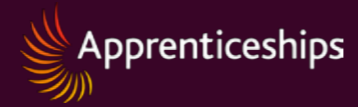


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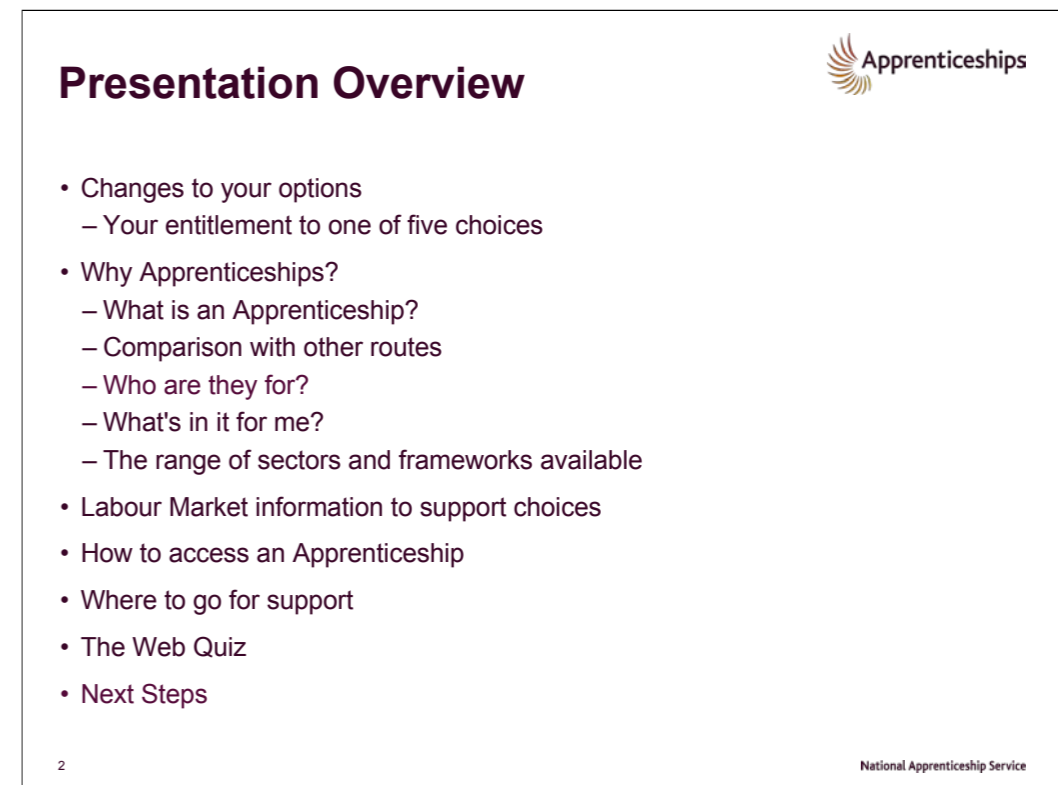
Questions?

National Apprenticeship Service

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PowerPoint
Presentation
including
Script



Welcome

This presentation is aimed to give you information about Apprenticeships including:

- What they are
- How they are structured
- The qualifications you can gain
- How they are delivered
- Progression routes
- Benefits
- How to find and apply for an Apprenticeship

Explain the aims and objectives for the session

Aims

- To provide the audience with an overview of an Apprenticeship;
- What is an Apprenticeship;
- What is the value of an Apprenticeship - where does it sit with other post 16 routes;
- To generate awareness of the range of sectors and frameworks available;
- To raise awareness of the range of sectors available and to generate discussion on atypical routes;
- Lifestyle versus occupation;
- How to access an Apprenticeship via the on-line system.

Objectives

- At the end of the session/course the learners will:
- Know what an Apprenticeship is and how it fits in with other post 16 choices;
- Be able to identify the value of an Apprenticeship compared to other post 16 routes;
- Have an awareness of the range of sectors and qualifications available via an Apprenticeship;
- Have {or have access to} the relevant information about Apprenticeships to make an informed decision about their post 16 education;
- Know where to get additional information, support and advice;
- Know how to apply for an Apprenticeship on-line.

The curriculum today meets the needs of some - but not all - of our young people.

The Government is therefore changing the curriculum so that it caters for all our young people – so more young people can achieve at a higher level by 19.

That's what's behind this major reform coming in for 14-19 year olds; they will be offered a new set of options and different learning styles so each young person can pick the route that will work best for them.

A core option for young people will be to undertake an Apprenticeship. For those of your students who prefer to learn by doing and for whom earning whilst they learn is a significant motivator, Apprenticeships are a really positive option.

To provide really impartial and appropriate advice to your students, you need to understand the full range of options including Apprenticeships and you need to help students make an informed choice based on what is best suited to their learning style.

14 – 19 Entitlement

Your Future in Your Hands

Your Options are Changing

Choice from one of four routes

- An Apprenticeship
- A Diploma
- Foundation Learning
- GCSE/ A level

Additional route may be employment with training

Explain each route

An Apprenticeship

You will learn at work, get real on the job experience whilst getting paid a wage. You will have the chance of progressing whilst developing your knowledge through qualifications. Your future prospects will be good both in gaining skills and furthering your education. There are a number of elements to each Apprenticeship and this is called the Framework. This means you will get a range of qualifications as you progress through your training and education. Each Apprenticeship framework has three main strands:

- A competence based element
- A technical element
- A skills element

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job that you are employed in.

The framework is developed by employers and the Sector Skills Council meaning that you will be doing the exact skills that the employer requires whilst also developing skills you can take to another role. There are over 190 frameworks covering 80 sectors ranging from Accountancy to Youth Work.

A Diploma

You learn in a classroom environment and get an insight into the world of work. You will keep your options open with this route. When finished, you can stay at school or college and do another course or progress to the next level. You will not earn any money whilst following this route but you will gain qualifications to prepare for the future.

Foundation Learning

You will study a range of options to up skill a range of areas. Foundation Learning fills the gaps to support your progression to an Apprenticeship, a Diploma or GCSE/A Level qualifications

GCSE/ A level

Traditional qualifications where you learn in a classroom. You will have an element of project work to do as well as a number of exams to sit.

Employment with training

This is a job with relevant training. The training could be associated with your work and will aim to support you to progress within the place of employment you are in.

Why Apprenticeships?



- They offer an alternative pathway to young people
- They combine on and off the job training with work skills
- Government's primary route to skills and employability
- Business benefits:
 - Provide a fully trained, competent workforce
 - Reduce recruitment costs, greater staff retention and motivation
- Individual benefits:
 - Waged employment
 - Nationally recognised qualifications
 - Develops personal qualities and occupational competence

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Explain the benefits of completing an Apprenticeship.

An apprentice is an employee, earning a wage and working alongside experienced staff to gain job-specific skills. Off the job, usually on a day-release basis, apprentices receive training to work towards nationally recognised qualifications such as National Vocational Qualifications (NVQ), Technical Certificates and Key Skills.

Apprenticeship - equivalent to five good GCSE passes

Advanced Apprenticeship - equivalent to two A-level passes

Higher Apprenticeship - the apprentice will work towards a Level 4

Normally, an apprentice will spend four days a week with their employer obtaining the practical skills and job knowledge necessary for their chosen occupation. One day a week will be spent with a training provider doing practical tasks, learning necessary job theory and developing key employment skills.

Activity 1



- Write down what you think an Apprenticeship is
- Post 16 Options Activity
 - match the activity with the description of each post 16 option

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National Apprenticeship Service

Ask how many are aware of Apprenticeships

Ask learners to record on post it notes what they think an Apprenticeship is and stick on flip chart (2 minutes) Assess what they know. You can re visit this at the end of the session.

What careers do they associate with Apprenticeships?

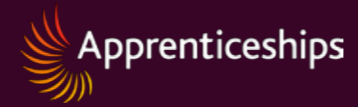
Review of options post 16 Activity -

Learners match statements against each route to confirm their understanding of each pathway.

Key Differences: Apprenticeships are a practical route for those that have a clear idea about what they want to do. Apprentices are employed and earn while they learn therefore it's relatively debt free route to a degree and in most cases will result in a job at the end of it.

Difficulties: May not be able to find an employer, may not be able to find part-time HE courses, but Universities are working on this as the demand for part-time HE courses rises. Will need to know about the Apprenticeship vacancies on-line system for registering and applying for Apprenticeship vacancies.

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What is an Apprenticeship?

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Apprenticeships an Overview



- An Apprenticeship generally takes between one to three years.
- Apprenticeships are a mixture of on and off the job training.
- The majority of time is in the workplace and is supported by a mentor.
- The remaining learning is delivered by a learning provider which could be a specialist provider or an FE College.
- The learning provider supports you throughout the Apprenticeship including the assessment in the work place for the NVQ part of the programme.



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What is an Apprenticeship?



- A work based programme designed around the needs of an employer
- Leads to recognised qualifications;
 - Technical Certificate such as a BTEC or City & Guilds Award
 - Competence based qualification such as an NVQ
 - Skills qualification such as Key Skills / Functional Skills
- You can study at three different levels
 - Apprenticeship Level 2
 - Advanced Apprenticeship Level 3
 - Higher Apprenticeship Level 4

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There are 3 levels of framework;

Typically

Apprenticeship Framework

Level 2 competence

Level 2 technical

Skills at level 1 and level 2

Advanced Apprenticeship Framework

Level 3 competence

Level 3 technical

Skills at level 2 and level 3

Higher Apprenticeship Framework

Level 4 competence

Level 4 technical with

Skills at level 3

You will get certificates for each element of the framework.

Once you have completed all the elements of the framework you are completing you will get an overarching Apprenticeship Qualification.

The Framework



An Apprenticeship is made up of three parts

1. A **Technical Certificate** at level 2, 3 or 4

Examples:

- Supporting Youth Work Level 2 and 3 awarded by City & Guilds
- Diploma in Youth Work Level 3 awarded by ABC

2. A **Competence based NVQ**

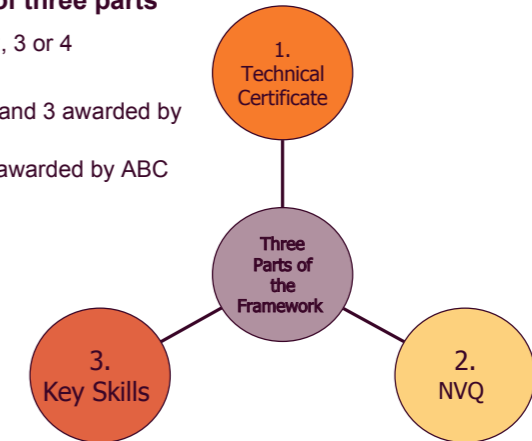
Example:

- Youth Work Level 2 or 3

3. Key **Skills**/ Functional **Skills**

Example:

- Communication Level 2



Sometimes there are additional requirements:

Example for Youth Work

- An appointed first aid person - First Aid Certificate
- Health and Safety unit (for level 3)

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Activity 2



- Review a selection of Framework Fact Sheets.
- Discuss the requirements and overviews for each framework.
- If there are any areas you are interested in, record where you can get more information.
- If you have IT resources available visit www.apprenticeships.org.uk

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There are 30 Framework Fact Sheets as part of the Resource Pack.

Within each Framework Fact Sheet there is;

- An overview of the sector
- What is an Apprenticeship
- Components of an Apprenticeship
- Types of job role for an apprentice
- Progression routes
- How to get more information

The web site: www.apprenticeships.gov.uk details over 190 Frameworks

A dark purple banner with a white sunburst logo and the text "Apprenticeships" in the top right. In the top left, it says "Our future. It's in our hands." The main text "Who can do an Apprenticeship?" is written in white on a background of four horizontal bars of increasing length from top to bottom, colored in shades of orange and yellow. The text "National Apprenticeship Service" is in the bottom right corner.

Our future. It's in our hands.

Apprenticeships

Who can do an
Apprenticeship?

National Apprenticeship Service

Who are Apprenticeships for?



- Paid staff aged 16 to 64 years in most roles and occupations.
- New recruits and existing staff developing in their role.
- Individuals wanting to develop their career or have a change of career.
- Individuals wanting to learn through experience at work who value training and qualifications.
- Individuals who want a work-based learning approach to gaining qualifications – with a view to working towards Higher Apprenticeships and a Foundation Degree.

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An Apprenticeship is a real job. Many employers recruit through www.apprenticeships.org.uk so by applying for the job in this way will give you guaranteed access to an Apprenticeship.

If you are currently in a job with no training you can ask your employer to convert it to an Apprenticeship related to the work you are doing as long as there is an Apprenticeship available in this area. They can call 08000 150 600.

If you prefer learning in action as opposed to learning in a classroom Apprenticeships are a good route for you.

There are many variations but Apprenticeship can be a route to HE.

Many employers allow day release to progress to HE, or evening classes and may cover the cost.

New Higher Apprenticeships are being developed currently there are 4 available see www.apprenticeships.org.uk for more information .

UCAS are also working on accrediting Advanced and Higher Apprenticeships with UCAS points, this is planned to come into effect in 2010.

What are Employers Looking for?



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Employers are looking for a range of qualities in an apprentice.

There are no set entry requirements for most Apprenticeships although you will need to show a range of characteristics to provide the employer with a reason for recruiting you.

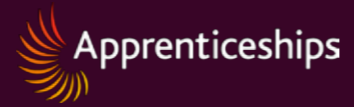
Apprenticeships are:

NVQ level 2 – often no qualifications are required at entry which is why it can be perceived as a route for low achievers but applicants must have aptitude, motivation and a willingness to learn and ability to achieve at level 2. Some employers do ask for some GCSEs.

If a learner has achieved 5 good (A-C) GCSE grades (usually including Maths and English) in some situations they can progress direct to Advanced Apprenticeship NVQ level 3. Some sectors will require either an Apprenticeship in that area or an equivalent level 2 qualification before completing the Advanced Apprenticeship i.e. floristry, engineering.

Remember you can earn more in the future if you have qualifications and skills - a good reason to undertake an Apprenticeship

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Your Future is Changing

National Apprenticeship Service



Activity 3 Gender

- **Activity 3.1 What's my Job?**

Match apprentice images to the job roles listed then discuss your reasons for each.

- **Activity 3.2 Males, Females and Occupations - Individual Activity**

Review occupation list and decide if you consider each occupation to be **mostly** a female or male role.

- **Activity 3.3 Review Pay**

Review the pay associated with each of the roles. Record on the sheet provided.

- **Activity 3.4 Discussion**

Class/group discussion on views and results.

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Use the following resources to support this development.

What's my Job

Males, Females and Occupations

Activity 4 – Lifestyle



- Consider the type of lifestyle you would like in 10 years time.
- Think about how much money you will need to earn to live the lifestyle of your dreams.
- Consider the occupation you would need to be in to generate the income required.
- What qualifications do you need to have to get to where you want to be?
- Consider the 'Benefits of an Apprenticeship' when completing the activity.



Use the 10 years from now activity to support learners to identify the type of lifestyle that they desire in 10 years time

Encourage them to consider how much the lifestyle will cost

To have a lifestyle costing £x how much would a young person need to earn?

What occupation would they need to be in to earn that amount of money to support the lifestyle?

What qualifications would they need to have access to that career?

How will they get there?

Get learners to complete the 10 year plan.

Activity 5 – Progression and Choices



- What next – where do you go for advice and support?

- Labour Market Intelligence (LMI) –

What is it?

Why is it relevant?

Where can you get more information

- www.statistics.gov.uk
- www.nomisweb.co.uk
- Local 14-19 Prospectus - www.direct.gov.uk
- www.connexions-direct.com
- www.apprenticeships.org.uk

How will a learner know if the choice of sector is the right one for them?

What about Labour Market Intelligence (LMI) Will their chosen route bring opportunities in the future. LMI is information which relates to the labour market such as data on employment, wages, standards and qualifications, job openings and working conditions.

These things will affect your job search.

Labour market information can be overwhelming and confusing. Learning what it is and how to use it can help you find a job.

Labour market information tells you:

What jobs and skills employers are looking for

Which industries are hiring

Where to find employers who are hiring

What working conditions are like for specific industries

What education and training you need for specific jobs

What factors can stop you from getting a job

Which job areas are growing in the future

Why do you need this information?

Labour market information can help you make a good decision about which job to train for

It can help you find out what the labour market is like for that job or that city.

For example, if you want to be a machinist and there are no factories where you live, you will have a hard time finding a job.

Looking at labour market information before you decide on a route can help you make a good decision.

Encourage learners to search LMI information for their area and the sector they are interested in.

Applying on-line

How do I become an apprentice?

- Go to www.apprenticeships.org.uk
- Complete your registration and complete your profile
- Search for current vacancies
- Save your favourite search
- Set up SMS/email alerts
- Apply for vacancies online
- Check your "My Home page" regularly
- Remember to include a phone number and a sensible email address for employers to contact you on
- Check the FAQs section if you get stuck.

The next few slides will take you through the process of registering and applying online for Apprenticeship vacancies

Apprenticeship vacancies online advertises all Apprenticeship vacancies that are available up and down the country. The vacancies are real opportunities, with an employer and learning provider to deliver the training.

It is a national system and therefore holds vacancies all over England. Employers have to pay a minimum of £95 a week, but many employers pay more than this. The average weekly wage is £170.

Use the Website link – to be able search and apply online for vacancies.

You can search by job role/occupation, keyword and geographic location to find the type of work you are interested in near you.

The candidate has their own Apprenticeship space to save and apply for vacancies, They can

- view the applications they have sent for vacancies,

- choose to be alerted when new vacancies arrive on the system either by text or SMS etc.

Show students around the system, from start to finish - You may wish to use the Apprenticeship Quiz to support this.

Activity 6 Complete Your Registration

Why should you register?

How to:

- Register as a candidate
- Set up alerts
- Search for vacancies
- Apply for vacancies

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Registration Process

- **Step 1 - Register your details**
- Go to **Apprenticeship vacancies** and register your details by clicking the 'Register now' link under the 'New User?' tab.
- Complete your details
- Then create username and password. Remember to keep your username and password safe.
- You'll receive a confirmation email sent to your inbox. You must click on the link in the email to activate your account. This link opens a window to your 'My Home' page.

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Learners will need to register in order to use the site fully

Go to [Apprenticeship vacancies](#) and register details by clicking the 'Register now' link under the 'New User?' tab.

Before they start they will need a user name which is between 8- 20 characters with no spaces it is usually good practice to have a capital letter, and a number in their user name.

They will also need a password this must be between 8- 20 characters with no spaces it should have a capital letter, and a number in it.

They will also need an email address – this email address will allow them to register, it is also the email that employers will use to invite them for interview so make sure it is appropriate. Advise the group to set up a new email account if need be, one specifically for job applications.

Tell the learners to remember to keep their username and password safe.

Once registered;

They will receive a confirmation email sent to their inbox.

They must click on the link in the email to activate their account.

This link opens a window to a 'My Home' page.

The following slides will take you through the process of registering and applying on line.

Step 1 - Register your details

Go to **Apprenticeship vacancies** and register your details by clicking the 'Register now' link under the 'New User?' tab.

Complete your profile with the following

Your details

Contact details

Then create username and password

Areas of interest

Read the terms of conditions – you may wish to do this as a whole group then check the accept conditions of website

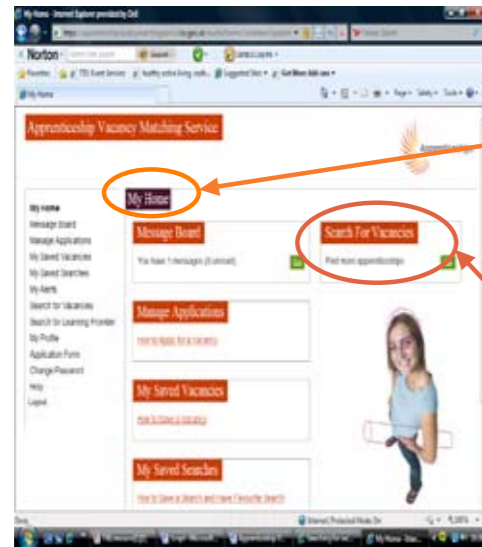
Remember to keep your username and password safe.

You'll receive a confirmation email sent to your inbox.

You must click on the link in the email to activate your account.

This link opens a window to your 'My Home' page.

Application Process



• ' My Home' page

Your 'My Home' page is your secure space.

You can use it to;

- Search for Apprenticeship vacancies and save your search results
- Log your areas of interest (e.g. business administration)
- Manage your applications

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Your 'My Home' page is your secure space.

You can use it to;

Search for Apprenticeship vacancies and save your search results

Log your areas of interest (e.g. business administration)

Manage your applications

Application Process



Step 3 - Search for your match

- Search for Apprenticeships that match your interests by;
- Occupation/job role
- Employer
- Keyword
- Learning provider (e.g. college)
- Location/postcode (e.g. Leicestershire)



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Step 3 - Search for your match

Search for Apprenticeships that match your interests by;

Occupation/job role

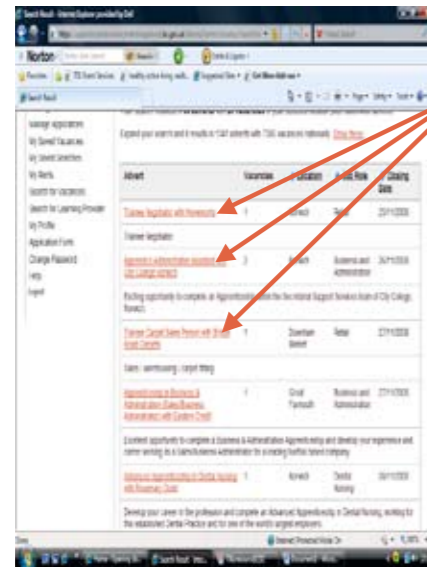
Employer

Keyword

Learning provider (e.g. college)

Location/postcode (e.g. Leicestershire)

Application Process



Step 4 - Browse your results

- Click on any of the listed vacancies for more information. Each gives detailed information about the job, the employer, training, pay and the qualifications you will be working towards.
- You can save your search results, so they are easy to access at any time.

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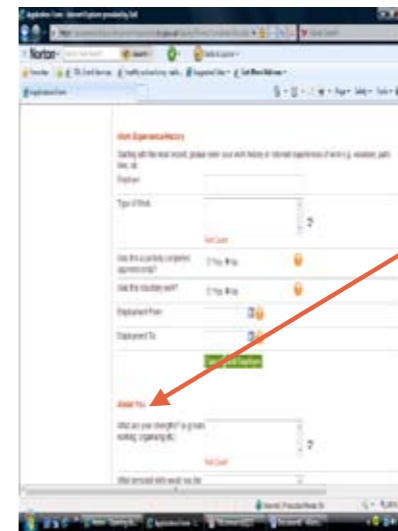
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You can save your search results, so they are easy to access at any time.

Application Process



Step 5 - Manage your future

- Once you've found the job you want, applying is easy.
- The application form is simple, secure and reusable, complete once, use again if further applications are required.
- There may be two supplementary questions which you will need to complete for each new job application.
- You will be prompted to update your profile and can input two telephone numbers at this point – the employer will use these number to contact you if you are successful.
- You can view the status of your applications and manage them online.

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Step 5 - Manage your future

Once you've found the job you want, applying is easy.

The application form is simple, secure and reusable, so you can respond to as many vacancies as you like, and save your application forms. Complete once, use over and over. Each application may require you to answer two supplementary questions, if they are included these are likely to be different each time.

You can view the status of your applications and manage them online.

You're Hired -

What Next?

Finding a Mentor

- You will be assigned a mentor at work
- You will have an assessor at your provider
- You can buddy up with other apprentices

Additionally

- You can visit www.horsemouth.co.uk
- Here you can request a mentor to help you
- You can make a call for help through the site if you can't find a mentor
- Watch replies to your questions come flooding in!



Find a mentor

When faced with a choice, challenge or change in life, do you ever wonder how other people coped with the same situation? What choices did they make and how did they turn out? Wouldn't it be useful if you could talk to someone who's 'been there, done that' and is willing to share their first-hand experience with you? And wouldn't it be great if that could be anonymous, confidential and secure? It's always better if you can get wisdom straight from the horse's mouth.

And now you can! Visit www.horsemouth.co.uk

Informal, social mentoring website

Anonymous, safe, confidential and free

Request a mentor to help you

Make a call for help if you can't find a mentor

Watch replies to your questions come flooding in!

Most '**Apprentice Mentors**' are either current or previous apprentices

www.horsemouth.co.uk

Activity 7 – Web Quiz



- With all the knowledge you now have about Apprenticeships complete The Web Quiz
- Visit www.apprenticeships.org.uk for more information

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Use the resource Web Quiz

The learners will need to visit each area of the website to complete the quiz – although it is a paper based activity.

For further information about Apprenticeships:



Visit www.apprenticeships.org.uk

Or talk to:

- Connexions (for ages 13-19) - www.connexions-direct.com or 080 800 132 19.
- Next Step Careers Service (for ages 20+ (or 18–19 if you've been referred by Jobcentre Plus) - nextstep.direct.gov.uk or 024 7682 6482

Alternatively you can view;

- Your local 14-19 prospectus through www.direct.gov.uk

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