means it’s been set up to contribute to the UK’s mission to become Net Zero by 2050.



As TMT First looks to recruit its first apprentices onto the national scheme they want to hear from the following:

Tech Enthusiasts: People who are passionate about technology and eager to dive into the world of digital device repair.

Team Players: Collaborative individuals who thrive in a dynamic, supportive environment.

Quick Learners: Those who are ready to absorb new information and apply it in real-world scenarios.

As a Digital Device Repair Technician Apprentice, your child will be at the forefront of managing the repair process for a variety of digital devices. From receiving faulty devices to conducting thorough diagnostics and repairs, they will play a pivotal role in keeping technology alive for longer.

To find out more then please contact TMT First by emailing hr@tmtfirst.co.uk

Apprenticeships in sustainable roles

Find out more about two organisations offering exciting and sustainable opportunities



DS Smith provides innovative packaging solutions, paper products and recycling services with a commitment to sustainability and a circular economy. Their core purpose is to Redefine Packaging for a Changing World, and their expert teams work closely with like-minded partners to incorporate renewable resources for products that minimize their environmental impact, reduce complexity and increase profitability through supply chain optimization.

Sustainability is at the heart of everything they do and as an apprentice, your child could really help make a difference to the communities they work in and the wider world. Every role helps them cut waste, protect natural resources and reduce their carbon footprint.

DS Smith are already a leading provider of sustainable packaging solutions and Europe's biggest recycler. They have a unique supply cycle strategy with an industry-leading approach to sustainability. They want apprentices to join them and help them become even more innovative and entrepreneurial.

They are recruiting nationally for apprentices in the following areas:

- Customer Service
- Engineering
- Sales
- Materials Technologist
- Design & Innovation

To find out more visit:

<https://www.dssmith.com/uk/careers/students-and-graduates/our-apprenticeships>



Scan to visit the website

DS Smith Careers



“ *I visited a DS Smith site on a school trip which sparked my interest in DS Smith. There is so much to learn in the business, I've been pleasantly surprised! The sustainability aspect was also a big pull for me, and I like that the company aligns with my values. My school pushed us down the university route, but I always felt an apprenticeship was better for me. Completing an apprenticeship has helped me get ahead: I'm getting a degree and earning at the same time whilst also getting valuable workplace experience that can't be taught. It's enabling me to get to where I want to be.”*

- Josephine Cooper, Packaging Technician Apprentice.



The Power of Less[®]

Find out more about green apprenticeships by looking at the resources on the Amazing Apprenticeships website: <https://amazingapprenticeships.com/resources/?green-careers=1>



Scan to visit the website

5 questions to help your child to think about apprenticeships

Working out the options

With so many different options out there it can be difficult to know where to start those really important conversations with your child. Below are 5 questions that can help open up those discussions and engage you both as you explore all the opportunities.

1 Do you know what you want to do?

If your child does have an idea of their future job, you can help them to research the routes available and if an apprenticeship will help them to get there. If they are still unsure of what they might like to do, you could help them to research the different types of apprenticeships available and explore what they might find interesting. Check out

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>



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2 Which apprenticeship level do you think would be most suitable to go for?

Apprenticeship levels can often be misunderstood and whilst many might see the next level to what has already been studied as the next step, those entering the workplace for the first time might need to learn some basic workplace skills before being able to progress onto a higher or degree level. Help your child to keep an open mind and research all available levels.

4 Would you want to stay at home/local or explore opportunities further away?

Would your child be willing to commute for an apprenticeship or even relocate? Would they prefer to stay at home? What transport would they use and what budget would they need? Does the employer offer any support for travel/relocating? You can use the government website Find an apprenticeship to look into the different locations and travel options.

<https://www.gov.uk/apply-apprenticeship>



Scan to visit the website



5 Do you know where you can find out more?

There are lots of resources available on <https://www.apprenticeships.gov.uk/> or you can always ask your school career adviser for further support and guidance.



Scan to visit the website



3 What kind of employer would you like to work for?

Does your child want to work for a large/small employer? What are the benefits for both? What ethos and values do they want the employer to have? What would attract them to an employer? Use the government website Find an apprenticeship to explore the different kind of businesses currently recruiting:

<https://www.gov.uk/apply-apprenticeship>



Scan to visit the website





Higher Technical Qualifications (HTQs)

A guide for parents and carers

Higher Technical Qualifications: A Guide for Parents

What are HTQs?

Higher Technical Qualifications (HTQs) are a **great way for your child to get the skills employers want**. They are alternatives to apprenticeships and degrees that offer a route to well-paid, secure and sustainable jobs at higher technical levels, such as **Nursing Associate, Sports Coach or Network Engineer**.

HTQs have been developed with employers, to give your child the **right training, knowledge and skills to succeed in the workplace**. For students, this means taking an HTQ will be an investment in themselves, and in the future.

HTQs may be a great option for your child, and a pathway they may not be aware of. **Read on to learn more about HTQs, to see if HTQs are the right route for them and how you can support their journey.**

Where do HTQs fit?

Where do HTQs fit in with other qualifications?

<p>Year 3 (Level 6)</p> <p>Top up degree An extra year for your HND or foundation degree into a full undergraduate honours degree</p>	<p>Apprenticeship A range of levels and only available to level 2+</p>	<p>Undergraduate degree A three year programme of academic study</p>
<p>Year 2 (Level 5)</p> <p>Level 5 Higher Technical Qualification Approved vocational qualifications - includes HNDs, foundation degrees and others.</p>	<p>Level 4 Higher Technical Qualification Approved vocational qualifications, includes BTECs, Level 4 BTECs and others.</p>	
<p>Level 3 A Levels, T Levels, BTEC, Diploma</p>		

HTQs are **Level 4 and 5 qualifications**, that sit between A-Levels or T-Levels and degrees. They have been approved by the Institute of Apprenticeships and Technical Education.

HTQs may be particularly relevant for students looking for a **practical, employer-based programme with a job focus**, but who **prefer classroom-based learning** to work-based learning.

Where can HTQs take your child?

HTQs are offered in a range of subject areas. More and more qualifications are being approved as HTQs each year!

- September 2022: Digital
- September 2023: Construction, Design & Build, Health & Science
- September 2024: Business & Administration, Education & Early Years, Engineering & Manufacturing, Legal, Financial & Accounting
- September 2025: Agriculture, Environment & Animal Care, Care Services, Catering & Hospitality, Creative & Design, Protective Services, Sales, Marketing & Procurement

Here are some jobs HTQs can lead to:

- Network Engineer
- Software Developer
- Data Analyst
- Construction Site Supervisor
- Quantity Surveying Technician
- Nursing Associate
- Assistant Practitioner (Health)
- Sports Coach
- and many more!

Where can HTQs be found?

Use this QR code to explore the pathways available!

Because many HTQs start in **September or January***, your child doesn't have to rush to make a decision after exam results for a September start! Encourage them to take their time and **consider ALL options**.

*For January entry dates, check the application deadline with the HTQ provider.

Decide and apply to HTQs

As application season approaches, having careers conversations with your child can help them to explore options, like HTQs, with greater confidence.

Use these milestones, and question prompts, to help your child find out if HTQs are the right path for them and how they can apply:

STAGE 1: EARLY MAY (IN Y12 / Y1)
All course listings are released

Step 1: Search UCAS.com, or scan this QR code, to find out what HTQs courses are available

Step 2: Discuss what your child's interests are and see if any of the available courses align

- ? What subjects are you most enjoying?
- ? Which HTQs align with the subjects you're enjoying?

If your child isn't sure at this stage, try out these **'Conversation Cards'** to explore their interests. Then, use this **Family Action Plan** to kickstart their career planning!

Step 3: Explore the routes available to them

- ? Are there any careers you feel passionate about?
- ? Which HTQs would help you pursue these careers?

Stage 1: Early May
All course listings are released

Stage 2: Mid-May
Start adding choices to UCAS (up to 5)

Stage 3: Sept - Jan
Submit UCAS applications

Stage 4: May
Receive offers

STAGE 2: MID MAY (IN Y12 / Y1)
Start adding choices on UCAS, applicants can add up to 5 choices including HTQs

Step 1: Understand their skillset and how this could be developed through HTQs

- ? What skills do you have now that would be useful in a future career?
- ? What skills do you want to build?
- ? Which HTQ pathways could help you build and develop the skills you need?

Step 2: Explore the different HTQ course options and what their criteria is for selecting a course

- ? What do you hope to gain from doing a further education / training course?
- ? Would a practical-based study approach, like HTQs, help you achieve this goal?

HTQs offer **flexibility**, with the option to study full or part time. After completing an HTQ, students can look for a **job in their chosen career**, or go on to further study, such as getting a degree.

STAGE 3: SEPTEMBER - JANUARY (IN Y13 / Y2)
Applicants can start submitting their applications when ready

Step 1: Learn about the process of making a UCAS application using the [Parent, guardian and carer guide](#)

- ? How can I best support you when submitting your UCAS application?
- ? What do you need to apply to an HTQ?
- ? Would it be useful to speak to a local provider before making your application?

Use this QR code to find out which HTQs are available near you!

Step 2: Now they have submitted their application, click [here](#) to see where their application is headed

STAGE 4: MAY (IN Y13 / Y2)
Receive offers!

Check out the resources below for more ways to support your child in making careers choices:

- [Pathway options for L4](#)
- [Tips for navigating a career conversation](#)
- [Career Pilot - Parent Zone](#)
- [SkillsBuilder - build your child's skills at home](#)

Download this new guide to Higher Technical Qualifications for parents and carers here:

<https://amazingapprenticeships.com/resource/parents-and-carers-guide-to-htqs/>



Scan to visit the website

Access to Work

Could this funding help your child into an apprenticeship?

Access to Work is a support programme that aims to help people with a disability, health or mental health condition to start or stay in work, including undertaking an apprenticeship. If this applicable to your child, an Access to Work grant could provide practical and financial support to help them:

- start an apprenticeship
- stay in their apprenticeship

The support will accommodate their individual needs, and could help pay for things like:

- specialist equipment and assistive software
- support workers, like a BSL interpreter, a job coach or a travel buddy
- costs of travelling to work, if they cannot use public transport
- adaptations to their vehicle so they can get to work
- physical changes to their workplace



Find out more about Access to Work here:
<https://www.gov.uk/access-to-work>



Scan to visit the website

Information about Access to Work is also available as an Easy Read guide, which you can find here:

<https://assets.publishing.service.gov.uk/media/641b17fa8fa8f547c9a6d794/easy-read-access-to-work.pdf>



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Amazing Apprenticeships made a short film about Daisy, a fundraising apprentice who used Access to Work funding to support her during her apprenticeship.

You can find Daisy's film here:

<https://amazingapprenticeships.com/meet-daisy/>



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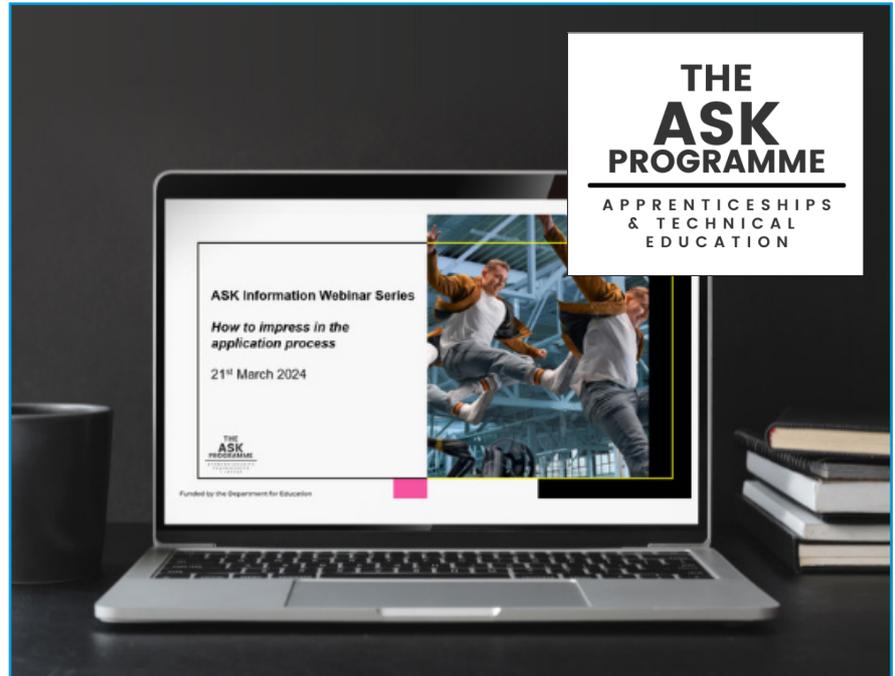


Dates for your diary

Free webinars throughout the year for careers staff, teachers and parents/carers

As part of the Apprenticeship Support and Knowledge for Schools and Colleges programme (ASK), Amazing Apprenticeships are offering careers staff, teachers and parents/carers a schedule of free webinars throughout the year, to find out more about apprenticeships and how to support your child.

This series of informative webinars will provide an abundance of tips, advice and information from expert speakers across the apprenticeships and technical education world. 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.



Book your free place and catch up on recordings of all previous webinars here: <https://amazingapprenticeships.com/workshops-webinars/>



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2024

Why T Levels are a fantastic choice



Thursday 16th May 2024
3:30pm

Join this webinar to hear directly from T Level students about their T Level journeys and why they are an excellent option.

Apprentice stories

Thursday 23rd May 2024
3:30pm

Hear from real life apprentices who will share their experiences of being an apprentice, how they found their vacancy, what a typical day looks like and the benefits of doing an apprenticeship.

How to promote and support apprenticeships and technical education in your school or college

Thursday 20th June 2024
3:30pm

Top tips and ideas for promoting apprenticeships and technical education, and supporting students, parents, carers and staff to understand the options.

Everything you need to know – Summer term round-up

Thursday 11th July 2024
3:30pm

This termly update is the third in a series of key information webinars for teachers and careers leaders. Expert speakers from Amazing Apprenticeships and the DfE will highlight what's new in technical education and apprenticeships and will cover any recent changes in policy and funding.