

INFLUENCERS

APPRENTICESHIP GUIDE FOR SENIOR LEADERSHIP TEAMS

An introduction to apprenticeships and the statutory requirements for providing quality careers provision in secondary education.



Introduction

Apprenticeships have evolved over the last few years and it is important that educational establishments are up to date with the latest information and guidance to help support students and their families in making informed career choices.

This short guide has been created for senior leadership teams within schools or colleges to provide key updates and information about:

- apprenticeships and the key benefits
- statutory careers provision in secondary education
- increasing awareness amongst students and their families
- increasing awareness amongst teaching staff

Apprenticeships and the benefits

An apprenticeship is a paid job where the employee learns and gains valuable experiences. Alongside their on-the-job training, they will spend at least 20% of their working hours completing classroom-based learning with a college, university or training provider which will lead to a nationally recognised qualification.

An apprenticeship includes:

- paid employment with holiday leave
- hands-on-experience in a sector/role of interest
- at least 20% off-the-job training
- formal assessment which leads to a nationally recognised qualification

Different levels of apprenticeships equate to a different level of qualification. An apprenticeship can start at any level, but some may require:

- previous qualifications such as English or maths GCSEs
- additional training in English or maths to ensure the apprentice is at the right level

Traineeships are a great way to gain the relevant skills and experience to take on an apprenticeship and prepare for work;

www.apprenticeships.gov.uk/influencers/alternatives-to-an-apprenticeship

One of the following qualification levels will be achieved depending on the apprenticeship level:

Apprenticeship type	Level	Equivalent education level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 & 7	Foundation degree or above
Degree	6 & 7	Bachelor's or master's degree

Apprenticeships are an exciting opportunity for anyone wanting to gain experience, upskill or change career, because they offer the chance to earn a wage whilst they work and study.

There are many benefits to completing an apprenticeship, which include:

- experience and skills development
- a nationally recognised qualification
- employee benefits and a wage
- exposure to industry professionals

For further information on apprenticeships, visit www.apprenticeships.gov.uk/influencers

Statutory careers provision in secondary education

Gatsby Benchmarks

In 2017, the 'careers strategy' was published as part of the government's plan to make Britain fairer, improve social mobility and offer opportunity for everyone;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

The strategy outlines 8 benchmarks, otherwise known as the 'Gatsby Benchmarks'. Schools and colleges are expected to use the benchmarks to develop their careers provision. The benchmarks ensure that schools fulfil their statutory duty to provide excellent careers guidance which informs students and their families about the full range of education and training options available.

Baker Claus

In 2017, the Baker Claus was introduced as an amendment to the Technical and Further Education Act 2017;

<https://www.legislation.gov.uk/ukpga/2017/19/section/2>

Through the Baker Claus amendment, schools must:

- give education and training providers the opportunity to talk to all pupils in years 8 to 13 about approved technical qualifications and apprenticeships

- have clear arrangements in place to ensure all pupils have the opportunity to hear from training providers about post-14, post-16 and post-18 education and career options at, and leading up to, important transition points
- prepare a policy statement that sets out the circumstances in which training providers will be able to talk to students and ensure that the statement is followed. The policy must be published and include any procedural requirements in relation to access requests, grounds for granting and refusing access and what training providers can expect once access is granted.

Stay informed

For further information and the latest guidance:

- read the statutory guidance on careers guidance and access for education and training providers;
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>
- read the careers strategy policy paper;
<https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>
- read the Gatsby Benchmarks;
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

- read the Ofsted Education Inspection Framework (EIF) school handbook; <https://www.gov.uk/government/publications/school-inspection-handbook-EIF>
- Visit the Careers and Enterprise Company website; <https://www.careersandenterprise.co.uk/schools-and-colleges-2>

Tips for success

To ensure your school is delivering gold standard careers provision:

- talk to the school's careers leader about how the benchmarks have been used to develop the school's careers provision
- research how your enterprise adviser can support the school's careers strategy; <https://www.careersandenterprise.co.uk/about-us/our-network>
- research the 'ASK' programme and what support your school can access; www.apprenticeships.gov.uk/influencers/request-ask-support
- check that the school's provider access statement is published on your website
- check when the provider access statement was last reviewed and explore examples; <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

Keeping students and families informed

Students and their families often rely on educational establishments to keep them informed about career options.

Many students and their guardians are unfamiliar with the alternative progression routes available, so it is important that they are given equal access to information about all career options.

Access government support

All educational establishments are able to access support through the Apprenticeship Knowledge and Support (ASK) for schools and colleges programme.

The programme is funded by the Department for Education and provides in-person and virtual support to schools and colleges to help inform and support students and their families.

Schools can also access a range of free resources that have been designed to inform and inspire young people to think about their career options and make informed decisions; www.apprenticeships.gov.uk/resource-hub

Tips to help support students and their families:

- ensure that alternatives like apprenticeships are discussed at regular points in the student's educational journey
- provide parents, carers and guardians with the latest guidance about all career options
- ask students and their families about ways they would like to receive information about their career options

Keeping teaching staff informed

It is important that schools and colleges ensure that their staff are well informed about the different career options available to their students.

Your school's careers leader should provide all teaching staff with the most up-to-date information regarding career options, including alternatives such as apprenticeships, traineeships and T levels.

The Apprenticeships Knowledge and Support (ASK) programme has been designed to support schools in educating teaching staff about technical education alternatives.

Your school can request free in-person or virtual support through the ASK programme to help increase careers awareness among teaching staff.

To request support through the ASK programme, visit;
www.apprenticeships.gov.uk/request-ask-support

Additional support

For further information about careers and apprenticeships, visit:

- apprenticeships.gov.uk/influencers
- the National Careers Service website;
<https://nationalcareers.service.gov.uk/>
- call 0800 100 900
- request in-school support via the ASK programme;
www.apprenticeships.gov.uk/influencers/request-ask-support

For more information visit:
www.apprenticeships.gov.uk

