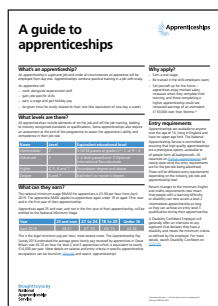


# Become an Apprenticeship Specialist

Guidance for Enterprise Co-ordinators

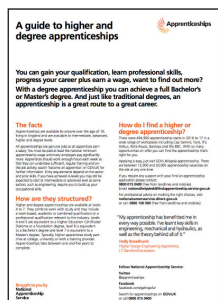
## Introduction

This guide has been created to support Enterprise Co-ordinators working with schools and colleges in England. It is designed to help raise awareness of the range of resources available and the Apprenticeship Support & Knowledge for schools and colleges programme (ASK).



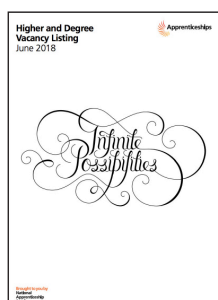
## General apprenticeship guides

There are a number of apprenticeship fact sheets on GOV.UK including a guide to apprenticeships, the A-Z of apprenticeships and the Essential guide to apprenticeship support. [www.gov.uk/government/publications/a-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-guide-to-apprenticeships)



## Higher and degree apprenticeship guides

There are two additional publications that provide specific information on higher and degree apprenticeships and the Which? guide to higher and degree apprenticeships. [www.gov.uk/government/publications/higher-and-degree-apprenticeships](http://www.gov.uk/government/publications/higher-and-degree-apprenticeships)



## Higher and degree vacancy listing

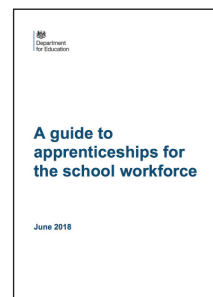
This listing of higher and degree vacancies can be downloaded from GOV.UK and is a great way to see the range available. An updated document is expected in Autumn 2019. [www.gov.uk/government/publications/higher-and-degree-apprenticeships](http://www.gov.uk/government/publications/higher-and-degree-apprenticeships)

## Sign up to receive monthly newsletters

Amazing Apprenticeships send out a monthly newsletter with the latest apprenticeship news, resources and opportunities. Sign up at: [www.amazingapprenticeships.com](http://www.amazingapprenticeships.com)

## Look at the Institute for Apprenticeships and Technical Education

The Institute for Apprenticeships and Technical Education website has information about new apprenticeship standards that have been approved and are in development. Take a look at the standards listing to see the range of apprenticeships from Archaeologist to Youth worker and from level 2 through to level 7 (masters) [www.instituteforapprenticeships.org/apprenticeship-standards/](http://www.instituteforapprenticeships.org/apprenticeship-standards/)



## Apprenticeships for the school workforce

There are a number of apprenticeships that could be suitable for schools to use as a way to upskill their existing workforce, as well as new recruits. A guidance document has been produced which helps to explain this. [www.gov.uk/government/publications/a-guide-to-apprenticeships-for-the-school-workforce](http://www.gov.uk/government/publications/a-guide-to-apprenticeships-for-the-school-workforce)

## Use social media to stay connected

Twitter, Facebook and LinkedIn are all brilliant ways to keep connected to apprenticeship news. Follow the National Apprenticeship Service to keep up to date by using the links below.

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## Catch up on Live Broadcasts

The ASK programme records a number of broadcasts with high profile employers and their apprentices throughout the year. They can be watched on catch-up at any time.

[www.resources.amazingapprenticeships.com/live-broadcasts/](http://www.resources.amazingapprenticeships.com/live-broadcasts/)

## Speak to your Provider Network Chair/Manager about existing information

There are around 40 local Training Provider Networks (TPNs) set up across England. Each network will consist of a mix of Independent providers, FE colleges, Universities and other interested partners such as Local Authorities, LEPs and employers. Speak to them about existing literature and information about the local apprenticeship landscape.

## Attend a local network meeting

Each Training Provider Network will hold meetings, typically every 2 – 3 months. These are a great opportunity for you to introduce yourself in person, explain the work of the CEC and hear about the issues affecting providers.

## Ask your network manager to send out an email explaining your role

Most networks will have some kind of newsletter that they will use as a way to keep their members informed. Consider sending out a joint communication to members so that they are aware of your role, the intended outcomes and how they can get involved.

## Visit a training provider's premises

Speak to your network manager about the different types of providers within the network and which ones might be best to visit. See if you can attend (as an observer) a pre-apprenticeship session for individuals trying to find an apprenticeship, an off-the-job classroom session and maybe even a review.

## Visit an apprentice in the workplace

Speak to your network manager to see if a local apprentice and their employer would be happy for you to visit them and shadow for a couple of hours. This will give you a unique insight into apprenticeships.

## Build a calendar of events

There will be a variety of events and activities happening across your local area that are intended to promote apprenticeships to young people, parents, teachers and businesses. Start to build up a calendar of interesting events that you could attend to increase your knowledge of apprenticeships in the area.

## Attend national events

As well as local events, there are lots of national events including WorldSkills UK Live, Skills London, UCAS events, What Career Live and the Apprenticeship Shows. You can meet employers, apprentices and training providers, attend workshops and pick up literature.

## Familiarise yourself with the AAN and YAAN

There are 9 regions across England, each with an Apprenticeship Ambassador Network (AAN) and Young Apprentice Ambassador Network (YAAN). Familiarise yourself with the networks, their activity calendar and social media activity.

## Understand the YAAN booking process

Schools can book a YAAN to speak at their school to inspire their students, teachers and parents. This is co-ordinated through the ASK programme:

[www.amazingapprenticeships.com/request-support](http://www.amazingapprenticeships.com/request-support)

## Speak to your ASK Delivery Partner



Every educational establishment in England with students in years 10 – 13 can access a bespoke programme of apprenticeship support for students, teachers and parents.

Your ASK partner will be able to share intelligence about which schools are engaged and which have not yet engaged in this offer.

## Promote the Apprenticeship Champion Network

Let your schools know about the Apprenticeship Champions Network, an online network of like-minded individuals sharing free apprenticeships resources, ideas and receiving useful updates. All new Champions also receive a welcome pack, which includes an introductory letter, badge and poster pack.

[www.amazingapprenticeships.com/champions](http://www.amazingapprenticeships.com/champions)

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