



The Parents' Guide to  
**APPRENTICESHIPS**  
2021-2022

# Contents

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## How to get the most out of this guide

### Useful links

If you want to delve deeper and find out more, we've included useful links to other reliable sources. Simply click on the picture icons to be taken to our recommended websites.

### Key terms

Easy to understand definitions are provided throughout this guide in the key terms boxes. Don't let tricky terminology stop you from supporting your child.

### Key information boxes

Information we think is particularly important has been highlighted throughout this guide; pay special attention to these!

### Summaries

To help save you time, we have provided useful summaries at the end of each chapter containing the key points.

### Interactive

To make moving around this guide easier, the contents and chapter headings are interactive. Simply click on a heading to be taken to the chapter or page you would like to read. Selecting the page number (bottom corner of the page) will return you to the main contents page.

This guide does not need to be read sequentially – browse what interests you most.

## - Join us -

If you're interested in regular updates about other ways you can help your teenage children, *click here* and join our online community.



# Introduction

As a parent, you're more likely to know about the university route to careers rather than the apprenticeship route. You may not have personal experience of apprenticeships or even know anyone who has taken one. This could sway you towards dismissing apprenticeships as a second-rate option rather than a first choice career plan. Don't rule out the fact that an apprenticeship could be the right choice for your child. They offer the opportunity to combine study with paid employment resulting in a professional qualification. There are no tuition fees (these are covered by the employer and the government) and the salary can cover living expenses.

Apprenticeships used to be associated with trade industries (such as electricians, mechanics or plumbers). Nowadays, apprenticeships can be taken in a wide range of industry sectors and provide entry to all types of careers, including accountancy, banking, IT, law, management and television. Relatively new to the apprenticeship suite are "degree apprenticeships", offering an earn while you learn route to BSc or BA status. In other words, the end qualification is

the same as if your child had attended university full time, the difference is that they will not have incurred any debt in tuition fees and will finish their degree with robust and transferable workplace skills.

There are also options to take short term apprenticeships. If your child is not comfortable with committing to several years of further study, they can take one or two years options and still gain recognised, valuable qualifications. Better still, if they change their mind and decide they wish to extend the apprenticeship to gain higher level qualifications, this is often possible.

Taking an apprenticeship is not an easy option and competition can be fierce. It takes organisation and dedication to balance work, where your child will be expected to contribute to the same standards as everyone else, and study. Holidays are far fewer than at college or university. However, if they have a more practical, work-related bias towards learning this will suit them well and they will obtain valuable experience which will strengthen opportunities in finding rewarding work when the apprenticeship is over.





## Providing the information you need

With different levels, qualifications and length of study, apprenticeships can seem like a complicated option, especially if you don't know anyone that's been an apprentice. The recent introduction of degree apprenticeship, offering the chance to qualify with a Bachelor of Arts or Science, which had previously only been available by going to university, can also seem confusing. There's some good information online, but very little designed specifically for parents, so it can be quite complicated to track down exactly what you need to help your child make the right decision.

That's why we've created this straight-forward guide covering the options available. We'll explain everything from what the different apprenticeship levels

mean to how you can help them make the best impression at interview and everything in between.

This includes step-by-step information on:

- Deciding which level is the best fit;
- Finding the most suitable apprenticeship;
- What's involved in the application process and how to prepare.

Our aim is to help you eliminate doubt and anxiety, so you can provide calm and informed support. This will enable you to offer clear and helpful guidance to your child, with the ultimate goal of putting them on the right path to create a future to fulfil their potential and make themselves (and you!) happy.



# Apprenticeships explained

“

I always enjoyed practical subjects at school. Applying for an apprenticeship in digital marketing felt the right choice.



# Understanding apprenticeships

Apprenticeships were developed to help address the skills shortage in UK businesses. They provide a way of combining learning with on the job training, which helps build solid, professional skills transferable from one organisation to another. Apprenticeships can last from one to five years – and may be longer if undertaken part-time. They result in a professional qualification. Employers pay a salary and tuition fees are covered by the employer and the government.

## Who can become an apprentice?

Apprenticeships are aimed at candidates between 16 and 25 years old. However, they are now open to anyone age 16 or over looking to improve their expertise. This means there's plenty of competition from more experienced applicants, but organisations are often keen to take on school-leavers in order to train them both in the job and the organisation's values. Very often the relationship between employer and apprentice continues long after the apprenticeship is over, creating long-term work opportunities.

## Useful links

GOV. UK  
Overview

UCAS

## Apprenticeship levels

Apprenticeships range between Level 2 and Level 7. There is no "Level 1" – that's because enrolling on an apprenticeship requires demonstrating a certain aptitude. Apprenticeship levels 4-6 are aimed at sixth form leavers with levels 6-7 offering degree or equivalent level qualifications. A full list of the levels and what they mean can be found on pages 12 and 13 of this guide.



## Flexibility

Apprenticeships are designed to be flexible. An employer may offer a level 6 or 7 apprenticeship without it resulting in a degree – although the qualification earned would be considered equivalent to a degree. It's important your child checks the qualifications on offer before applying for an apprenticeship.

## Study at university

There is usually an element of academic learning during an apprenticeship, but degree apprenticeships are a specific type of apprenticeship (Level 6 and above) that include study at university resulting in a degree level qualification (BA or BSc). Be warned! Not all apprenticeships that include study at university result in obtaining a degree.

APPRENTICESHIPS  
COMBINE LEARNING WITH  
ON THE JOB TRAINING





# Apprenticeship levels



## LEVEL 2 *Intermediate apprenticeships*

**Typical length**  
12-18 months

**Entry requirements:**  
None or few

**Qualifications obtained:**  
GCSE, BTEC or equivalent

**Who's it for?**  
Mostly for 16-year-olds with limited or no academic qualifications.



## LEVEL 3 *Advanced apprenticeships*

**Typical length**  
12-24 months

**Entry requirements:**  
Usually 5 GCSEs

**Qualifications obtained:**  
A levels or equivalent

**Who's it for?**  
Mostly for 16-year-olds with reasonable academic achievements but who don't want to study in sixth form.



## LEVEL 4/5 *Higher apprenticeships*

**Typical length**  
3-5 years

**Entry requirements:**  
A levels or equivalent

**Qualifications obtained:**  
Higher national diploma / foundation degree

**Who's it for?**  
Mostly for those who want to qualify for professional career paths without attending university / college. Sometimes referred to as 'school leaver' or 'non-graduate' Programmes.



## LEVEL 6/7 *Degree apprenticeship*

**Typical length**  
3-7 years

**Entry requirements:**  
At least 2 A levels or equivalent

**Qualifications obtained:**  
A BA or BSc degree or higher

**Who's it for?**  
Mostly for those with excellent sixth form results that want to study for a degree or similar whilst working. Aimed at attracting high-calibre candidates to bridge professional skills gaps.



## What's on offer

Non-degree apprenticeships offer a practical, staged approach to learning through experiencing the job first-hand. There may be some separate study at a training centre or college, but most of the coaching will be provided by the employer as work experience. They are an ideal choice for students that prefer learning in real-life situations and who are practical learners. There are short-term options which offer a useful solution for those who do not want to commit to many years of study, but still want to obtain recognized further qualifications on leaving school, whether after GCSE or sixth form.

Apprenticeships are a significant investment for companies, in staff time, finance and other resources. Companies are keen to nurture talent because it demonstrates that they offer:

- Investment in people (not just products or services);
- Professional development and career progression;

- Long and successful career opportunities;
- Personal and professional growth.

It's worth remembering that this investment provides benefits for the company too:

- A workforce trained to their unique professional needs;
- Chance to reinforce their values with new employees;
- Long-term commitment of staff, avoiding recruitment and re-training costs;
- Flexible, mobile workforce to help fill any unexpected gaps.

One of the great advantages about an apprenticeship is that it works well for both employer and apprentice. As a result, it can often be the start of a long and rewarding professional relationship.

### Typical entry requirements for non-degree apprenticeships

- Must live in the region where they are applying for the apprenticeship (i.e. England, Wales, Scotland or Northern Ireland) except for degree apprenticeships (level 6);
- Must work at least 30 hours per week – which includes teaching time (though additional study time will be needed);
- Must have a Grade C / 4 GCSE (or equivalent) in English and Maths or be studying towards it;
- Should commit to the full term of their apprenticeship;
- Additional apprenticeships (i.e. higher levels) can be added on at a later date if desired (i.e. one year initial commitment, followed by another year).

## Examples of non-degree apprenticeships



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# Degree apprenticeships

Degree apprenticeships (levels 6 and 7), developed by universities, professional bodies and employers, offer the chance to qualify with a bachelors or masters degree whilst working. Time is split between work and study. This can be an attractive alternative to attending university.

## Fees

There are no tuition fees to pay (these are covered by the employer and the government) and the apprentice will receive a salary to cover living expenses, paid holiday and sick leave. Salaries usually range between £7k-18k p/a, although some employers offer more.

This should significantly contribute, if not totally cover, living expenses (such

as accommodation, food, travel and entertainment) way beyond what their university peers can achieve through part-time work.

## Links to universities

Degree apprenticeships were launched in September 2015 (2019 for graduate apprenticeships in Scotland). As they are relatively new, places are limited, but due to their popularity and success, new apprenticeships are being created regularly. Most organisations partner with a small number of universities so the choice of apprenticeship must be driven by the apprenticeship type (and reputation of the company offering it) and not location or university. Applications for degree apprenticeships are via the company offering the apprenticeships, not via UCAS.

## Typical entry requirements for degree apprenticeships

- Applicants for degree apprenticeships can live anywhere in the UK;
- Must work at least 30 hours per week – which includes teaching time;
- Must have a Grade 4 “GCSE” (or equivalent) in English and Maths or be studying towards it;
- Must have Level 3 qualifications
- (minimum two A level passes or equivalent). Sometimes more is required;
- Some employers have specific entry requests;
- Should commit to the full term of their apprenticeship (which may be three to four years, or longer if part time).





## What's on offer?

Degree apprenticeships are a very significant investment for companies, in staff time, finance and other resources. Employers promise to fund (or part-fund) three or four years' tuition costs, salary (and all the related additional costs, such as holiday / sick leave), a job opportunity for three or four years, mentoring and on the job training.

Such a commitment is not undertaken lightly and, in the most part, companies do this because they aim to develop talented individuals, skilled to fulfil the companies' unique needs, who will continue working for them long into the future.

There's no guarantee that a job offer will follow an apprenticeship, but a company's objective in investing in the apprenticeship is to create a top-pool of talent from which they can select the very best employees. Because apprenticeships include the development of many transferable skills (emailing, meetings, problem-solving, strategy, implementation, project management and team building to name but a few) as well as company specific skills training, it's not problematic to obtain a degree from an apprenticeship with one company but subsequently move to another. However, quite often an apprenticeship is the start of a long and rewarding professional relationship.

## Examples of degree apprenticeships



As a top 100 employer, Accenture currently provide a Technology degree Apprenticeship in five locations including London, Edinburgh and Manchester. The apprenticeship lasts for 3 or 4 years and enables its apprentices to obtain a BSc degree in Digital and Technology Solutions.



Airbus currently offer two level 6 degree apprenticeships in Engineering (BEng Honours Degree in Aerospace Engineering) and Digital and Technology Solutions (BSc). Apprenticeships last for 3 or 4 years and are based at one of their four partner universities.

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Click me to  
learn more*



On the successful completion of the Chartered Management Degree Apprenticeship offered by the BBC, apprentices will gain a BSc Honours degree in Business Management and have the option to apply for professional recognition as Chartered Managers.



Offering apprenticeships in Digital Technology and Business, apprentices have the opportunity to gain degrees in Software Development, Digital and Technology Solutions or IT Management at one of CGI's four partner universities.



In partnership with Sheffield Hallam University, the Nestle Academy offers three degree apprenticeships in Chartered Management, Digital Marketing and Operations. Apprenticeships last for three years and entry requirements start from 104 UCAS points.



A top ten apprentice employer, BT offers an impressive array of apprenticeships including degree apprenticeships in Technology, IT, Cyber Security, Business Management, Engineering, Logistics and Digital Development. Apprenticeships are likely to be highly competitive.



Alongside its five year degree apprenticeship in Software Engineering, KPMG also offer its 360 degrees Digital Apprenticeship, providing their apprentices with the flexibility to specialise and pursue a career route of their choice in years 3 and 4.



Santander offer degree apprenticeships in Digital Engineering, Data Science and Corporate and Commercial Banking and are designed to lead to permanent roles within the business. Entry requirements range from 104 to 112 UCAS points and a grade 4 or above is required in maths.



# University or apprenticeship?

With the introduction of degree apprenticeships in 2015, apprenticeships now provide a viable alternative to university in gaining a full degree qualification. Degree apprenticeships are a relatively new addition to the range of options available for school leavers and it's important to understand the pros and cons of opting for one route over another: there are benefits and drawbacks.

## Choice

Traditional degrees offer far greater variety in the range of courses, subjects and modules available:- choose from over 1,500 different titles. Traditional degrees enable students to study subject areas that interest them and to tailor their degree during their study by opting for certain modules as their interests evolve. In contrast, degree apprenticeships are far more focused and industry-specific and the university and location of study is limited to the universities working with the employer.

## The student experience

'Student life' will be different for an apprentice compared to a full-time student. Whilst degree apprentices will experience some aspects of

campus life, it will be different to those students fully immersed / living on campus. Most university degrees offer plenty of flexibility with how students manage their study time, but times for study will be limited when also working. Holiday periods are a significant differentiator. University students will have around 14 weeks' holiday each year, but apprentices will have only four or five. Some university apprenticeships offer the opportunity of full-time academic study during university term time, and full time work during the holiday periods.

## Employability

One of the biggest advantages apprentices achieve over their peers who have similar level qualifications obtained through university is that they will have developed many commercially desirable soft skills. First-hand experience of meeting work deadlines, forming professional relationships with colleagues at many different levels, building rapport and trust with external stakeholders, and corresponding (whether by email, phone call or in meetings) in a work environment is highly valuable to future employers.





DEGREE APPRENTICESHIPS OFFER  
THE CHANCE TO OBTAIN A FULL  
DEGREE WITHOUT INCURRING ANY  
TUITION FEES

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### Direction

Degree apprenticeships enable students to develop the skills and knowledge needed for specific jobs and careers. They are an excellent choice for school leavers who have a clear idea of the type of job role and career they would like to do. In contrast, university degree courses remain relatively open and provide a springboard to a range of career prospects after graduation.

### Style of learning

Although largely dependent on the type of university and the chosen course, full time students are likely to be better suited to classroom and teacher led learning. Degree apprenticeships offer a more vocational and applied learning environment where much of the learning and training is done on the job.

### Finances

Degree apprenticeships are fully funded by the government and the employer and apprentices are paid a wage for their time. Apprentices usually complete their apprenticeship debt free. A traditional degree will cost students around £9,000 a year

excluding their living (“maintenance”) expenses. Low interest loans, scholarships and bursaries are provided by the government, but it is likely that a full time student will graduate with a sizeable debt. However, repayment terms are linked to pay levels, so it is possible for graduates not to have to repay loans if they don’t earn enough in wages.

### Flexibility

Don’t worry if your child is still unsure whether a university degree or degree apprenticeship is right for them. Students can apply for degree and higher apprenticeships at the same time as applying to university through UCAS. Details on how to apply are covered in **chapter 3**.

### Summary

Apprenticeships have changed considerably over the last few decades and both higher and degree apprenticeships are now an attractive alternative to full-time university courses. Degree apprenticeships have also opened up routes into jobs which previously, could only be entered by obtaining a degree through university.

### Useful link

Amazing  
Apprenticeship





## George Alonge

### Why did you choose an apprenticeship?

I really enjoyed economics and maths at school, so looking at career routes in finance seemed right. My careers advisor encouraged me to attend a student careers evening organised by Deloitte and this was when I first heard about apprenticeships. I really liked what they had to say and discovered that KPMG, EY and PwC were all offering the same thing.

### How did you find your apprenticeship?

I applied for three apprenticeships directly through the company websites. They provide a lot of information on the different apprenticeships they offer, when and how to apply. I wasn't successful applying for the apprenticeship in accounting, but one of the companies encouraged me to apply for their apprenticeship in auditing.

### What's surprised you about being an apprentice?

I was really surprised by just how much responsibility is given to you in your first few years of the apprenticeship. In year 1, I was provided with regular training to help develop my professional skills such as presenting and managing groups of people. By year 3, I was actually using some of these skills!

### What have you enjoyed the most?

I really enjoy working with the most up-to-date technologies in this industry. I had the chance to use tools such as predictive analytics - a type of artificial intelligence to help produce quality audit outcomes. It didn't take long to feel like I was another colleague as opposed to an apprentice.

### What are your future aspirations?

I'm now working towards my level 7 ACA qualification to become a registered chartered accountant. Once I'm qualified there may be a chance to work for my company full-time.

### Any tips to a student starting their apprenticeship journey?

Apprenticeships can be highly competitive, especially when applying for those offered by some of the bigger and well known companies. If you have an early idea of what you might like to do after school, try to get some relevant work experience to help strengthen your application and provide you with things to talk about during the interview. A lot of the big companies also offer presentation evenings about the different programmes they offer - use these as an opportunity to speak to the right people.



# Summary

Apprenticeships are not only about getting further qualifications, they're about learning how to adapt to the work place and learning key transferable skills.

1. Apprenticeships range from level 2 to level 7, typically last 1-5 years and offer different qualification types upon successful completion;
2. Apprenticeships include paid work with an element of study;
3. Degree apprenticeships result in

a Bachelor of Arts or Bachelor of Science;

4. Your child can apply for apprenticeships / degree apprenticeships and degrees courses at university at the same time;
5. Apprenticeships are very demanding with few holidays, a challenging job role and the need to study outside of working hours; however, they can be immensely rewarding and offer a very good chance of post apprenticeship employment.



# Advice from parents



The quality of qualifications obtained through apprenticeships is as good as those qualifications obtained through universities and colleges. Don't feel that apprenticeships are inferior - they offer the opportunity to learn through application rather than just theory.



Considerations for league table placements are less relevant with degree apprenticeships. Most companies work with just two or three partner universities and it is the reputation of the company that drives the quality of the apprenticeship.



Further studies in the academic environment are not for everyone. Students who learn more successfully in practical situations are likely to do better under an apprenticeship structure.



## Finding the right apprenticeship

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I was never keen on school and I didn't want to stay on for sixth-form. A level 3 apprenticeship got me straight into work whilst also studying for an NVQ in Design and Technology.



# Researching apprenticeships

Apprenticeships vary in the qualifications that can be achieved, length of commitment and balance between work and study. They may involve moving away from home. With so many variables, it might help to think about the different elements separately to work out which type of apprenticeship suits your child best.

## What level of apprenticeship is appropriate?

First, your child needs to decide which level of apprenticeship they wish to take. This will be determined by two things:

- Having the necessary qualifications to be accepted;
- How long they intend to commit to their apprenticeship.

For post-GCSE apprenticeships, your child will need 5 GCSE passes to apply for Level 3 or a minimum standard of Maths and English to apply for Level 2.

To apply for a post-sixth form apprenticeship, your child will need Level 3 status (two A levels or equivalent) and in some cases (even for lower level apprenticeships), they may need to have exceeded this.

Alternatively, they may opt to take a different type of apprenticeship (i.e. higher at Level 4 or 5). They will still obtain a recognised professional qualification (but not the equivalent of a degree) and their commitment to the apprenticeship will

be shorter (between one and two years usually). Later they could choose to build on their apprenticeship to gain further qualifications up to masters level.

Degree apprenticeships offer an attractive alternative to studying full time at university, whilst still obtaining a BA or BSc. Like university, this will mean committing to three or four years study and – unlike university – it will mean working in a real job too!

## What sectors are they interested in?

Next, they should decide on their area of interest and see what apprenticeships are available within that sector. If they don't know where their areas of interest lie, it's time to do some research! Of course, careers advisers can help at school, but they might want to jump online themselves. If they get bored reading about a certain sector, chances are that's an indication the sector isn't for them. Getting some work experience is also a good way of deciding whether reality matches up to the theory of a dream job.

## Will the apprenticeship help them get the career they want?

There's no need to be too specific about the job or role they ultimately want, but it's important that they can see a correlation between their apprenticeship, the areas of study, the experience it will give them, and where they want to be in the future (say five years' time).

RESEARCH STARTS BY DECIDING  
WHAT LEVEL APPRENTICESHIP  
YOUR CHILD WOULD LIKE TO TAKE





# Apprenticeship areas and careers

## Agriculture, horticulture and animal care



### Suggested careers:

animal trainer, arborist, environment consultant, golf course manager, horticultural technician

## Arts, media and publishing



### Suggested careers:

broadcasting engineer, culture and heritage venue operations, games testing, illustrator, visual effects technical director, journalist

## Business, administration and law



### Suggested careers:

accountant, banking relationship manager, chartered manager, company secretary, economist, finance manager, HR consultant, operations manager, project manager, solicitor

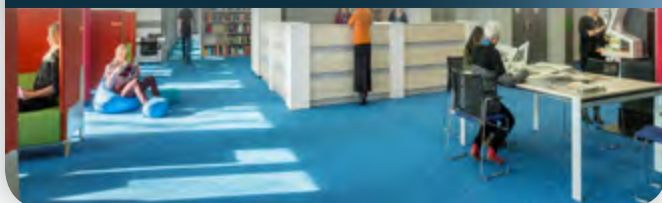
## Construction, planning and the built environment



### Suggested careers:

architect, civil engineer, conservations officer, estates manager, town planner, surveyor, sustainability consultant

## Education and training



### Suggested careers:

internal systems trainer, learning and development consultant, lecturer, playgroup leader, teacher, training and quality management expert

## Engineering and manufacturing technologies



### Suggested careers:

energy & resource management, engineering supervisor, mechanic, new product development manager, operations manager, photo imaging, structural engineer

## Health, public services and care



### Suggested careers:

army services, beauty therapist, dental nurse, healthcare consultant, medical researcher, medical writers, nurse, physiotherapist, social worker, veterinary receptionist

## Information and communication technology



### Suggested careers:

digital and technology solutions specialist, flight simulator instructor, ICT network manager, IT manager, PR consultant, school technician, software programmer, technical architect

## Leisure, tourism, retail and commercial



### Suggested careers:

cabin crew, casino director, hairdresser, hotel manager, restaurateur, retail buyer, retail leadership, travel agent

## Science and mathematics



### Suggested careers:

aerospace engineer, laboratory assistant, medical adviser, pharmacist, research scientist, surveyor, teacher



# Apprenticeships and disability

In order to expand their pool of top available talent and benefit from a workforce that reflects the diverse range of customers they serve, many UK employers offer support and equipment to help apprentices with special educational needs and disability (“SEND”) to do their jobs. This includes making reasonable adjustments during the application and interview process.

Look out for companies displaying the “disability confident” logo on job / apprenticeship adverts. These companies have signed up to the Government led scheme designed to recruit and retain disabled people and people with long term health conditions for their skills and talent. There are three levels of accreditation aligned with bronze, silver and gold standards: committed, employer and leader.

## What financial support is available?

Access to Work (“AtW”) funding is available to support apprentices in the workplace providing money towards extra costs, such as travel, specially adapted equipment or support workers. The money does not have to be paid back and is only available for additional costs, not expenses that any apprentice incurs.

To enable employers and trainers to make reasonable adjustments to provide a suitable training and work environment, there is extra funding via the Government and the Education and Skills Funding Agency (“ESFA”) for those employing young people that previously were in care, had an education and healthcare plan (“EHCP”), or require adjustments under the Equality Act.





## The application process

“

My school provided a lot of help about how to apply for an apprenticeship, but I still needed to research the company and job role myself



# Preparing for an interview

To help your child prepare for their interview, a list of commonly asked interview questions have been included in this guide. The aim of this is not to encourage your child to learn answers off by heart, but to help build their confidence in speaking around these topics.

## Research the company and job role

Questions on the company itself are likely to be asked - so make sure your child has researched carefully the values and aims of the business. Direct them to the required skills / competencies found in the job description to gain a better understanding of what the employer is looking for and how they can demonstrate these in their responses.

## Prepare responses

Get your child to write down some short-hand answers to each of the questions on page 67. Preparing thoroughly prior to the interview gives your child thinking time and will help them to provide considered responses to difficult questions.

## Useful links

Apprenticeship  
Recruitment  
Pathway Group

Target  
Careers

*I'm interactive! Click me  
and I'll take you to their  
website*

## Reflect on past experiences

Make sure your child can support their answers with specific examples of when they have previously demonstrated the skill or character trait they are talking about.

## Practise:

One of the key things employers will be looking for is good communication skills. Encourage your child to practise their responses out loud to improve the way they come across. You may wish to role-play interviews with your child using the list of questions on page 67 to guide you. Pay particular attention to what your child says, how they speak and their body language.

## Prepare your own questions

It is very common for interviewers to ask their applicants if they have any questions at the end of the interview. This is a great opportunity for your child to demonstrate their interest in the apprenticeship. Help your child to prepare some questions in advance - some ideas are shared with you on the next page.

# Typical interview questions

## Questions about the company

Why do you want to apply for this apprenticeship?

Why do you want to work for this company?

What do you know about this company?

What qualities do you think are important to this role?

Which part of the job role do you think will be the most challenging?

What do you think are the most challenging issues facing the company at the moment?

## Questions about the applicant

Tell me about yourself.

What skills can you bring to the role?

What do you think makes you stand out from other applicants?

What are your three key strengths?

Do you have any weaknesses? *(the answer is always yes!)*. What are they and how are you addressing them?

Where do you see yourself in 5 years?

What do you think you would like least about this role?

Give an example of why you feel you are a good communicator / team member?

How have you influenced team decisions?

How do you respond to stressful situations / under pressure / difficult customers?

What are your hobbies and interests?

## Questions your child might ask

Where do you think this company is going to be in the next five years?

What do apprentices usually go on to do?

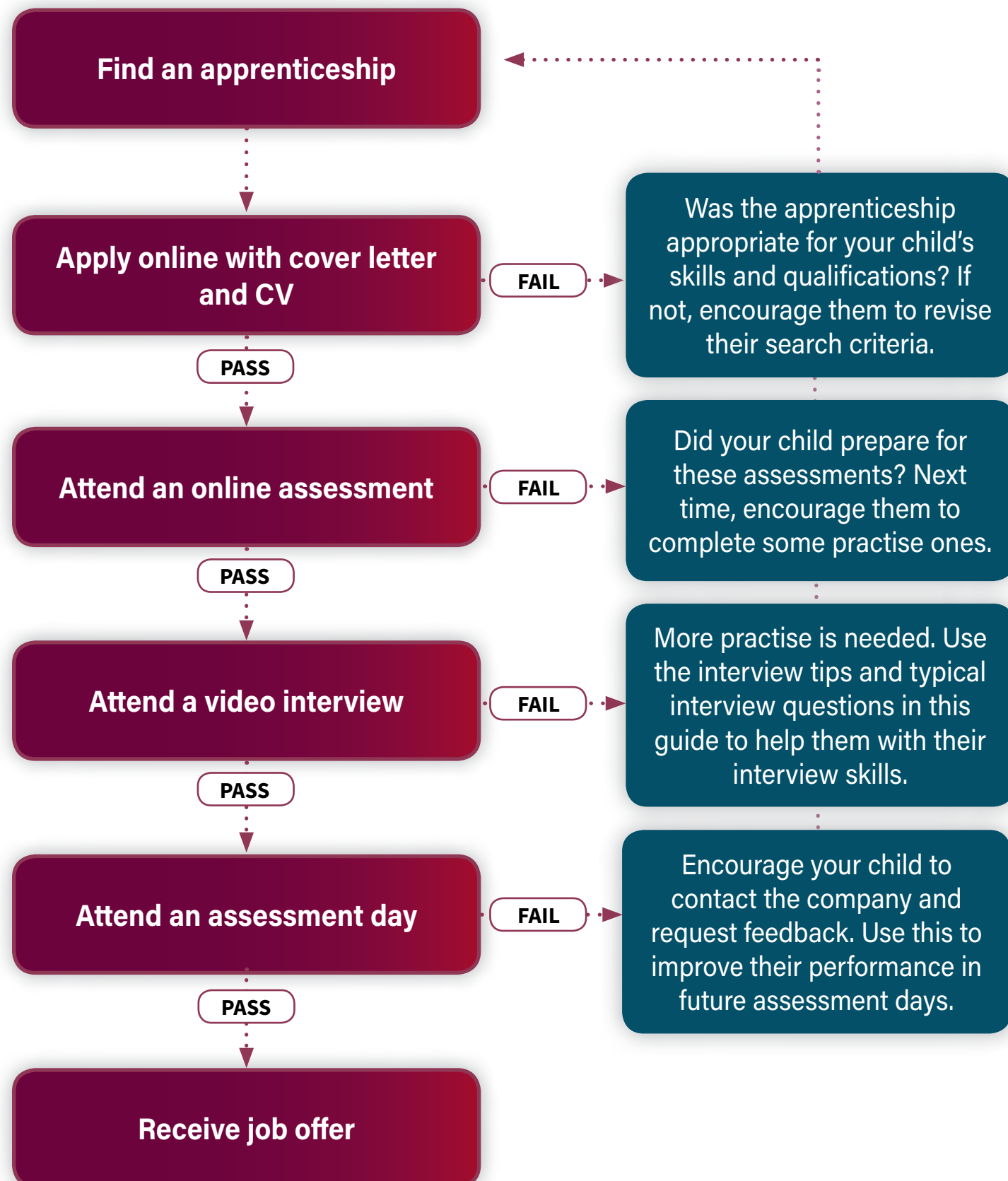
Will there be the option to continue my training after the apprenticeship finishes?

How regularly will my work performance be reviewed?

TIP: Get your child to find a recent news article on the company / industry they are applying in. Based on what they have read, help them think of a question they might like to ask at the interview.



# Application flowchart



# Dealing with rejection

Experiencing rejection for the first time can be tough. As adults, we have had many years to develop the coping mechanisms to deal with such occasions. However, this may be your child's first experience of rejection so it is important to know what to do if this situation arises.

As apprenticeships continue to grow in popularity, so too have the number of student applications. For some of the larger company names, places can be highly competitive.

Bear in mind that letters of decline are likely to happen in the lead up to examinations. Try your best to prevent this from having a negative impact on your child's study or revision efforts by following some of these strategies.

1. Try to encourage your child to research and apply for more than one apprenticeship scheme. Aim for at least five apprenticeships - just like university applications - choosing

five apprenticeships helps your child to avoid placing all their eggs in one basket.

2. Encourage your child to request feedback from the company. Whilst not all companies offer this, many do. Feedback will help your child understand the reasons for not being successful and will help them improve for future interviews. Companies have a lot of experience in providing feedback of this kind and it is likely to be sensitive and constructive.

3. Be there. Listen carefully to their feelings and reassure them that in the long-run, things will work out.

4. Apprenticeships are available all year round. If they have not been successful yet and have already finished school, encourage them to take on an internship or some additional work experience to help strengthen future applications.



## Next steps

“

My time as an apprentice was much more social than I expected. I made some great friends at work as well as some great friends at university.



# Preparing your child

Once an apprenticeship has been secured, it's time to celebrate. Make the most of enjoying the moment and be sure to share with your child how pleased you are for them! After the celebrations, it's time to prepare. This is a wonderful opportunity and you'll want to help your child make the most of it. Some useful ideas include:

## Budgeting

Teach them how to budget. Like most employees, they will be paid monthly and this might be the first time they've experienced receiving lump sums that have to last all month. Teach them how to budget for rent, bills, course materials, food and entertainment so they understand what expenses are coming up and how to put aside money so they have enough to cover the cost of living.

It's worth giving your child tips on money saving ideas, such as buying non-branded food items and attending free social events. As apprentices, they won't qualify for student discounts, but they may benefit from discounts especially for apprentices. For example, the National Union of Students offers an apprentices' discount card at a cost of £11 per annum with lots of discounts from well-known companies, including travel, groceries, pharmacies and restaurants so they can easily recoup the cost of the card and benefit from big discounts on their regular shopping needs. If they are based in London, Apprentice Oyster offers 30% discount on travel cards, bus and tram services.

If you're helping them financially, don't budget on their behalf by paying bills direct or limiting their money to a weekly allowance – in the long run it won't help them.





# 'Leaving home' shopping list - *click here for our best buys*

*I'm interactive!  
Click each item for  
inspiration!*

## BEDROOM

### Essentials:

- ☐ Alarm clock
- ☐ Bin (small)
- ☐ Books
- ☐ Coat hangers
- ☐ Mirror

### Extras:

- ☐ Beanbag
- ☐ Cushions
- ☐ Door wedge
- ☐ Extra storage
- ☐ Family photos
- ☐ Over door hangers
- ☐ Plant
- ☐ Rug
- ☐ Wall art / posters

## SLEEP

### Essentials:

- ☐ Bed sheets
- ☐ Duvet
- ☐ Duvet cover
- ☐ Mattress protector
- ☐ Pillows
- ☐ Pillow cases

### Extras:

- ☐ Diffuser / oils
- ☐ Mattress topper
- ☐ Night lamp
- ☐ Warm blanket

## BATHROOM

### Essentials:

- ☐ Bath towels
- ☐ Deodorant
- ☐ Hairbrush
- ☐ Hand towels
- ☐ Nail clippers
- ☐ Razor
- ☐ Sanitary towels
- ☐ Shampoo
- ☐ Shower gel
- ☐ Toilet roll
- ☐ Toothbrush / paste
- ☐ Wash bag

### Extras:

- ☐ Bath mat
- ☐ Flip flops
- ☐ Hair dryer
- ☐ Make-up
- ☐ Moisturiser

## FIRST AID

### Essentials:

- ☐ Antibacterial wipes
- ☐ Antiseptic cream
- ☐ Cold / flu remedy
- ☐ Hot-water bottle
- ☐ Hydration salts
- ☐ Painkillers
- ☐ Plasters
- ☐ Sewing kit
- ☐ Torch
- ☐ Tweezers

## KITCHEN

### Essentials:

- ☐ Baking tray
- ☐ Bowls
- ☐ Cheese grater
- ☐ Chopping board
- ☐ Cling film
- ☐ Corkscrew
- ☐ Cutlery
- ☐ Glasses
- ☐ Knives
- ☐ Mugs
- ☐ Plates
- ☐ Pots and pans
- ☐ Scissors
- ☐ Tin foil
- ☐ Tin opener
- ☐ Tea towels
- ☐ Washing up stuff
- ☐ Wooden spoons

### Extras:

- ☐ Casserole dish
- ☐ Colander
- ☐ Masher
- ☐ Measuring jug
- ☐ Plastic bag sealers
- ☐ Recipe books
- ☐ Scales
- ☐ Shot glasses
- ☐ Slow cooker
- ☐ Spice jars
- ☐ Tupperware
- ☐ Vegetable peeler
- ☐ Whisk
- ☐ Wok

## CLOTHING

### Essentials:

- ☐ Casual clothes
- ☐ Evening clothes
- ☐ Fleece
- ☐ Gym clothes
- ☐ Smart clothes
- ☐ Pyjamas
- ☐ Smart shoes
- ☐ Sports equipment
- ☐ Socks
- ☐ Rain jacket
- ☐ Swimwear
- ☐ Thermals
- ☐ Trainers
- ☐ Underwear
- ☐ Winter clothes

## HOUSE KEEPING

### Essentials:

- ☐ Coat hangers
- ☐ Door wedge
- ☐ Iron
- ☐ Laundry bag
- ☐ Washing powder
- ☐ Wet wipes

### Extras:

- ☐ Drying rack
- ☐ Mini vacuum
- ☐ Laundry basket

## STUDY

### Essentials:

- ☐ A4 folders
- ☐ File Dividers
- ☐ Highlighters
- ☐ Notepad / paper
- ☐ Pens and pencils
- ☐ Plastic wallets
- ☐ Post-it notes
- ☐ Stapler
- ☐ White-tac

### Extras:

- ☐ Calculator
- ☐ Desk lamp
- ☐ Diary / planner

## DOCUMENTS

### Essentials:

- ☐ Bank accounts
- ☐ CV and references
- ☐ Discount cards
- ☐ Exam certificates
- ☐ NHS number
- ☐ NI number
- ☐ Passport
- ☐ Passport photos
- ☐ Uni paperwork

### Extras:

- ☐ TV licence

## ELECTRICS

### Essentials:

- ☐ Batteries
- ☐ Chargers
- ☐ Extension lead
- ☐ Laptop
- ☐ Laptop case
- ☐ Multi plug adaptor

### Extras:

- ☐ Mouse
- ☐ Keyboard
- ☐ Printer
- ☐ Printing ink
- ☐ Speakers
- ☐ Television

## FUN & GAMES

### Extras:

- ☐ Bicycle
- ☐ Board games
- ☐ Computer games
- ☐ Dress-up costumes
- ☐ Fairy lights
- ☐ Games console
- ☐ Gym equipment
- ☐ Photo albums
- ☐ Playing cards
- ☐ Polaroid camera
- ☐ Projector
- ☐ Recipe books
- ☐ Sports equipment



# Final Words

We hope you'll be feeling excited and proud about what your child's achieved as they embark on their first independent steps towards adulthood by entering the workplace as an apprentice. But it may be tinged with an element of sadness as you realise your parenting role is about to evolve into something different. Don't forget your child still needs you - albeit in a different way.

Be there for them! Leaving school and long-term friends to start a new life is exciting but it's emotional too. For your child, everything is about to change. The life that's been so familiar to them (especially if they've been at the same school since Year 7) disappears. Work is dramatically different from school, with new colleagues, bosses and priorities. They will also have new teachers for the learning element, possibly a new place to live, new

commuting journeys and a new peer group in which to find friends. That's a lot of adjustment.

Even if they are not moving away, there's still much in their new life that will be different from before. In this sea of change, you are likely to be their only familiar anchor. Yes, they need space to adapt at their own pace, but they may also need to know you are still there for them and that there is some certainty and consistency in a fast-changing environment.

Finally ... don't forget about yourself. These are exciting times for your child and they're exciting times for you too. You'll be taking a step towards a whole different style of parenting which, whilst equally important, should also include much more time for yourself too!

## Join us

If you're interested in regular updates about other ways you can help your teenage children, click here and join our online community.

[Sign up here](#)