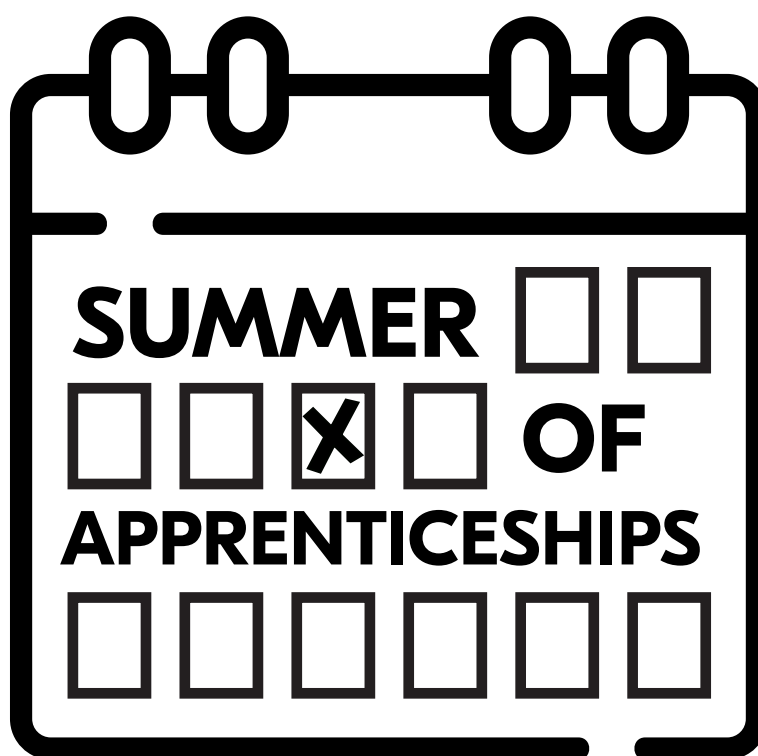


Parents' and Carers' Pack

Apprenticeship Information

Edition 27: July 2021



Making the most of the summer

Carolyn Savage, Head of NEET and Youth Engagement

Dear Parents and Carers,

The end of another academic year has come around so quickly. Young people and their families have continued to show strength and resilience this year and deserve a well-earned rest and downtime over the summer break.

For those that may be preparing for their next steps in September or thinking about their career options in the coming years, we bring you some useful suggestions and activities for how your child can use some of their downtime to get ahead.

We also hear from employers, a training provider and an apprentice, Tyler McKeown, about their experiences of apprenticeships and what opportunities are available. You can also read about exciting new T Level subjects starting in September.



Thank you for all of your support this year and we hope you have an enjoyable summer break.

Carolyn Savage
Head of NEET and Youth Engagement
Education and Skills Funding Agency part of DfE

Contents

Using downtime to get ahead	3
Essentials to be work ready	4
Finding an apprenticeship at Renishaw	5
T Levels in Construction	7
How apprenticeships can lead to an exciting career in tech	9
Apprentice perspective: Life as a Laboratory Scientist apprentice	11
Traineeships with Youthquake	13
Post-16 support for students with SEND	15
Standards you may not know about	17
Employer perspective: The Open University	18
The Parent Perspective Podcast	20

Using downtime to get ahead

Helping your child recognise their skills and strengths

Before your child starts to complete an application form, help them to reflect on what they might want for their future and to start to get their apprenticeship application ready. Many employers will ask candidates to provide examples of times when they have demonstrated a particular skill or quality.

Help your child to work through the list below and think about the examples that they could use.

Skills and qualities the employer might be looking for	What would you use as an example?
Communication skills	
IT skills	
Attention to detail	
Organisation skills	
Customer care skills	
Problem solving skills	
Presentation skills	
Administrative skills	
Number skills	
Analytical skills	
Being logical	
Team working	
Being creative	
Using initiative	
Non-judgemental	
Patience	

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 payroll. 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.

Finding an apprenticeship at Renishaw

Hear from apprentice employer, Renishaw, about their excellent opportunities

Renishaw is a leading, global engineering and scientific technology company, designing and developing high precision manufacturing systems and software.

From transport to agriculture, electronics to healthcare, their breakthrough technology transforms product performance.

Why consider an apprenticeship at Renishaw?

Renishaw have been taking apprentices for over 40 years and apprenticeships are a part of our history and culture. Our two founders, Sir David McMurtry and John Deer, were apprentices themselves at the start of their careers.

There is a genuine passion for and commitment to apprenticeships and early careers development within Renishaw. We have a range of schemes available which have been developed in response to the needs of the business. We really value what an apprentice can bring both during their training and on completion.

We have excellent relationships with the providers we use and can draw on a wealth of expertise from our own knowledgeable colleagues. There is training and support to develop individuals into being competent and qualified apprentices with development beyond the scheme as you specialise in a particular role or area of the business.

What apprenticeships are available at Renishaw?

We offer a range of apprenticeships from Level 3 to Level 6 in IT, engineering, software, manufacturing and business administration. We are developing new schemes to meet the increasing business needs. Although we are an engineering company, we may offer apprenticeships in areas you would not automatically associate with us. So it's always worth checking our website for what is available.

What do you look for in apprentice applicants?

Most apprenticeships will require applicants to have particular qualifications and grades to meet the entry criteria. This is important for the academic element of the apprenticeship. But there is more to an apprenticeship than the theoretical qualification you will study.



We are looking for:

- Potential
- An aptitude for learning
- A genuine interest and passion for the area you are applying to
- A natural curiosity
- A willingness to get stuck into different placements and take the opportunities available

It is hard work and it's a big commitment, so we want people who are willing to put in the time and effort now because they will reap the rewards later.

What is the application process like?

Most of our vacancies open in December each year, with the successful applicants starting with Renishaw the following September, in line with the start of the new academic year.

There are some exceptions, with some schemes recruited on an ad hoc basis, so it is worth keeping an eye on the website throughout the year.

All adverts are posted on our website, you apply with a CV and covering letter – this means we can get to know who you are, why you are applying and what you have done so far that makes you a good candidate.

Finding an apprenticeship at Renishaw

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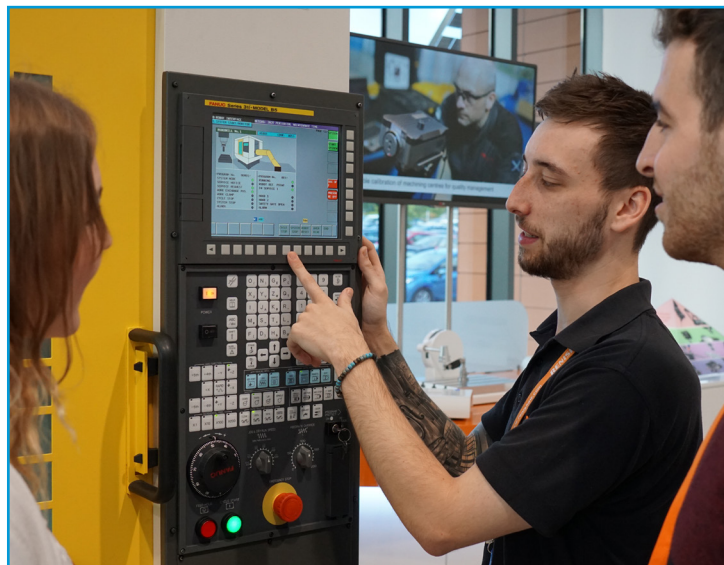
If you are shortlisted, you will be invited to an interview or an assessment day. The assessment days include a presentation about the company, a group exercise with other candidates, an individual interview, a chance to meet current apprentices, and in some cases, a practical exercise or a maths test. Assessment days and interviews are normally held on-site at our New Mills headquarters, although we held virtual assessments in 2021.

What are the benefits of completing an apprenticeship with your company?

Apprentices are valued in the business. The effort put into working and learning is recognised and appreciated.

Upon completion, apprentices continue to contribute to exciting projects that utilise their skills. They will also have the opportunity to work with new apprentices as buddies and role models. We seek feedback to proactively shape and improve the programme and future schemes.

Through the in-house training and opportunities, we aim to develop our apprentices into well-rounded employees who possess a range of skills and experiences on which to build the rest of their careers.



Find out more

To find out more about the apprenticeships at Renishaw, visit:

<https://www.renishaw.com/en/apprenticeships--6876>

We would like to thank Renishaw for sharing this article.

T Levels in Construction

New for September 2021

Two new exciting T Levels in Construction are starting in September 2021, with the introduction of:

Onsite Construction

Building Services Engineering for Construction

T Levels are a 2-year qualification that you can do as an alternative to A levels, other post-16 courses or an apprenticeship.

They bring classroom learning and an extended industry placement together on a course designed with businesses and employers.

UNDERSTANDING CONSTRUCTION T LEVELS

Both new subjects will be suitable for students who are interested in a career in construction, but each with different areas of specialism.

As part of the T Level, your child will choose one of the specialisms designed to support their interest. This will provide a deeper knowledge of the chosen subject and build up the skills needed for a future job.

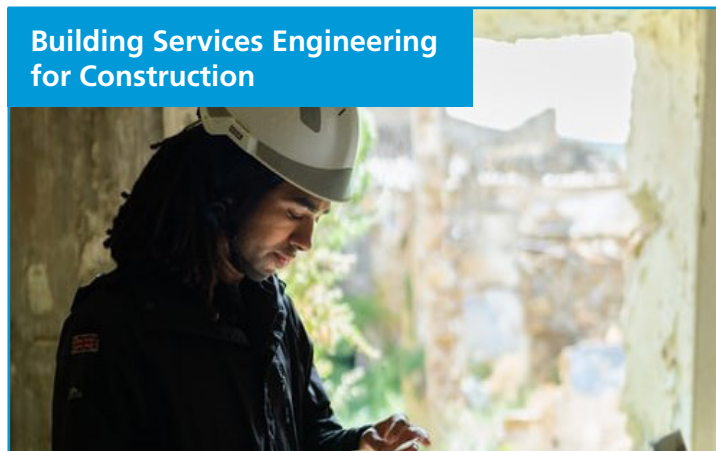
Onsite Construction



Suitable for students interested in careers such as:

- Bricklaying
- Carpentry and joinery
- Plastering
- Painting and decorating

Building Services Engineering for Construction



Suitable for students interested in careers such as:

- Electrical and electronic equipment engineering
- Electrotechnical engineering
- Gas engineering
- Protection systems engineering
- Plumbing and heating engineering
- Heating engineering and ventilation
- Refrigeration engineering
- Air conditioning engineering

T Levels in Construction

New for September 2021

Both subjects will give students a core understanding of:

- Health and safety
- The science behind building design, surveying and planning
- Making accurate and appropriate measurements
- Construction methods
- Building regulations and standards
- Data management and information standards in construction
- Relationship management and customer service
- How the Internet of Things (IoT) impacts construction
- Digital engineering techniques
- Mathematical techniques to solve construction problems
- Construction design principles and processes
- The construction industry and its role in the economy
- Sustainability and the environmental impact of construction
- Business commerce and corporate social responsibility



For those studying Building Services Engineering for Construction, they will also cover:

- Building technology principles
- Building services engineering systems
- Maintenance principles
- Tools, equipment and materials

What's next?

Following a T Level, a student can progress straight into a skilled profession or continue their studies with a degree or higher apprenticeship.

For more information on T Levels, visit: <https://www.tlevels.gov.uk>

T-LEVELS
THE NEXT LEVEL QUALIFICATION

How apprenticeships can lead to an exciting career in tech

Hear from Baltic Apprenticeships, a leading training provider offering opportunities in tech

Baltic Apprenticeships are a specialist tech and digital training provider, growing the next generation of tech talent, offering programmes in:

- [IT](#)
- [Digital Marketing](#)
- [Software Development](#)
- [Data Analysis](#)

Why the digital sector?

As technology continues to advance, the demand for talented employees increases. The digital sector creates new jobs at double the rate of other industries and salaries offered to digital tech employees are 36% higher than the UK average. As long as digital problems exist in the workplace, talented technology professionals will always be employed!

How can apprenticeships support a long-term career in tech?

Apprenticeships offer many opportunities for career progression. The knowledge, skills and experience an apprentice accumulates during their training - along with their qualifications - puts former apprentices at a distinct advantage when taking their career to the next level.

95% of Baltic apprentices who completed their programme in 2019/20 are employed or undertaking their next level of apprenticeship training.

Apprenticeships can be used as part of training and professional development at any stage of your child's career. As their career develops, there may be higher level apprenticeship routes that can help guide them through the next phase. In short, apprenticeships help develop specialist, in-demand skills to set your child up for a successful career in their chosen industry.

What support do you provide your apprentices?

At Baltic Apprenticeships, we take mental health and wellbeing very seriously. Each learner is given their own dedicated Learning Mentor to guide them through both the academic and pastoral care aspects of their apprenticeship. Our learners also get access to a free, confidential helpline via Mindful Employer.



How is the training delivered?

Baltic were the first training provider to deliver apprenticeship programmes entirely online. This means that apprentices can join the training session either from their workplace or home without the additional worry of getting to a training venue. The SMART Classroom is very interactive and engaging. The activities set during the session can be individual or group focused using the platform features of whiteboards, chat, polls, and breakout rooms.

Find out more about the apprenticeship programmes at Baltic Apprenticeships

Level 3 IT Support / Network Technician

Duration: 12 – 15 months

Working in an IT department supports any business in the smooth running of company systems.

During the apprenticeship, learners will gain skills and knowledge in installing hardware and software, recognising and resolving security issues and learn how to troubleshoot and solve IT issues.

Roles include:

- IT Technician
- Support Engineer
- Helpdesk Analyst
- Network Technician

Progression opportunities

- Level 4 Network Engineer apprenticeship

How apprenticeships can lead to an exciting career in tech

Hear from Baltic Apprenticeships, a leading training provider offering opportunities in tech

Level 3



Digital Marketing

Duration: 12 – 15 months

Social media and other online platforms are great ways for businesses to promote themselves to a wider audience. If your teen finds social media interesting and likes to communicate with others, the Digital Marketing apprenticeship would provide them with the skills to build and implement campaigns and teach them how to analyse and optimise performance.

Roles include:

- Marketing Assistant
- Social Media Assistant
- Digital Marketer

Progression opportunities

- Level 4 Marketing Executive

Level 3 Software Development Technician

Duration: 12 – 15 months

Websites and Apps are all created by software developers. They are a key requirement for lots of business around the world. If your child enjoys coding, problem-solving or gaming, then a career in Software Development may be a great option. They will develop the skills and understanding needed to build programmes, apply coding languages, and test software.

Roles include:

- Junior Web Developer
- Junior Application Developer
- Junior Programmer
- Software Development Technician

Progression opportunities:

- Level 4 Software Developer

Level 3



Data Technician

Duration: 15 - 18 months

Data analysis is used in many industries to measure performance, improve efficiency, and develop new ideas. The apprenticeship will support the learner to collect live information, analyse and present findings to help business leaders make data-driven decisions.

Roles include:

- Junior Information Analyst
- Database Technician
- Data Support Analyst
- Junior Data Analyst

Progression opportunities:

- Level 4 Data Analyst



To find out more about Baltic Apprenticeships, please visit:

<https://www.balticapprenticeships.com/app>

Apprentice perspective: Life as a Laboratory Scientist Apprentice

Tyler McKeown is working hard to change the perceptions of apprenticeships



I started my career at Sterling Pharma Solutions in August 2015, at 17 years of age, as a Level 3 Laboratory Technician Apprentice. After I had completed my Level 3, I progressed onto a Degree Laboratory Scientist apprenticeship based in the Quality Control laboratories.

Why I chose the apprenticeship pathway

I didn't feel comfortable in full-time education. At the end of my AS Levels, I decided to look for another route into adult life. I was guided to the route of an apprenticeship. The idea of 'earn while you learn' really appealed to me, and I was hungry for a taste of the world of industry.

When I decided to leave Sixth Form, I got mixed feedback. My parents and other family members didn't know much about other routes into the working world apart from full-time education to progress onto university, but they supported my decision to apply for an apprenticeship as it was what I truly wanted to do.

The big pull factor for me applying for my apprenticeship was to learn 'on the job', being trained by experts within the industry, whilst also having the opportunity to conduct further and higher education without the worry of student loans or future debt. It also gave me the opportunity to be responsible for my own future, to progress through my apprenticeship fuelled by my work ethic and determination and prove to myself and my loved ones that I can be successful.

How I found my apprenticeship

I found the apprenticeship via the GOV.UK website. I saw the Level 3 Laboratory Technician apprenticeship available at Sterling Pharma Solutions.

The inner scientist in me persuaded me to apply. The science/chemistry orientated opportunity really appealed to me due to the excitement and nature of the role. I have always been fascinated by science and chemistry in particular. It's very challenging, and I relished that challenge!

"The science/chemistry orientated opportunity really appealed to me due to the excitement and nature of the role...It's very challenging, and I relished that challenge."

No two days are the same!

The work we do at Sterling Pharma Solutions contributes to the health and treatment of the consumer, which entails a lot of responsibility.

A typical working day includes functions such as performing, processing and reporting analytical data and results to Good Manufacturing Practice (cGMP) accreditation, attending internal and customer project meetings/events, regular maintenance and troubleshooting of basic and advanced analytical chemistry instrumentation, such as High-Performance-Liquid-Chromatography (HPLC), creation and updating of controlled documentation as well as mentoring a Level 3 Advanced Laboratory Technician Apprentice.

Getting the right balance

My current apprenticeship training provider is TDR (The Training and Development Resource). I manage to balance my workplace activities and academic studies by maintaining my trademark 110% work ethic. I'm proactive and plan my schedule days/weeks in advance to get all functions/studies complete in a high quality and timely manner.

Apprentice perspective: Life as a Laboratory Scientist Apprentice

Tyler McKeown is working hard to change the perceptions of apprenticeships

Pre-COVID, I would attend specialised training courses and 'off the job' activities at TDR North East headquarters in Newcastle. However, my apprenticeships coordinator visits me every 8/12 weeks to perform professional discussions and reflections to ensure I am on the correct path as I head towards my end point assessment.

My part-time BSc Hons degree course in analytical chemistry was 100% face-to-face learning and study. Since the COVID-19 pandemic, I've adapted quickly to online learning, its boundaries and opportunities.

My inspiration was my parents

They always put their children first to ensure that we (me and my siblings) would transform into respectable members of society. Therefore, I've always worked to the highest of my ability to give something back to them.

My ultimate goal

My target for the near future is to progress into management or a senior role within my current company. My ultimate goal is to be mentally happy and physically healthy for the remainder of my working career.

I have so much to be proud of

I have a whole list of proud moments and achievements in my life. It's a tie between representing my organisation (Sterling Pharma Solutions) at global pharmaceutical market events in Switzerland and North America back in 2019, or winning both 'Regional Degree/Higher Apprentice of the Year 2020' and being down to the last nine apprentices in the country at the National Apprenticeship Awards, as well as achieving 'NEPIC Scientific Industry Apprentice of the Year 2021' in the space of six months.

Thank you

I have a lot of people to thank for being in my current position in my apprenticeship. My mentors, colleagues (former and present), lecturers and teachers, line managers, apprenticeship coordinators, family and loved ones but most importantly my employer, the Young Apprenticeship Ambassador Network and the apprenticeships sector. They have believed in me since day one and supported me in every way possible to assist me in achieving all my goals.



What advice would you give to others about apprenticeships?

An apprenticeship can offer you the best of both worlds, the education and the vital work experience valued so highly by future employers. If the right apprenticeship opportunity arises for you, grab it with two hands and do not let go!

I will always be an ambassador for the apprenticeship scheme, even when my time as an apprentice sadly comes to an end.

During my time in education, I never once heard of an apprenticeship or similar pathways. This is an issue that we at the AAN/YAAN are doing our best to change, and we're making good progress!

We would like to thank Tyler and Sterling Pharma Solutions for contributing this article.

Traineeships with Youthquake

Delivering a successful programme creating outstanding opportunities for learners

Youthquake is a free, 18-week programme for 16 – 18-year-olds, delivered by The Learning Foundry. The excellent Traineeship programme provides opportunities for young people to learn how to develop and run a business. Due to COVID restrictions, the programme was mainly delivered online.

Between January and April 2021, in partnership with The Good Business Festival, a cohort of 11 young people who have many adverse life experiences explored local issues and designed two business proposals tackling the concerns, ways to affect positive change and create opportunities for people who may otherwise be left behind.

During week ten, the learners pitched their two business proposals to a group of industry experts, including Metro Mayor, Steve Rotheram.

The business ideas

Impact Hub 555

A youth bus that has many initiatives and visits the six boroughs of the Liverpool City Region to help tackle youth isolation, gang crime and anti-social behaviour.

Pocket Full of Sunshine

A homeless hotel that provides sleep pods for anyone who needs a safe space to sleep. Plus offer a community for individuals to access confidence and learning initiatives to help gain work experience, qualifications and skills that will support them to build a better future.

The success continues

The second cohort of Youthquake learners has now started. They will take Impact Hub 555 and Pocket Full of Sunshine and use their 10-week programme to drive these business ideas even further forward.

The Youthquake learners from the first cohort will be mentors to the new group. Both groups will be on the Good Business Festival stage in July 2021, pitching their business proposals to a panel of industry experts.

Supported by
National
Apprenticeship
Service

**To find an apprenticeship visit GOV.UK
and search for apprenticeships**

The Learning Foundry are extremely proud of their learners and are thankful for all of the #goodbusinesses who are paying it forward to provide amazing opportunities.



“The feedback we have received from the 11 young people who participated in Youthquake has been exceptional. With some saying the programme has ‘changed their life’. Our learners are now undertaking work experience. 4 out of the 11 learners have already moved into a positive destination before the end of the programme.”

Impact on the learners



Charlotte

Charlotte is 17, she came to The Learning Foundry having been in the care system for her whole life.

With the skills Charlotte has developed on the programme and with her work placement, Charlotte has now progressed onto an apprenticeship with a local business ‘I am Moore Media’.

Traineeships with Youthquake

Delivering a successful programme creating outstanding opportunities for learners

“The transformation in Charlotte as a result of the opportunities presented by her Traineeship scheme has been remarkable. Her confidence has blossomed, having taken to the stage in front of hundreds at The Good Business Festival to present her vision for a community enterprise – and having never left her hometown of Liverpool, she has been invited to London to tour the BBC.”



“It is so rewarding not only to help her progress her career, but to see the impact the Traineeship has had on Charlotte’s personal growth.”

Amazing opportunities

The event has also led to some amazing opportunities. Once set up, ‘Home Baked’ have offered to support, Impact Hub 555 initiative, offering tea and coffee machines. During the event, Charlotte was interviewed by, Radio City and Liverpool City and was approached by BBC Broadcaster, Tanya Beckett.

Tanya offered her a trip to London to tour the BBC and to receive media training preparing her nicely for her appearance on BBC Radio Merseyside where she was invited to talk about her business idea.

“I’ve gained so much confidence, teamwork and all my communication skills.” - Charlotte

Charlotte has received a membership to Move Business (a networking platform to learn and discuss business & personal development), been given the opportunity to be mentored by entrepreneurs and business leaders and has also been asked to be a trustee on the board of The Cornerstones Foundation, a charity led by Gary Millar to support young people who are in care or who are care leavers into training and work.



Find out more

To find out more about The Learning Foundry, please visit: www.thelearningfoundry.co.uk



Traineeships Information

To see a list of providers offering traineeships in your area, view the provider listing here: www.gov.uk/government/publications/traineeship-providers

To search for traineeships available now, visit www.gov.uk/find-traineeship

Post-16 support for students with SEND

Some useful tips for how your child can start to explore their options

Many parents of children with Special Educational Needs or a Disability are concerned about future careers opportunities and the barriers they may face when looking for employment.

We've gathered some useful hints and tips below to help you to support your child in their journey from thinking about careers to understanding the different options available.

RECOGNISING THEIR STRENGTHS

Help your child to make a list of the different professional and personal strengths they may have that employers would value. Recognising their strengths will help to build their confidence and realise their potential after they leave education.

Professional attributes could include:

- Creativity and bringing new ideas
- Good problem solving and logical skills
- Good attention to detail

Personal attributes could include:

- Hard-working
- Loyal
- Caring

DISCOVERING THE RIGHT ROLE FOR THEM

There is the perfect career for everyone. Encourage your child to create a mind map using images or words of the activities within different jobs that interest them. For example:



Post-16 support for students with SEND

Some useful tips for how your child can start to explore their options

WHAT CAN MY CHILD DO TO IMPROVE THEIR EMPLOYABILITY SKILLS?



Traineeships support individuals to gain the skills needed in the workplace to help them move on to an apprenticeship or employment.



If your child has an EHCP or statement of SEN and is looking for employment, they could be entitled to complete a Supported Internship. During the programme, your child will have a job coach and will learn work skills and complete a study programme.



Volunteering is a good way to learn new skills, build confidence and get experience. The experience gained can be used during an interview in the future.

WHERE CAN MY CHILD GET ADDITIONAL SUPPORT?



Putting ability first

Supported Employment has been created to provide a smooth transition from education to employment. This can start at the age of 14, and your child's school can offer guidance. You can also arrange an appointment with your local JobCentre Plus to find more about how they can provide the right support for your child to develop their career. To find out more, visit:

<https://www.remploy.co.uk/articles/blog/supported-employment-part-one>



Support to Work, set up by Scope, is a free online and telephone employment programme for anyone 16 and over who is disabled and looking for work. The scheme can provide advice to help identify transferable skills, support with CV writing and how to talk to employers about reasonable adjustments.

To find out more about what Scope can offer, visit:









<https://www.scope.org.uk/employment-services/>

Apprenticeship standards

Keep up to date with the range of apprenticeships available

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 apprenticeship standards available.

Find out more here: www.instituteforapprenticeships.org/apprenticeship-standards

Agriculture, Environmental and Animal Care	General Farm Worker 	Support the operation of a farm.	Level 2
Agriculture, Environmental and Animal Care	Vet Technician (livestock) 	Carry out common husbandry and technical tasks for livestock.	Level 5
Construction	Mastic Asphalter 	Lay mastic asphalt on to a wide range of surfaces and structures.	Level 2
Creative and Design	Assistant Recording Technician 	Produce a high-quality recording.	Level 4
Creative and Design	VFX Supervisor 	Liaise with the Director and Director of Photography from the earliest stages of a production, working with clients and colleagues to create VFX/CG elements.	Level 7
Health and science	Enhanced Clinical Practitioner 	Provide a high standard of health care using judgement, skills and knowledge.	Level 6
Protective Services	Non Home Office Police Officer 	Provide policing and or investigative activity.	Level 4
Sales, Marketing and Procurements	Market Research Executive 	Research projects to generate data and insights.	Level 4

at the University of Oxford

Working at the University of Oxford is probably not what you think it is ... so let us explain!

The University of Oxford is a unique place to work. We are building on our historic traditions to respond to the major global challenges of the 21st century through our cutting-edge research and world-leading teaching. We are the largest employer in Oxfordshire. Our award-winning apprenticeship programme provides opportunities for skills training and career development in a supportive and stimulating working environment.

Why your child should consider an apprenticeship with us

People are the foundation of the University's success, and they are critical to our future. We aim to recruit and retain the very best talent pool, providing a diverse, open and inclusive environment that allows everyone to grow and flourish. Apprenticeships are an important career pathway at the University. Around 80% of apprentices stay on with us for the next steps in their careers.

We have roles spanning a range of occupations

There is no need to look at multiple employers. Within the University, we currently have employees on over 25 apprenticeship programmes with over 20 different training providers, meaning delivery models do vary. We invite all of our apprentices to join our apprentice networking community, including access to a Teams channel, apprentice ambassador training, lunch and learns and full support from your department, the apprenticeships team and the training provider.

We celebrate each and every one of our apprentices, and we say thank you.

Exciting announcement

We have recently won the Apprenticeship Employer of the year (250+ employees) Award at the Oxfordshire Apprenticeship Awards 2021!

Two of our apprentices were finalists and one of them became joint apprentice of the year – meaning that for 2 years running, our apprentices have won this coveted title.



Consider an apprenticeship with us and build a career in an organisation that changes lives.

Applying to our apprenticeships

Popular apprenticeship roles include:

Professional service roles

- Business Administration Apprentice
- HR Support Apprentice
- Finance Assistant Apprentice
- Customer Service Apprentice

Technical roles

- Laboratory Technician Apprentice
- Engineering Technician Apprentice
- IT Support Apprentice

You can see our current vacancies page here:

www.apprenticeships.ox.ac.uk/vacancies



You can apply to our apprenticeship vacancies all year round!

Employer perspective: Apprenticeships at the University of Oxford

Working at the University of Oxford is probably not what you think it is ... so let us explain!

The application process

- Step 1:** Check out our current vacancies on the main university jobs site:
www.apprenticeships.ox.ac.uk/vacancies
- Step 2:** Take a look at our resources section on how to make a successful application
- Step 3:** Read our top tips on applying for these jobs
- Step 4:** Create an account and apply for roles
- Step 5:** Your eligibility is checked by the training provider
- Step 6:** You will receive notification of whether you have been shortlisted

How to find out more

You can read more about our apprenticeships by visiting:
www.apprenticeships.ox.ac.uk

You can meet some of our current apprentices by visiting:
www.apprenticeships.ox.ac.uk/meet-our-apprentices#

You can follow us on social media too.
Instagram – [oxuniapprentice](https://www.instagram.com/oxuniapprentice)
Twitter - [@OxUniApprentice](https://twitter.com/OxUniApprentice)



“I gained so much from the apprenticeship, by learning whilst working, it allowed me to gain more confidence within my role”

- Kathryn Scott
(previous admin apprentice)



“I believe that my Apprenticeship and qualifications have helped me shape my career and directed me to where I am today.”

- EMILY JOYCE
(previous business administrative apprentice)

The Parent Perspective Podcast

Introductory episode now available

A brand new intro episode has been released to introduce the much anticipated Parent Perspective podcast. Anna from Amazing Apprenticeships and Conor from Not Going To Uni talk producer Steve, through the motivations behind starting the podcast and the brilliant topics we have coming up throughout the series.

The podcast series

The podcast series, brought to you by Amazing Apprenticeships and Not Going To Uni, will tackle the challenges parents and carers are facing in trying to support their children with career advice. The podcast will provide a space for listeners to explore which careers are available today and to be inspired by UK organisations and leading experts working with young people.

The forthcoming episodes will offer parents and carers practical solutions so they can support more informed career decisions with greater confidence. Every episode will feature parents in conversation, share the lived experience of diverse role models, and provide real-time insights into how the world of work is changing.

Coming up in Episode 1

In the opening episode of the series we hear from Nicola Hall, Director of Education at the Careers and Enterprise Company, talking about the current careers landscape and the parent and student concerns linked to this. We'll also hear from George Anderson, a health and wellbeing expert, addressing the anxieties parents have right now and the practical solutions to help. We are also joined by a brilliant panel of parents and carers, who will be asking questions and discussing our speaker topics throughout the episode.



Listen now and subscribe ahead of episode 1:

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