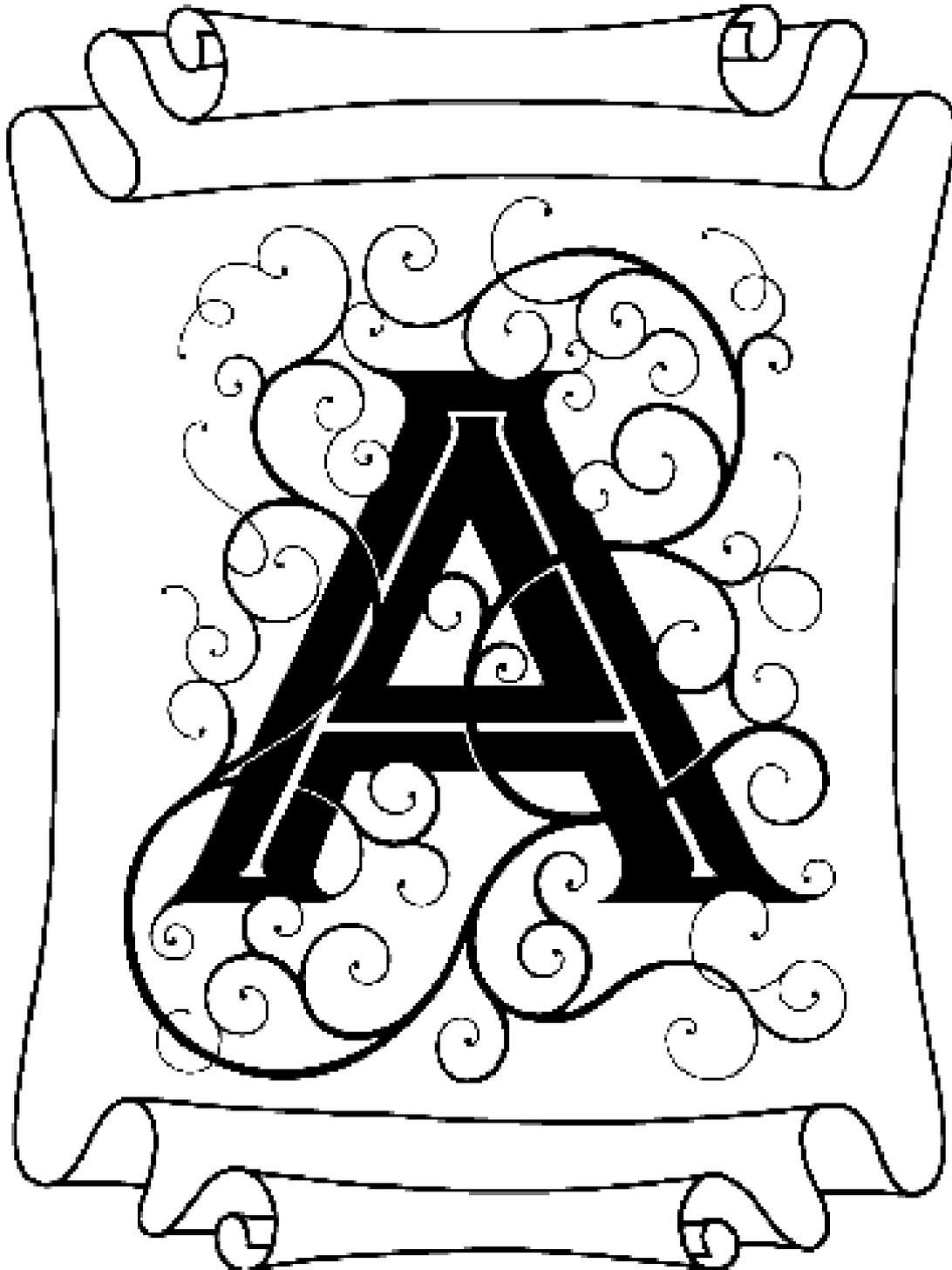


# 101 Amazing Apprenticeship Activities for Schools



Version 2  
November 2018



Brought to you by  
National  
Apprenticeship  
Service



# INTRODUCTION

## WHAT IS THE APPRENTICESHIP SUPPORT & KNOWLEDGE FOR SCHOOLS AND COLLEGES (ASK) PROGRAMME?

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The Apprenticeship Support & Knowledge for Schools and Colleges programme (ASK) is funded by the National Apprenticeship Service, part of the Department for Education. The aim of this programme is to work with schools and colleges across England to increase awareness of apprenticeships. Through our expert Delivery Partners, we offer establishments in England a tailored package of free support which includes a variety of engaging activities for students, teachers and parents, such as workshops, live broadcasts, attendance at events and much more.

## THE 101 AMAZING APPRENTICESHIP ACTIVITIES FOR SCHOOLS GUIDE

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In order to support schools and other educational establishments further, the National Apprenticeship Service has created a wide range of resources for you to use in your apprenticeships information, advice and guidance planning throughout the year, including this guide.

This guide is designed to be used by schools and other educational establishments supporting students in years 10 – 13, teachers and parents.

## HOW DOES THE GUIDE WORK?

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Split into unique sections for ideas to use with your students, teachers & parents, the guide contains 101 engaging and informative apprenticeship activities to help all stakeholders understand the incredible opportunities, benefits and complexities of apprenticeships.

Go to the relevant section and read the activity summary. Then, select which activities you feel are most relevant to the audience that you are trying to engage and access the additional resources provided. All activities are completely free of charge.

Each activity has an estimated duration  and a rating of Easy, Moderate or Involved.



Easy activities should be achieved in under 30 minutes



Moderate activities are estimated to take between 30 minutes – 3 hours



Involved activities are estimated to take 3 hours or more

## APPRENTICESHIP BENCHMARK TOOL

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Towards the end of this guide (pages 30 – 36), you will also find the Apprenticeship Benchmark Tool designed to help you easily evaluate the apprenticeship activities that you offer and identify where you school could develop further.

## FURTHER SUPPORT

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If you would like to discuss any aspect of this guide, please email [hello@amazingapprenticeships.com](mailto:hello@amazingapprenticeships.com)

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# GENERAL SUPPORT

Free apprenticeship support and resources for your school

## 1. Sign up to receive the monthly All About Apprenticeships newsletter

Amazing Apprenticeships send out a brilliant monthly newsletter that will help you to stay informed about the latest apprenticeship news. It's completely free of charge to subscribe and unlimited numbers of teachers and careers professionals can sign up. Visit the website below and sign up today.

Complete in

2 mins

Easy



Visit: <http://www.amazingapprenticeships.com>

## 2. Book the Apprenticeship Support and Knowledge for Schools & Colleges (ASK) programme

Fully funded by the National Apprenticeship Service, part of the Department for Education, the ASK programme supports schools and colleges in England to access a wide range of apprenticeship awareness activities for students, staff and parents, including live broadcasts, workshops and group sessions. Request support for your school using the link below.

Complete in

5 mins

Easy



Visit: <http://www.amazingapprenticeships.com/request-support>

## 3. Engage a Careers & Enterprise Adviser for your school

The Careers & Enterprise Company will assign your school an Adviser (a senior business volunteer from a local company) who will use their business experience and knowledge to work closely with your headteacher or senior leadership team to develop a bespoke careers and enterprise plan. Sign your school up for support using the link below.

Complete in

10 mins

Easy



Visit: <http://www.careersandenterprise.co.uk/enterprise-adviser-network/sign-your-school>

## 4. Utilise the Department for Work and Pensions School Adviser team

This scheme helps young people aged 12 - 18 years to think about their future career ambitions. As well as offering advice on the labour market, the advisers will help schools to offer high quality work experience opportunities. Contact your local office using the link below.

Complete in

10 mins

Easy



Visit: <http://los.direct.gov.uk>

## 5. Free support for your students through the National Careers Service

The National Careers Service provides information, advice and guidance across England to help individuals aged 13 or over to make decisions on learning, training and work. The service offers confidential and impartial advice and is supported by qualified careers advisers.



Complete in



Easy



Visit: <https://nationalcareersservice.direct.gov.uk>

## 6. The Apprenticeship Guide

The Apprenticeship Guide is a publication containing a complete listing of all apprenticeships, as well as interviews with employers and apprentices. Your ASK Delivery Partner (see activity 2) will provide you with a free printed copy of the book for your school. You can also purchase more copies for your students to use. All of the information contained within the book is also available to access free of charge through the website.



Complete in



Easy



Visit: <http://www.apprenticeshipguide.co.uk>

## 7. Which? Guide to higher and degree apprenticeships

A helpful guide that covers an overview of higher and degree apprenticeships. Download for free to your device – perfect for printing and sharing with students and parents.



Complete in



Easy



Visit: <https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

## 8. A-Z of apprenticeships

A complete listing of all of the apprenticeships that are available. You will be amazed at the range. This document is updated every time new apprenticeships are added.



Complete in



Easy



Visit: <https://www.gov.uk/government/publications/a-guide-to-apprenticeships>

## 9. How to write a winning apprenticeship application

A step-by-step guide to the different sections of the apprenticeships application form. Also includes an interview checklist, a word bank of personal qualities and what to wear (or not!)

Visit: <https://www.gov.uk/government/publications/how-to-write-a-winning-apprenticeship-application>



Complete in



Easy



## 10. Apprenticeship Resource Pack for 16-19 year olds

This self-development pack and accompanying teacher handbook is designed for individuals aged 16-19 who might be considering an apprenticeship in the future. The workbook is designed to last 20 hours and contains 35 activities.

Visit: <https://www.gov.uk/government/publications/apprenticeships-teachers-handbook-and-study-material>



Complete in



Easy



## VACANCY SNAPSHOT

Vacancy Snapshot was launched in June 2018 at the House of Commons. The platform features some of the most sought-after apprenticeship programmes in England. Employer factfiles feature programme details, interactive behind-the-scenes information, application hints and tips and a listing showing the months that apprenticeship vacancies are likely to be open for applications (please note - sometimes dates will change).

Vacancy Snapshot can help you to see:

- ✓ A range of different apprenticeship programmes with well-known employers.
- ✓ When these employers are going to be advertising their apprenticeship job vacancies.
- ✓ What their apprenticeship recruitment process is like and hints and tips for navigating the different activities.
- ✓ What your students need to do to prepare to compete for the best apprenticeship jobs in England.

For more information, please visit:  
<https://www.amazingapprenticeships.com/vacancies>

AIRBUS



## 11. Discover degree apprenticeships: Start the conversation

Classroom resource provided

Form tutors can use the classroom resource provided to generate discussion in the classroom about degree apprenticeships. The activity is structured to challenge students to think differently about apprenticeships and be open to the idea that they need to research them further.

Complete in



15  
mins

Easy



Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity11>

## 12. Use short films to dispel myth

No one explains apprenticeships better than apprentices themselves. Download the short films (see page 14) and show them during form time or assemblies to help students and staff to realise the range of apprenticeship opportunities available and inspire them to find out more.

Complete in



5  
mins

Easy



See page 14: Bring the message to life through film and animation

## 13. Participate in the ASK Live Broadcasts

Our exciting range of Live Broadcasts showcase some of the most inspiring apprenticeship opportunities available and feature live interviews with top employers and their apprentices. Watch the Live Broadcasts with groups of students to have your questions answered live on air. Alternatively, you can watch on catch-up at a time to suit you.

Complete in



15  
mins

Easy



Visit: <https://amazingapprenticeships.com/live-broadcasts>

## 14. Run a careers event

One of the best ways to raise awareness about local job opportunities is to invite employers in to meet directly with students and their parents. Employers will often send their apprentices along to help on the stand and it can also be interactive, with equipment and activities being run. If you don't have the time or resources to be able to organise your own event, consider taking your students to a national event such as WorldSkills UK Live.

Complete in



20+  
hours

Involved



Visit: <https://www.worldskillsuk.org>

### 15. 60 seconds – Process of elimination

Give students a copy of the latest A-Z of apprenticeships (see activity 8) and set a class challenge. They have 60 seconds to go through the list of apprenticeships and to cross out anything they know they definitely don't want to do. Stretch this by asking them to explain why they have crossed it out and encourage class discussion about the different areas of interest amongst the group.

Complete in



Easy



Visit: <https://www.gov.uk/government/publications/a-guide-to-apprenticeships>

### 16. Apprenticeship pros and cons

Classroom resource provided

Working in pairs or small groups, allocate your students two or more real-life apprenticeship programmes from the classroom resource provided to research apprenticeships further. Each group should then list their pros and cons and report back to the class for further discussion. The activity should stimulate discussion about the range of apprenticeships. Stretch this activity by encouraging students to research other apprenticeship programmes and share what they discover.

Complete in



Easy



Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity16>

### 17. How much can you earn as an apprentice?

Classroom resource provided

There is a national minimum wage for apprentices, but many employers pay significantly more than this. Use the classroom resource provided to create a class challenge for students to research the National Minimum Wage and investigate the salaries that employers pay to their apprentices. This activity works well if combined with activity 19 as students can use real examples of vacancies and the salary information provided on Find an apprenticeship.

Complete in



Easy



Visit: <https://www.gov.uk/national-minimum-wage-rates>

### 18. Apprenticeship Role Models

Classroom resource provided

There are quite a few famous people who were once an apprentice. Use the classroom resource and accompanying answer sheet to show students the range of celebrities and the apprenticeships that they undertook. Discuss the responses as a class. Does anyone surprise you?

Complete in



Easy



Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity18>

## 19. Support students to register on Find an apprenticeship

Find an apprenticeship is the national government site that advertises apprenticeship vacancies. Use an ICT suite to demonstrate the site and encourage students to register. Help them to set up alerts (see activity 20). Students will require an email address that they can access on the day so that they can 'activate' their account on Find an apprenticeship. Many schools take this as an opportunity to set students up with a personal email address through a public account not linked to the school. This is also a good time to discuss creating an email address that is professional in nature.

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

Complete in



Moderate



## 20. Help students to set up alerts

Classroom resource provided

Ask students to log onto their account (see activity 19) and start to manage their search filters and message alerts. Ensure that they know how to set their account up to receive either text messages or emails and how to check the closing date for applications. Use the classroom resource provided.

Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity20>

Complete in



Easy



## 21. Understanding when apprenticeships are advertised

Classroom resource provided

Unlike university, there is not one national deadline for apprenticeship vacancies. Use the classroom resource provided to generate discussion amongst students about closing dates for vacancies and how to be prepared so that they don't miss out. Additionally, you can use the calendar on Vacancy Snapshot to see which high profile apprenticeships are currently open or upcoming with some of the world's best-known businesses.

Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity21>

Complete in



Easy



## 22. How far is 20 miles?

In order to view more available apprenticeship vacancies, students need to consider how far they would be willing to travel. Provide a map, pin and piece of string to see which towns fall within a 20 mile radius of where they live. Encourage them to think about public transport routes too.

Complete in



Easy



## 23. What's in a job title?

There are lots of job titles that students may not be familiar with. As they start to research apprenticeships in more detail, encourage them to write down any that they don't understand. Use the National Careers Service website to help, then create a display with the information gathered. Your school may subscribe to other careers resource platforms that you could use to supplement this activity.

Complete in



Easy



Visit: <https://nationalcareersservice.direct.gov.uk/job-profiles/home>

## 24. Get inspired by looking at apprenticeships by subject

If students aren't sure where to start, choosing the right apprenticeship can be made easier by encouraging them to think about the school subjects that they are interested in and that they enjoy. Use this site to be inspired about the range of job roles available, linked to school subjects.

Complete in



Easy



Visit: <http://www.apprenticeshipguide.co.uk/choosing-by-school-subject>

## 25. Apprenticeship research challenge

Split students into groups and assign them one of the apprenticeship industries listed on the Apprenticeship Guide website (see link below) to research. Ask them to identify relevant apprenticeship job roles, display these creatively (poster, presentation etc.) and present this information back to the class. Extra marks for colour, enthusiasm and attention to detail! This activity could be stretched by asking them to include the links that they have used when researching.

Complete in



Moderate



Visit: <http://www.apprenticeshipguide.co.uk/choosing-by-industry-sector>

## 26. Can you get this job through an apprenticeship?

Classroom resource provided

Using the classroom resource provided listing 10 job roles, ask students to research whether they think there is an apprenticeship linked to that career or if they would need to follow full time university. Discuss the findings as a class. What did you discover that was surprising?

Complete in



Easy



Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity26>

## 27. Getting connected through social media

Set students a homework task to identify some apprenticeship employers that they might be interested in working for, and ask them to find all of the social media connections and write them down. Collate and share the ideas with other students. Twitter is a good place to start.

Visit: <http://www.twitter.com>

Complete in



Easy



## 28. Where are apprenticeships advertised?

Classroom resource provided

In addition to Find an apprenticeship, there are numerous other job sites where apprenticeships are advertised. Use the classroom resource provided to encourage students to look at other jobs sites to raise awareness of where they could be conducting their job search.

Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity28>

Complete in



Easy



## 29. Which employers offer apprenticeships?

Encourage students to browse Vacancy Snapshot to view some of the best-known businesses in England. Here, students can explore the different sections to find out the company benefits, the programme details, a unique look behind-the-scenes using videos and case studies and detailed information about the recruitment process. You will be amazed at the opportunities!

Visit: <https://amazingapprenticeships.com/vacancies>

Complete in



Easy



## 30. Meet virtual apprentices

Encourage students to search online for video case studies of real apprentices in the workplace. This can help to build an understanding of day-to-day responsibilities and the range of apprenticeships available. A nice homework task or stretch challenge following on from activity 27. You can access videos of apprentices in the workplace through Vacancy Snapshot and the Amazing Apprenticeships Instagram page.



Visit: <https://amazingapprenticeships.com/vacancies>

Complete in



Easy



## 31. Invite past students in to speak to your current students

Contact past students that progressed to an apprenticeship to see if they would be willing to come back and speak to existing students and staff about their experience of becoming an apprentice, top tips and any words of advice. Combine this activity with activities 32, 33 and 34 for maximum impact.

Visit: <http://www.amazingapprenticeships.com/young-apprentice-ambassador-network>

Complete in



Moderate



## 32. Create a lasting memory

When past students are willing to speak to others about their apprenticeship, arrange for a short 1 minute interview or message to be recorded and then hosted as a careers resource for other students to access. Use our poster as inspiration for your interview questions.

Visit: <http://www.amazingapprenticeships.com/resources/questions-for-apprentices/>

Complete in



Easy



## 33. Set up an apprenticeship wall of fame

Celebrate past students who have left your school to progress onto an apprenticeship. Create a wall of fame and include their photo, the employer that they now work for, their job title and a motivational quote to inspire current students about the benefits that apprenticeships offer. If you are not sure about past students that have progressed to an apprenticeship, you could contact winners from the regional and national apprenticeship awards to visit your school.

Visit: <https://www.gov.uk/government/news/national-apprenticeship-awards-2018-regional-finalists-announced>

Complete in



Moderate



## 34. Ask past students to offer current students and staff a workplace visit

Approach past students who are apprentices to see if their employer would be willing to host a workplace visit for a group of students. Tour the site and talk to them about the benefits and challenges of securing an apprenticeship.

Complete in



Moderate



### 35. Bring employers into the classroom

Ask an employer to sit at the back of the classroom before students arrive. Students will assume that they are there to observe the teacher, but really they are there to observe the students and can give constructive feedback about attitude, dress, timekeeping and engagement. There will be numerous local organisations who will be able to help you to find a willing employer volunteer to help you with this. You could start by contacting your Local Enterprise Partnership (LEP) and they will be able to advise you.

Visit: <http://www.lepnetwork.net>

Complete in



Easy



### 36. Organise a talk from a local company / HR person

Approach a local company that you know employs apprentices. Ask them if they would be willing to come in and speak to your students about the range of apprenticeships they offer, the typical time of year when they advertise and what their recruitment process is like. If you are unsure about which employers locally offer apprenticeships, contact your Local Enterprise Partnership (LEP) to help.

Visit: <http://www.lepnetwork.net>

Complete in



Easy



### 37. Your school alumni

Your school has helped thousands of students over the years, and those past students will most likely now be employed or running their own business and would be delighted to give something back. Use social media to reach out to your alumni and ask them to support your students. Within your message be clear about what kind of support you are seeking and try to keep the message brief, with clear signposting for what to do if they want more information.

Complete in



Easy



### 38. Utilise your governing body

Your governing body will include representatives from the local community who will have connections to employers. Reach out to them to see if they, or anyone that they know, would be willing to speak to students about apprenticeships and other routes to certain careers. This could also help your school to evidence how you are meeting the statutory guidance for schools on providing careers guidance and inspiration.

Visit: <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

Complete in



Easy



## 39. Understanding apprenticeships

Hear about apprenticeships from the apprentices themselves. Learn more about 'Find an apprenticeship', the government portal that allows you to search vacancies and set up alerts for apprenticeships that may be of interest.



Complete in



Easy



Visit: <http://www.amazingapprenticeships.com/videos/understanding-apprenticeships>

## 40. Higher and degree apprenticeships – make them your Plan A

Meet four inspirational higher and degree apprentices who are working in marketing, law, construction and pharmaceutical research. Hear about some of the tasks that they undertake each day and the salaries they earn.



Complete in



Easy



Visit: <http://www.amazingapprenticeships.com/videos/higher-and-degree-apprenticeships-make-them-your-plan-a>

## 41. Technology apprenticeships for the new generation

From working in technical support on wind turbines, to developing the technology used in touchline flags or developing apps for Channel 4 - you will definitely be amazed at the range of technology involved in these apprenticeships.



Complete in



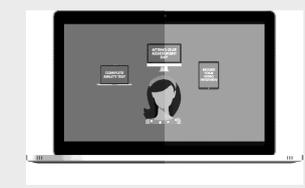
Easy



Visit: <http://amazingapprenticeships.com/videos/technology-apprenticeships-for-the-new-generation>

## 42. New recruitment methods for apprenticeships

We know that sometimes it can feel like every employer is recruiting to their roles differently – the truth is they often are. Watch this animation to hear from Michelle who works for the Cabinet Office. She will explain some of the different recruitment methods employers are using and how technology helps them to decide if you might be right for the apprenticeship.



Complete in



Easy



Visit: <http://amazingapprenticeships.com/videos/new-recruitment-methods>

### 43. Receive weekly 'Live Vacancy' lists from the National Apprenticeship Service

Every week, the National Apprenticeship Service circulates a list of all of the live vacancies listed on Find an apprenticeship. The list shows useful data for that vacancy including the employer, level, salary and how many applications have been received. Sign up to receive the list for free.

Complete in



Easy



Visit: <http://www.surveymonkey.co.uk/r/AppVacancies>

### 44. Planning for higher and degree apprenticeships in 2019

Each year, the National Apprenticeship Service identifies large employers that are going to be recruiting higher and degree apprenticeships for the next academic year and collates the information onto one list. Make sure you check the list and advertise it to your students.

Complete in



Easy



Visit: <https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

### 45. Gathering and distributing information about apprenticeship vacancies

The way that schools will hear about apprenticeship vacancies can be complex. Employers may contact you directly but it could be via social media or other communications. It can help if you have a system in place to distribute this information (highlighting deadlines) throughout the year. Make sure you tell your colleagues about the system that you set up so that they know what to do if they hear about an apprenticeship opportunity that your students might be interested in.

Complete in



Moderate



### 46. Follow @apprenticeships on Twitter

@apprenticeships is the official twitter account for the National Apprenticeship Service. They will help individuals across England with #apprenticeships. Each day they will tweet and re-tweet anything that is relevant and interesting regarding apprenticeships, including helping to promote employers that have apprenticeship vacancies.

Complete in



Easy



Visit: <http://twitter.com/Apprenticeships>

## 47. Set up a weekly support workshop at lunchtime / after school

Run a weekly workshop with an experienced member of staff for students who are interested in applying for an apprenticeship. Support them to search for jobs, make applications and prepare for the recruitment process. Offer this to students who are applying for full time university too. You could link your weekly workshop with activity 49 and 50 for maximum impact. Remember to record everything that you do with this group and how successfully you support them - parents, governors and Ofsted are sure to be impressed.

Complete in



Involved



## 48. Run a mock assessment centre

New recruitment techniques like assessment centres are becoming increasingly popular, especially for employers running quite large recruitment campaigns. Invite a large local employer to run a mock assessment activity for your students so that they can experience what it feels like. Not sure what this is? Through the ASK programme, schools and colleges can request support to deliver a have-a-go workshop where your students will be able to experience these activities.

Complete in



Moderate



Visit: <https://amazingapprenticeships.com/request-support>

## 49. Encourage students to share their recruitment experiences

When students participate in apprenticeship recruitment activities, encourage them to reflect and share their experiences with other students. Create opportunities for them to explain what it was like, what they think went well / could improve and what their advice to others would be. This activity could link nicely to activity 47 as part of your weekly apprenticeship support workshop.

Complete in



Moderate



## 50. Mentoring programme

The apprenticeship application process can feel quite daunting for some students. It can be a good idea to assign each student an individual teacher-mentor to support them with applications, proof reading, preparing for interview and approaching employers to set up work shadowing. If staff capacity is an issue, consider approaching governors or other parents who work in industry and are known to your school to help too. You could also use sixth formers to act as mentors for year 11s, especially if they have been successful in securing an apprenticeship during year 13. This could then be used as part of mentoring hours in several peer mentoring qualifications.

Complete in



Involved



**51. Use the personal statement as a starting point****Classroom resource provided**

There are a lot of similarities between the personal statement and an apprenticeship application, although apprenticeship applications are usually more involved. Encourage students to reflect on their personal statement and consider which parts would be appropriate for apprenticeship applications.

Complete in



Easy



Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity51>

**52. Research where you will be spending most of your time****Classroom resource provided**

Students wouldn't be expected to apply to university without researching the institution and going on a visit. Exactly the same applies to apprenticeships. Encourage students to use the activity sheet to help them to research the employer websites and compile a list of important information.

Complete in



Moderate



Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity52>

**53. Research what you will be studying**

Apprenticeships are not just one qualification or a course – students will benefit from understanding that for each apprenticeship there is a document called a 'standard'. A standard is a 2 or 3 page document that explains the detail of the programme. The approved standards outline the skills, knowledge and behaviours required of the apprentice and the job they will need to be able to do by the time they have completed their apprenticeship. Encourage students to look at the detail of the apprenticeship standards using the link below.

Complete in



Easy



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

**54. Social life and benefits for apprentices**

Apprentices definitely still have a social life. Encourage students to look at the NUS apprentice extra site to see the discounts that they will be entitled to. Also encourage them to look at the discussion threads on The Student Room to see what other apprentices have to say.

Complete in



Easy



Visit: <http://www.apprenticeextra.co.uk/>

## 55. Use the Amazing Apprenticeships free resources available

There are a wide range of posters available completely free of charge on the Amazing Apprenticeships website. Download and display these eye-catching resources around your school to spark debate and interest in apprenticeships amongst your students and staff.



Complete in

15 mins

Easy



Visit: <http://www.amazingapprenticeships.com/resources>

## 56. Create a dedicated apprenticeship information board (with free bunting!)

Identify an area or board in your school that can be used to keep students and staff up to date with the latest apprenticeship news. Include posters, apprenticeship job vacancies and other useful information. Download the printable 'All about apprenticeships' bunting pack using the link below.

Complete in

3 hours

Moderate



Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity56>

## 57. Post updates on your school virtual learning/ homework portal

Work with your IT department to develop an online apprenticeship information area that students and staff can use to access the latest apprenticeship information. Include an RSS feed from the Find an apprenticeship site listing the latest apprenticeship jobs. Once you are organised with lots of information coming through to you about apprenticeship news, this will probably take about 30 minutes each month to update.

Complete in

30 mins

Easy



Visit: <https://www.gov.uk/government/publications/apprenticeship-vacancies-rss-feeds/rss-feeds-for-apprenticeships>

## 58. Be proud that you are an Apprenticeship Champion

As part of your complimentary Apprenticeship Champions Toolkit you receive a poster pack, a champion badge, an opportunity to network and a monthly newsletter with the latest updates. Click the link below to see who else is an Apprenticeship Champion in your area by searching on the map. Please consider signing up if you haven't already.

Complete in

10 mins

Easy



Visit: <https://amazingapprenticeships.com/champions>

## 59. Map your school networks and connections

Apprenticeship employers are everywhere – your parents, your governing body, your alumni, your supply chain – even your teachers will have useful connections. Find out where this data is held and then send out a quick email to see if they would be interested in supporting your school. It can help if you have an idea of the types of activities that you are looking to engage them in. See activity 60 to help set up a communication plan.

Complete in



Moderate



## 60. Establish an Employer Engagement Communication Plan

Send a regular email or newsletter (we would suggest monthly or bi-monthly) to your employer contacts and ask them if they would be interested in coming in to speak to your students. Offer to involve them in careers fairs, parents' evenings and other awareness raising activities. Once you've got an idea of what you want to ask them to help you with, schedule in a monthly or bi-monthly email so that you maintain regular communication. This will probably take about 1 hour each month.

Complete in



Moderate



## 61. Utilise your Local Enterprise Partnership (LEP)

Each area in England has a Local Enterprise Partnership (LEP). They are in place to develop local partnerships between employers, education and other stakeholders. They will know of lots of employers in the local area who might be willing to come in and speak with your students and staff about apprenticeships. Use the link below to identify your local LEP and ask to speak to the Skills Lead (they may use slightly different titles in each LEP).

Complete in



Easy



Visit: <http://www.lepnetwork.net/>

## 62. Use work experience connections

Your school will have lots of connections with local employers through organising work experience. Access the list of employers and find out if they employ apprentices. If you still use them for work experience, see if your student(s) can shadow an apprentice whilst on their placement.

Complete in



Easy



Classroom resource provided

## 63. Attend local apprenticeship events

Contact local training providers to seek support for any events that you are organising and to find out if there are any open evenings, local careers events or local Skills Shows being planned that you could promote to your students.

Complete in



Easy



Visit: <https://findapprenticeshiptraining.sfa.bis.gov.uk/>

## 64. Attend WorldSkills UK Live in Birmingham or London

The World Skills UK Live Birmingham and London events happen each year in November and December. Entrance is completely free of charge and some schools may be eligible for travel subsidies. A great way for students to meet hundreds of apprenticeship employers and WorldSkills UK finalists all in one place!

Complete in



Involved



Visit: <https://www.worldskillsuk.org>

## 65. UCAS Events

UCAS host Higher Education Exhibitions across the country throughout the year and they are free to attend. These events are a good way for students to explore the wide range of apprenticeship opportunities as 80+ universities are now offering higher and/or degree apprenticeships.

Complete in



Involved



Visit: <https://wwwucas.com/ucas/events/find/type>

## 66. National Apprenticeship Week 2019

National Apprenticeship Week will run from 4th – 8th March 2019. Speak to your local LEP and Training Provider Networks to find out about events that are happening locally. Consider setting up an activity for your school. Use our NAW2019 Activity Pack to be inspired.

Complete in



Easy



Visit: <https://amazingapprenticeships.com/resources>

## 67. The apprenticeship rap or poem

Use the A-Z of Apprenticeship Adjectives poster and ask students to create a rap or poem using the words to explain what they have learnt about apprenticeships. If you have a large class, you could split them into groups and award a prize for the team that create the best one.

Complete in



Easy



Visit: [www.amazingapprenticeships.com/resources/a-z-of-apprenticeship-adjectives/](http://www.amazingapprenticeships.com/resources/a-z-of-apprenticeship-adjectives/)

## 68. Student assembly challenge

Classroom resource provided

Set your class a challenge of creating an apprenticeship assembly that can be delivered to their year group. Encourage them to research apprenticeships in detail and to then present their findings in a creative way to their year group. Encourage them to inspire and inform their peers.

Complete in



Moderate



Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity68>

## 69. The apprenticeship challenge

Ask your class to work in small groups to create a quiz (approx. 10 questions) for each other about what they have learnt about apprenticeships. Each team will appoint a Lord or Lady to ask the questions to the other teams. Keep a chart of each team's scores and by the end you should have a winning team.

Complete in



Easy



## 70. Heads or tails?

Classroom resource provided

Ask the class to stand up\* and read a statement from the classroom resource provided and the heads (true) and tails (false) answer. Heads (hands on head) or tails (hands behind back). Anyone who gets it wrong sits down. At the end, you should have a winner of the activity who can be given a prize.

\*Adapt this activity according to the space / mobility requirements of the group.

Complete in



Easy



Visit: <http://www.amazingapprenticeships.com/apprenticeship-resources/activity70>

## 71. Book an ASK Teacher CPD/INSET session

Through the ASK programme, our Delivery Partners are able to support staff CPD sessions. They could come in and deliver a presentation, give you access to live broadcasts or even support you with a visit to a local apprenticeship employer. Run it as part of your staff INSET and invite everyone!

Complete in



Easy



Visit: <http://www.amazingapprenticeships.com/request-support/>

## 72. Circulate 'Apprenticeships by subject' posters to your colleagues

Involve your colleagues and encourage them to display the apprenticeship subject posters in their departments, so that students can see opportunities available for them in their preferred subjects. Our posters cover subjects from history to food technology!



Complete in



Easy



Visit: <https://amazingapprenticeships.com/resources>

## 73. Promote your past students to colleagues

Colleagues will always be interested to hear of the success of past students, but they may not have time to listen to the talks that you arrange (activity 31) or watch the film clips that you create (activity 32). Summarise the main points of what the students are doing now and who they are working for in a one page summary for staff. Remember to link it to the information gathered on your wall of fame (activity 33) to save duplication.

Complete in



Moderate



## 74. Hold an apprenticeship breakfast briefing

Arrange for a local provider, employer and apprentice to come along to a breakfast briefing slot for staff during the year (even better if your school can provide pastries or bacon rolls!). Whilst staff are enjoying fuelling for the day ahead, take the opportunity to inform them about apprenticeships. There are a number of presentations that we have written with scripts. If you would like support in putting together your presentation so that you can deliver it yourself, please contact the Amazing Apprenticeships team.

Complete in



Moderate



Email: [hello@amazingapprenticeships.com](mailto:hello@amazingapprenticeships.com)

## 75. Make it easy to keep yourself up to date

As apprenticeship information changes throughout the year, you need to be signed up to the Amazing Apprenticeships newsletter and also as an Apprenticeship Champion so that you receive the latest information. This will make it much easier for you to then select and disseminate the appropriate information for your colleagues.

Complete in



Easy



Visit: <http://www.amazingapprenticeships.com>

## 76. Make it easy to keep your colleagues informed

Identify the most appropriate way to keep your colleagues informed about the latest news and vacancies. This could be a regular slot at staff meetings, an email, a display board in the staff room or a 1 page summary of the most relevant apprenticeship facts placed in their pigeon holes.

Complete in



Easy



## 77. Link subjects directly to industry

Identify an enthusiastic member of each department in your school who could become your own Apprenticeship Champion for that subject. Link them to an appropriate employer to encourage regular dialogue about the world of work, apprenticeships and relevant links to the curriculum. If you are unsure about where to get started, see activities 2 - 4 and 35 - 38.

Complete in



Moderate



## 78. Teacher Externships

It is important that teachers are given the opportunity to visit the workplace and hear from employers directly about their apprenticeship programme and the range of opportunities that they offer. Set up a day of teacher externships where they are encouraged to visit local employers (relevant to their subject) and have a behind-the-scenes tour of the workplace.

Complete in



Moderate



## 79. Make a fuss of your colleagues

---

It can really help if you work with your Senior Leadership Team (SLT) to notice where your colleagues have made an extra effort or have contributed to supporting the apprenticeship message in your school. Agree with SLT how you can make a fuss - this could be an email, a thank you in a staff briefing - anything that helps them to know that you value their input.

Complete in



Easy



## 80. Make some noise during National Apprenticeship Week

---

National Apprenticeship Week will run from 4th – 8th March 2019. National Apprenticeship Week provides you with the perfect opportunity to make some noise and do something a bit different to engage your colleagues. Look out for the new resources in the run up to NAW2019.

Complete in



Easy



Visit: <https://amazingapprenticeships.com/resources>

## 81. Share and celebrate student success

---

Find ways to share and celebrate student success throughout the year. As apprentices don't go through the same process as university, there isn't necessarily a dependency on results, meaning that apprenticeship success can happen throughout the year. Summarise this information for staff and circulate it regularly so that they know who has secured which apprenticeship with which employer.

Complete in



Easy



## 82. Get recognition for how brilliant you are

---

There are lots of competitions and awards throughout the year that aim to recognise the efforts that schools are making in relation to apprenticeships. Look out for local and national ways (like the National Apprenticeship Awards), to tell the world how brilliant you are. We also have the Apprenticeship Champions Network page, where your resources could be featured.

Complete in



Easy



Visit: <https://amazingapprenticeships.com/champions>

## 83. Involve your governing body

Use the Governors Checklist (see link) to keep your Governing Body informed of their statutory responsibility with regards to careers education information advice and guidance, with a particular emphasis on apprenticeships.

Visit: <https://amazingapprenticeships.com/resource/apprenticeship-checklist-for-governors>

Complete in



Easy



## 84. Think Apprenticeships Campaign

Set tongues wagging and mind whirring with our inspirational new staffroom campaign 'Think Apprenticeships'. Each term we will provide thought-provoking and colourful posters for you to display in your staffrooms to encourage your colleagues to 'Think Apprenticeships'. These posters will also be available to download from the website.

Visit: <https://amazingapprenticeships.com/resources>

Complete in



Easy



## 85. Record student feedback about how perceptions have changed

There are lots of ways that schools will measure student feedback. Find out if there is a way to include an element that will reflect if students are starting to understand apprenticeships in more detail and if there is any other assistance that they would like to receive. One of the elements that Ofsted look for is evidence that students are receiving high quality, impartial careers education, information, advice and guidance.

Visit: <https://www.gov.uk/government/collections/ofsted-examples-of-good-practice-in-further-education-and-skills>

Complete in



Moderate



## 86. Maintain your destination data

Schools are measured on the number of 16-18 students progressing to apprenticeships. Set up systems to track students who are progressing onto apprenticeships. When published, share this data with colleagues and set targets to increase year on year.

Visit: <https://www.compare-school-performance.service.gov.uk>

Complete in



Moderate



## 87. Encourage apprenticeships from the top

---

We know that parents really trust schools to keep them informed about the options for their child. Spend time with your Senior Leadership Team getting them on board with the apprenticeship message so that when they are speaking about options, they include apprenticeships as well. Use the fantastic range of resources available to help to support them to feel confident in talking positively about the opportunities that apprenticeships offer.

Complete in



Easy



## 88. Include apprenticeship information at options events

---

When planning post-16 and post-18 options events, consider including a slot on apprenticeships. This will help parents to see that it is a credible option alongside 6th form, college, full-time university and gap years and that your school is supportive of the apprenticeship route. Through the ASK programme, our delivery partners will be able to support you with this.

Complete in



Easy



Visit: <https://www.amazingapprenticeships.com/request-support>

## 89. Follow up options events with a parents' apprenticeship workshop

---

Help to support parents by offering a dedicated apprenticeship workshop a week or two after you have introduced the concept of apprenticeships to them at an options event. Encourage them to understand apprenticeships in more detail, register an account and get searching. Through the ASK programme, our delivery partners will be able to support you with this.

Complete in



Moderate



Visit: <https://www.amazingapprenticeships.com/request-support>

## 90. Encourage parent-to-parent dialogue

---

Keep in touch with the parents of students that successfully secure an apprenticeship. Ask them to come in and speak at options evenings about how positive it has been for their child and what their concerns were to begin with. Turn it into a case study and circulate it to anyone that missed it.

Complete in



Moderate



## 91. Lead by example – tell parents that you employ apprentices (if you do)

With the introduction of the apprenticeship levy, many schools will employ apprentices in roles from back office functions like administration, finance and IT through to School Business Manager and Teacher. If you employ an apprentice tell parents and be proud about it. You could include information or a feature article about your apprentices on your school website to show how valued they are.

Complete in



Easy



Visit: <https://www.gov.uk/government/publications/apprenticeships-reforms-guide-for-schools>

## 92. Celebrate your students that secure an apprenticeship

In your yearly round-up newsletter where you tell your school community about the successes of your students, include a feature on apprenticeships and recognise those students who have managed to secure an apprenticeship. You could even put them on the front page!

Complete in



Easy



## 93. Most parents are in employment too

Speak to your parents about the companies that they work for. Does their employer recruit apprentices? If so, what is their recruitment process like? Could they arrange for an apprentice to come in and talk to your students? Send out a request for information early in the year to parents.

Complete in



Easy



## 94. Circulate the resources

There are a number of guides available for parents, designed to help them to support their son / daughter in searching and applying for an apprenticeship. Send these out to parents with endorsement from the school, encouraging them to get involved. Each month, Amazing Apprenticeships will also provide a Parents' Pack containing useful information, fact sheets and articles to support parents to increase their knowledge of apprenticeships.

Complete in



Easy



Visit: <https://www.gov.uk/government/publications/a-parents-guide-to-apprenticeships>

## 95. Translated materials for parents

We recognise that for many parents across England, English may not be their first language and they may struggle to understand the benefits of apprenticeships. This year we have piloted resources in two languages (Punjabi and Polish) specifically for parents.

Complete in



Easy



Visit: <https://amazingapprenticeships.com/resources>

## 96. Gain permission to start up a regular apprenticeship conversation with parents

Most schools have a Parentmail system. Speak to your Senior Leadership Team and gain permission to use this to communicate a regular message about apprenticeships throughout the year. You could commit to keep them informed about local employer events, circulating resources, inviting them to dedicated information and support sessions and anything else that you feel is relevant and useful. Each month, Amazing Apprenticeships will also provide a Parents' Pack containing useful information, fact sheets and articles to support parents to increase their knowledge of apprenticeships.

Complete in



Moderate



Visit: <https://amazingapprenticeships.com/resources>

## 97. Create an apprenticeship communication planner

To support you with activity 96, think about the school year ahead and plan in something to tell parents each month about apprenticeships. You could theme it to focus on a different sector each month and could use our subject posters to help you. You could include a case study of a past student who has gone onto an apprenticeship and could even run a monthly poll to see if your activities are helping to positively influence parents' perception of apprenticeships as a credible option.

Complete in



Moderate



## 98. Tell parents about local employers recruiting

Lots of employers will hold events for students and parents to visit the workplace, meet the team and find out more about the employment opportunities available. Circulate this information to parents and encourage them to attend. Even better if a representative from the school could go along, such as your department apprenticeship lead (activity 77) to show that the school are fully in support of apprenticeships.

Complete in



Moderate



## 99. Use National Apprenticeship Week to support the message

Set up an event for parents either during or close to National Apprenticeship Week (4 - 8 March 2019). Invite a range of employers and apprentices (even better if they are past students!) to speak directly with parents about the range of apprenticeship opportunities. This can work well as a speed-dating type activity where groups of parents can sit with each employer for 15 minutes or so to hear about their programme and ask them questions. Employers will enjoy being able to have a dialogue with parents and not having to repeat their message (quite) so many times.

Complete in



Involved



## 100. Show parents an exemplar application

Many parents will be unfamiliar with the apprenticeship application process and may not understand the level of support that their child may need in order to submit a competitive application. Provide them with resources to show them the expected level of response expected.

Complete in



Easy



Visit: <https://www.gov.uk/government/publications/how-to-write-a-winning-apprenticeship-application>

## 101. Arrange for ASK to support you to plan an event

Part of the Apprenticeship Support and Knowledge for Schools and Colleges programme (ASK) offering is that we are able to support schools to plan and deliver an engaging activity for parents. Contact us to request support.

Complete in



Easy



Visit: <http://amazingapprenticeships.com/request-support>

## WE WOULD LOVE TO HEAR YOUR FEEDBACK

If you have any ideas that you would like to contribute to future editions of the guide or have any feedback about the usefulness or effectiveness of any of the activities included, please email us:

[hello@amazingapprenticeships.com](mailto:hello@amazingapprenticeships.com)

### WHAT IS THE APPRENTICESHIP BENCHMARK TOOL?

---

This tool has been designed by our experts to help schools and other educational establishments to work through a series of questions to assess where they are in their planning and provision of apprenticeship information.

### HOW DOES IT WORK?

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There are 30 questions split into sections covering:

- Strategy
- Students
- Teachers and Governors
- Employers
- Parents
- Your school as an employer

Each question has three statements linked to Red, Amber and Green:

Red = Limited

Amber = In development

Green = Established

We have also provided an activity reference so if you identify that there is an area of your apprenticeship provision that needs some extra attention, you can be inspired by the activities that are contained in the 101 Amazing Apprenticeship Activities for your School guide.

### FURTHER SUPPORT

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If you would like to contact someone to discuss any aspect of this assessment tool, please email [hello@amazingapprenticeships.com](mailto:hello@amazingapprenticeships.com) and a member of our team will be able to assist you.

Use this assessment tool to celebrate the good work that you are undertaking and to identify the areas where your school could develop their apprenticeship approach.

Date: Completed by:		Limited	In development	Established	Activity reference
<b>Strategy</b>					
1	Do apprenticeships feature in your school development plan?	No, they do not currently feature.	We have been thinking about it and may consider it for next year's plan.	Yes, we do include apprenticeships within the school development plan.	82, 87
2	Does your school record and use student destination data for those that progress into apprenticeships? Does your school set targets to increase progression rates into apprenticeships?	No, there are not currently any targets or measures for student progression to apprenticeships.	We have started to monitor this and we are aware of some data, but it is not always systematically collected and tracked.	Yes, we do set targets and measures for student progression into apprenticeships.	86
3	Is your school aware of the statutory guidance for schools on providing careers guidance and inspiration? <a href="https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools">https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools</a>	No, we are not aware of this.	This is the responsibility of the careers lead, rather than the wider school community and would be reflected in our CEIAG strategy.	Yes, we are fully aware and have set ourselves measures against each of the school responsibilities outlined.	85
4	Is your school aware of the Ofsted requirement to provide impartial careers guidance that prepares students for their chosen next steps and enables them to make well-informed decisions about their future plans?	No, we are not aware of this.	Yes, we are aware of this. We support students to carry out their own research.	Yes, we are fully aware and ensure that all careers advice is completely impartial for individual students.	58, 79
5	Does your school publicise how many students have progressed to apprenticeships in recent years and into which companies / job roles / levels?	No, we do not publicise when students have gone into an apprenticeship.	Yes, we tend to list the apprenticeship programme that they are studying in the annual newsletter.	Yes, we are really proud of our students that progress onto apprenticeships and publicise the employer they are working for.	81
6	Does your school celebrate students that have progressed into an apprenticeship as well as those who have gone onto full-time university?	No, we do not celebrate students that have gone on to an apprenticeship.	Yes, we include them in the listing of destinations that we send home to parents.	Yes, we include them in all activities such as destination newsletters, awards ceremonies, on our school website and anywhere else we can.	31,32,81

Date: Completed by:	Limited	In development	Established	Activity reference
7 Does your school display information about students that have successfully secured an apprenticeship to inspire other students?	No, we do not display this information.	Yes, we let students know informally about which past students have progressed.	Yes, we have a wall that celebrates and recognises past students that have gone on to an apprenticeship.	33,81
<b>Students</b>				
8 Are all students in Years 10, 11, 12 and 13 given access to information about apprenticeships, regardless of their academic ability and planned / intended destination?	No, we tend to restrict information about apprenticeships to those we feel it would be suitable for.	Yes, we do give top level information about apprenticeships to all students, but tend to go more in depth with those we know won't be staying on for 6th form or going to university.	Yes, we ensure that all students understand apprenticeships as thoroughly as other post-16 and post-18 options, alongside college, gap years and full-time university, regardless of their academic ability.	3,11,13,15,16,17,18,23,24,25,26,27,29,30,39,40,41,42,54
9 Are all students routinely encouraged to register on 'Find an apprenticeship' and supported to use this free resource throughout the year?	No, students are not encouraged to register on Find an apprenticeship.	Yes, students are encouraged to register but then it's up to them to carry out the searches in their own time.	Yes, students are encouraged to register and we also support them with their applications through the site.	10,19,20
10 Is the information that is given to students about apprenticeships repeated and updated at various points throughout the year?	No, we do not give out information about apprenticeships.	We ensure that students receive an assembly, but then we rely on them seeing notice boards and undertaking their own research to keep up to date.	Yes, apprenticeships feature regularly through assemblies and other communication channels to ensure that they are aware of the opportunities throughout the year.	2,12
11 Does your school invite other local training providers to engage with students about apprenticeships e.g. colleges/training providers/universities?	No, we do not invite other training providers to engage with our students.	Yes, we do have them along to our annual careers fair.	Yes, we have good relationships with our local training providers and they regularly support activities.	63

Date: Completed by:	Limited	In development	Established	Activity reference
12 Does your school celebrate National Apprenticeship Week? (4th – 8th March 2019)	No, we do not celebrate National Apprenticeship Week.	Yes, we let students know that it is National Apprenticeship Week.	Yes, we plan in a variety of activities for students and staff during National Apprenticeship Week.	66,80,99
13 Does your school arrange visits for students to apprenticeship events/roadshows as well as UCAS fairs?	No, we do not arrange for students to attend apprenticeship events.	Students attend UCAS fairs and as a result, will pick up some information about apprenticeships.	Yes, we support students to attend apprenticeship focussed events.	14,64,65
14 Are students who complete apprenticeship applications supported by staff members e.g. proof reading, providing feedback, supporting to meet deadlines?	No, we do not get involved in student applications for apprenticeships.	Yes, we let them know that we can help if they feel like they need it.	Yes, each student completing apprenticeship applications is assigned a mentor and encouraged to attend additional job-preparation workshops.	9,21,22,28,47 50,52,53
15 Are students encouraged to consider the transferability of content from their UCAS personal statements to the apprenticeship application process?	No, we do not look at transferability from their UCAS personal statement.	Yes, we let students know that some of the content could be used.	Yes, we support students to put together a really good personal statement as a starting point and then extract relevant parts to support apprenticeship applications.	51
16 Are students who are successful in accessing the next stage of the apprenticeship recruitment process supported to understand what to expect and how to be successful? e.g. Assessment Centres, online tests etc.	No, we do not get involved with students who are applying for apprenticeship vacancies.	Yes, we let them know that we are here to help if they feel that they need it.	Yes, we run mock assessment centres for students to practice and have links with local employers who also offer mock interviews and access to online tests.	47,48,49,50
17 Are students who participate in apprenticeship recruitment activities encouraged to share their experiences with other students?	No, we do not create opportunities for students to share their experiences.	Yes, within the year the students who are applying for apprenticeships will share their experiences informally.	Yes, we actively encourage students to share their experience and support them with identifying areas to improve.	49

Date: Completed by:	Limited	In development	Established	Activity reference
<b>Teachers and Governors</b>				
18 Do apprenticeships feature as part of the CPD programme for teachers and governors to enable them to build their knowledge and confidence in the current apprenticeship offer and the expanding range of opportunities.	No, we do not currently provide CPD opportunities for teachers and governors regarding apprenticeships.	By default, the staff that attend assemblies and workshops will pick up new information on apprenticeships but we don't include it as a core activity yet.	Yes, there is a staff and governor CPD programme in place that includes a range of activities including staff inset, visits to local employers and bringing employers and apprentices in to speak.	83, 84
19 Do staff feel confident in delivering assemblies and workshops to support students to consider apprenticeships?	No, staff would not feel confident in delivering an assembly about apprenticeships.	Partly. Staff would be able to deliver an assembly about apprenticeships, but would prefer to bring in an external speaker instead.	Yes, staff are confident in delivering an assembly about apprenticeships and they do.	57,67,68,69,70 71,72,74,76
20 Do staff feel confident in signposting students where to find more information about apprenticeships?	No, staff would not feel confident in signposting students to more information about apprenticeships.	Partly. Staff would generally signpost to the careers expert for the school or to the Head of year.	Yes, staff are confident in signposting students and aware of a range of apprenticeship job opportunities linked to their subject area.	1,5,6,7,8,43,44 45,46,55,56, 77
21 Do staff visit local employers who offer apprenticeships to increase their knowledge of the opportunities and what employers are looking for?	No, staff do not visit local employers to find out about apprenticeships.	Yes, but this happens very rarely.	Yes, we have good links with our local LEP and arrange a number of staff visits each year.	34,61,62,78
<b>Employers</b>				
22 Does your school invite local employers offering apprenticeship schemes in to talk to students and parents?	No, we do not invite employers to talk to students.	Yes, we have an annual careers fair where employers can meet students.	Yes, we have a schedule of employer activities running throughout the year.	35,36,37,59,60

Date: Completed by:		Limited	In development	Established	Activity reference
23	Does your school maximise connections with governors who may have links to business?	No, we do not involve governors in this type of activity.	Yes, we are aware of our governors and from time to time they may support various activities.	Yes, we have really good links with our governing body and they have helped to introduce us to a wide range of businesses in the local community.	38
24	Does your school invite past students who are now employed as apprentices to visit and speak to current students, staff and parents?	No, we do not bring back past students who are now apprentices.	Yes, but mainly if they contact us to offer their services.	Yes, we systematically track past students who are apprentices and use them to inspire other students, staff and parents.	31,32,33,34,73
<b>Parents</b>					
25	Does your school include information about apprenticeships for parents as part of post-16 and post-18 guidance?	No, we do not include information on apprenticeships for parents.	Yes, we will make reference to it during the post-16 and post-18 talks.	Yes, we hold specific events for parents so that they can find out more about apprenticeships.	88,101
26	Is the messaging around apprenticeships to parents positive, positioning them alongside full-time university as a credible alternative option?	No, we do not promote apprenticeships alongside full time university.	Yes, we do include some information but full time university and UCAS is still the easier thing to talk about.	Yes, we ensure that whenever we talk about full time university we also talk about apprenticeships, particularly higher/degree apprenticeships.	87,91,92,96,97
27	Does your school help parents to consider the financial benefits of fully funded degree apprenticeships alongside tuition fees for full-time university?	No, we do not cover the financial side of apprenticeships with parents.	Yes, we signpost them to information on the government site, but we don't cover in detail.	Yes, we ensure that parents completely understand how apprenticeships are funded and the impact on family benefits.	93,94,98
28	Does your school provide guidance and support to parents to assist their son/daughter in searching for and applying for apprenticeships?	No, we do not provide support to parents on applying for apprenticeships.	Yes, we tell students to ask their parents to help them and to speak to us if they have any concerns.	Yes, we provide specific support for parents about supporting their child to find an apprenticeship.	89,90,95,100

Date: Completed by:		Limited	In development	Established	Activity reference
Your school as an employer					
29	Does your school employ apprentices?	No, we do not employ apprentices.	Yes, we have had apprentices in areas like business admin and IT support.	Yes, we employ apprentices at a variety of levels and are looking at how some of the new apprenticeship standards e.g. Teaching could support workforce strategies.	See page 38-39
30	Is your school subject to the apprenticeship levy?	I do not know.	Yes, but we are not planning to do anything with it.	Yes, we are completely aware of the levy, the opportunities that it presents and how to re-claim our levy through apprenticeship training.	See page 38-39

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# USING APPRENTICESHIPS TO SUPPORT YOUR WORKFORCE DEVELOPMENT

## USING APPRENTICESHIPS TO TRAIN YOUR OWN WORKFORCE

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Apprenticeships are a great way for schools and college to improve the skillbase of their employees, either hiring motivated and talented individuals or upskilling current staff.

## FUNDING CHANGES

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In April 2017, the way the government funds apprenticeships changed. Employers with a paybill of over £3m per year, including schools, now pay an apprenticeship levy. Many schools who are maintained by local authorities and academy trusts also contribute to the levy as part of their employer's overall paybill. If your school pays the levy, the money can be claimed back to invest in apprenticeship training for your staff.

The funding changes also mean that schools who do not pay the levy, or who run out of levy funds, can share the cost of apprenticeship training with government. This is called 'co-investment'. This means that schools will only need to pay 10% towards the cost of apprenticeship training and assessment, and government will pay 90%, up to a cap.

## WHO CAN BE AN APPRENTICE?

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Apprenticeships are not restricted to young people or new recruits. Anyone can become an apprentice at any age and benefit from government funding to support their apprenticeship training. Apprenticeships can be for staff already employed in your school or not, plus they can be either full or part time.

The key requirements are that the apprentice must be employed and paid at least the relevant National Minimum Wage. Their training must last at least 12 months, and 20% of their time must be spent in training or development away from the day job (i.e. average of one day per week).

## WHICH APPRENTICESHIPS ARE AVAILABLE THAT ARE RELEVANT TO THE EDUCATION SECTOR?

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Schools employ staff in a wide range of roles, many of which may be suitable for using apprenticeship training. There are a wide range of apprenticeships, either available or in development, that are relevant to school staff. These include:

School Business Manager | Teacher | Teaching Assistant | Chartered Manager  
Business Administrator | Senior Chef Production Cooking | Facilities Management Supervisor  
IT Support | Digital and Technology Solutions Professional | Accounting  
Laboratory Technician | Nurse | Assistant Early Years Practitioner

An up to date list of which apprenticeships are currently available to use can be found on the Amazing Apprenticeships website: <https://amazingapprenticeships.com/school-workforce>

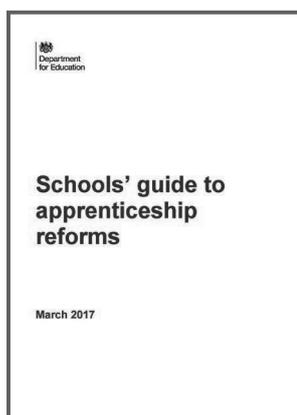
## SCHOOLS CHECKLIST

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- Consider what apprenticeship opportunities might be suitable for your school and how they can provide the training and skills needed.
- Check whether your school is paying the levy, and/or whether you will pay for the training through co-investment. If your school is part of a larger employer group (e.g. local authority or multi-academy trust) contact them to agree how you will access the relevant funds
- Check whether your school is in scope of the public sector apprenticeship target, and how workforce plans are taking this into account.
- Follow the steps set out in the following link to hire an apprentice and appoint a training provider: <https://www.gov.uk/take-on-an-apprentice>

## FURTHER INFORMATION

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The Schools' guide to apprenticeship reforms (see link) has been created to help schools understand apprenticeships in more detail. This includes how the apprenticeship levy and public sector target work and how to take on an apprentice.

The guidance is for school leaders and governing bodies in all schools in England, and will be of use to local authorities and academy trusts too.

<https://www.gov.uk/government/publications/apprenticeships-reforms-guide-for-schools>

## HEAR FROM BEAUMONT LEYS SCHOOL, LEICESTERSHIRE

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Dawn Parkinson, Headteacher at Beaumont Leys says:

*"We have used apprenticeships at Beaumont Leys School since 2013. For us they are an effective way to get staff who are eager to learn into school, who bring a new perspective to their role through their studies. We are a school that values and benefits from great loyalty from our long serving staff and the desire to "grow our own" fits entirely with the apprenticeship model."*

*"As a school there are a number of areas where apprenticeships would work well: ICT, community use and marketing and premises, to name a few. There are a number of routes to choose from when recruiting staff. Based on my experience I would not hesitate to look to the apprenticeship market for our recruitment."*

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