

# Practical Ways to Boost Your Employability



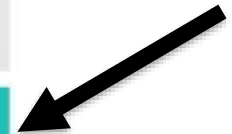
# Amazingapprenticeships.com



## COVID-19 UPDATE

In light of the ongoing uncertainty surrounding the COVID-19 Coronavirus, we would like to reassure you of our commitment to support your school/college through this time. Below you will find a range of online resources that will enable you to continue to access the latest apprenticeship support and guidance from home.

<b>COVID-19</b> <b>TEACHERS</b> Access an extensive collection of resources and support for teachers and their students to explore from home. <a href="#">ACCESS NOW</a>	<b>COVID-19</b> <b>PARENTS</b> Discover support and guidance specifically designed for parents to help you learn more about apprenticeships. <a href="#">VIEW RESOURCES</a>	<b>COVID-19</b> <b>WELLBEING</b> Watch our free online workshops designed for those responsible for supporting apprentices including HR Professionals, early careers leads and training providers. <a href="#">WATCH WORKSHOPS</a>	<b>COVID-19</b> <b>REQUEST SUPPORT</b> Free access to the new digital ASK programme for students in years 10 - 13 in every school and college across England. <a href="#">BOOK NOW</a>
<b>YOUNG APPRENTICE AMBASSADORS (YAAN)</b> Are you aged 18-26 and a current or	<b>APPRENTICESHIP RESOURCES</b> Explore our range of inspiration and	<b>FREE APPRENTICESHIP SESSIONS FOR STUDENTS</b> Free, open-accessible support for	<b>THE VERY LATEST LIVE BROADCASTS</b> Watch interviews with employers and



# What improves your Employability?

Personal skills and attributes



Knowledge



Experience



# Personal skills & attributes



Motivation & ambition



Collaboration & teamwork



Determination & resilience



Communication



Adaptability

# Developing knowledge & experience from home



Learn basic coding



Learn a new song



Learn a new recipe



Read a new book



Explore a world wonder



Learn basic sign language





HOUSE OF COMMONS

NASREEN NOOR

APPRENTICESHIPS CONSULTANT





HOUSE OF COMMONS

- Dispelling a few myths!
- The Type of Staff We Recruit
- Overview of the House of Commons Apprenticeship Programme
- How We Recruit – Hints and Tips
- Recruitment going forward



### Some common perceptions.....

- “I went to Eton then Oxford/Cambridge (delete as appropriate!) so I’m well on my way to a career here!”
- Not true....we have people of all ages and all backgrounds that work here
- UK Parliament is made up of the House of Commons, Parliamentary Digital Service and the House of Lords
- Over 2,500 staff work behind the scenes in different ways to keep the House of Commons running – it’s not just about Politics and being an MP!





HOUSE OF COMMONS

### The type of staff we recruit:

- Security officers
  - Catering staff – including chefs, waiting staff, baristas and our own butcher
  - Maintenance staff – including plumbers, electricians
  - Library staff
  - Finance & Payroll
  - HR & Diversity
  - Architects
  - Surveyors.....to name but a few!
- 
- We also have an onsite Post Office, Hairdresser, Travel Agent, Gift Shops and small medical facility as well as countless bars and restaurants



## THE HOUSE OF COMMONS APPRENTICESHIP PROGRAMMES

- The Apprenticeship Programmes support employee development and are available to new recruits as well as existing employees who are looking to upskill
- The Apprenticeships are aligned to many job roles across a wide range of posts and skills levels
- We have entry level role Apprenticeships as well as degree level for those with existing qualifications
- We currently have apprenticeships in areas such as Finance, HR, Business Administration, Events Management, Chef de Partie, Design Technician, PR and Comms, Management and others



## HOW WE RECRUIT – HINTS AND TIPS

- We measure ability against criteria in the Job Description in candidates Applications and Competency based Interviews
- For Example, Speakers Apprentice (entry level), Business Administration Level 3, key criteria
  - **Communicating** – ability to express information in a clear manner with attention to detail
  - **Planning & Organising** – ability to plan own workload to achieve deadlines recognising when additional support is needed to achieve tasks
  - **Working with people** – ability to work inclusively and flexibly within a team
  - **IT skills** – ability to use MS Office suite including word and outlook and has capability to learn new IT skills



## HOW WE RECRUIT – HINTS AND TIPS

- We are looking for candidates to demonstrate how they meet these criteria by using examples from their own experiences using the S.T.A.R. Method
  - S – Situation
  - T – Task
  - A – Action
  - R - Results
- For school leavers this could be class projects, World Challenge, Duke of Edinburgh, any volunteering/charity work especially during this current time



## RECRUITMENT GOING FORWARD

- Some recruitment going on, however, not many new roles
- Some internal Apprenticeship Programmes starting
- Adapting to new way of working – Skype interviews
- All staff have to be security cleared – this normally takes 4-6 weeks, currently taking much longer
- Only 600 staff on site at present – this is only approximately 4% of all employees
- All vacancies available via our website: <https://www.parliament.uk/about/working/jobs/>

# 2020 Challenge

Coming soon



# The new offer

## Students

- S** Apprenticeship Awareness Assemblies
- S** Interactive Virtual Workshops
- S** Bespoke Support (Yrs. 11 and 13)

## Teachers

- T** Teacher awareness presentations
- T** Subject themed expert webinars
- T** Planning for 2020/21

## Parents

- P** Parent Awareness Presentations
- P** Parents' Home Activity Pack
- P** Monthly Parents' Pack

## Online resources

Unlimited access to free, online resources available 24/7  
[www.amazingapprenticeships.com](http://www.amazingapprenticeships.com)

Keep up to date with the latest resource releases by signing up to our newsletter.

**SUBSCRIBE NOW** 

# Learn-at-home

[www.amazingapprenticeships.com/learn-at-home](http://www.amazingapprenticeships.com/learn-at-home)



Online quizzes



Employer logo quiz



Mindfulness colouring



Apprentice interview



Vlog challenge



Wordsearch



FAA account set up



Subject Snapshots



Big Assembly



Apprenticeships Live



Sixth Form Guide



The screenshot shows the Twitter profile page for @AmazingAppsUK. On the left is a navigation menu with icons for Home, Explore, Notifications, Messages, Bookmarks, Lists, Profile, and More. Below the menu is a blue 'Tweet' button. The main content area features a header for 'Amazing Apprenticeships' with a back arrow and '10.2K Tweets'. Below this is a large image with the text 'ASK ABOUT APPRENTICESHIPS' and the 'Amazing Apprenticeships' logo. To the right of the image are icons for a menu, messages, notifications, and a blue 'Following' button. Below the image is the profile name 'Amazing Apprenticeships', the handle '@AmazingAppsUK', and the text 'Follows you'. The bio reads: 'Apprenticeships are amazing. We've already helped over 4,000 schools and colleges in England to pass that message on. Get in touch to find out how we can help.' Below the bio are location and website information: 'United Kingdom', 'amazingapprenticeships.com', and 'Joined July 2015'. The follower statistics are '5,344 Following' and '6,096 Followers'. A line of text says 'Followed by Jasmine King, Careers at Windsor Girls' School, and 385 others you follow'. At the bottom are four tabs: 'Tweets', 'Tweets & replies', 'Media', and 'Likes'.

# Contact us

Follow the National Apprenticeship Service:

 **@Apprenticeships**

 **Fireitupapps**

 **National Apprenticeship Service**

**Search for apprenticeships on GOV.UK or  
call 08000 150 400**

# Any questions?

