

The Apprenticeship Support and Knowledge for Schools project

The Project

Thanks for agreeing to attend an Inspiring the Future event. You may be aware that Education and Employers Taskforce (the charity that runs [Inspiring the Future](#)) is the delivery partner for the Apprenticeship Support and Knowledge for Schools project.

The National Apprenticeship Service, part of the Skills Funding Agency, has commissioned this project to support the Government's ambition of achieving 3 million apprenticeships starts by 2020. The project aims to help **young people aged 15-19 better understand apprenticeships** and we are supporting the project across London and the South from October 2016 to July 2017.

Supporting our Events

As part of this project we are offering some special **free** support to schools and colleges to support students aged 15-19 to increase their awareness and understanding of apprenticeships. We have asked Inspiring the Future volunteers who have an understanding of apprenticeships to join us at these sessions to share their insights into apprenticeships with young people. We will confirm with you the format of your specific event but in general sessions may include:

- Presentations to students about apprenticeships from an Inspiring the Future staff member, with input from an Inspiring the Future volunteer about their own experiences
- Careers Fairs with Inspiring the Future volunteers talking about apprenticeships and potentially their employer's scheme (where relevant)
- Q&A sessions with students where Inspiring the Future volunteers with an understanding of apprenticeships can provide more in-depth information about their experiences
- Application support sessions to help students understand about the apprenticeship application process and what employers are looking for when recruiting

Apprenticeships: Key things to know

We've included below some information about apprenticeships to support your own knowledge. This represents some of the key messages we are providing to students and schools and has been developed with the Skills Funding Agency. You can find out more information on our [website](#) and by visiting the National Apprenticeship Service website [Get in Go Far](#).

What are apprenticeships?





WORK + LEARN = APPRENTICESHIPS

- ▶ A REAL JOB WITH A REAL EMPLOYER
- ▶ PAID A SALARY
- ▶ QUALIFICATIONS AND EXPERIENCE
- ▶ CONTRACT OF EMPLOYMENT, HOLIDAY, SICK
- ▶ SUPPORT FROM A TRAINING PROVIDER
- ▶ 1 - 4 YEARS

Levels of apprenticeship

LEVELS		
TRAINEESHIPS		
INTERMEDIATE APPRENTICESHIP LEVEL 2 12 - 18 MONTHS	ADVANCED APPRENTICESHIP LEVEL 3 12 - 48 MONTHS	HIGHER/DEGREE APPRENTICESHIP LEVEL 4,5,6 & 7 12 - 36 MONTHS
SKILLS, KNOWLEDGE & COMPETENCIES		

The Find an Apprenticeship Site

The Find an Apprenticeship site is the government site where all employers list their apprenticeship vacancies. Search the internet for 'Find an apprenticeship' and it will come up as the first link. As part of the project we're encouraging everyone to sign up – please do mention it to students as the best way to find apprenticeships.

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

How to get more involved/ spread the word

If you are interested to become more involved in our work on the Apprenticeship Support and Knowledge for Schools project, there are lots of ways that employers and Inspiring the Future volunteers can get involved!

1. Encourage your colleagues to register for Inspiring the Future and volunteer for our events
2. We are running a series of employer hosted events to enable students to go into the workplace and learn about apprenticeships at different employers. Please get in touch with Sophie.greaves@educationandemployers.org if this sounds of interest.
3. We are running an Apprenticeship Vacancy Notification service, to update teachers and students about upcoming apprenticeship vacancies at different employers. Please share details with us if you are recruiting or planning to recruit and we can help to promote in schools and colleges
4. Tweet us @inspiringTF or email us at apprenticeships@educationandemployers.org if you would be interested in doing a **case study** for us about your experiences or **providing a quote** for our website and communications.

Many thanks for helping to support the project and good luck with your event!

If you have any more queries or any feedback please do contact us on xxx

The Inspiring the Future team

Appendix 1: Tips for your session

Below we've included our tips for how to get the most out of your visit volunteering with Inspiring the Future. We recognise that standing in front of individuals or groups of young people can be daunting if you are not used to it. However, like many of our biggest fears of the unknown, the reality is rarely as bad we imagined it.

Before

- Respond in a timely manner, where possible, to assist with the planning of event. If you are unable to attend, let them know!
- If possible, try to secure a 'backup volunteer' from work in the event that you've agreed but can no longer attend so as not to leave the school in the lurch.

When planning your talk/presentation:

- Do not try to do too much – less is often more. With younger audiences it is particularly important to identify a couple of key messages and concentrate on conveying these in a variety of different ways as powerfully as you can.
- Ensure that your language is accessible - introduce jargon and technical terms alongside other more accessible phrases or visual clues; chunk your explanations into smaller steps. Always consult the teacher before the visit about how much they may already know.
- Plan to be interactive –This is the only way to truly engage your audience. Plan lots of questions; plan opportunities to bring volunteers up to help you; even plan to get the audience to raise their hands to have collective votes on issues.
- Be aware that students are just as interested in you as a person as they are in your job. Plan to share personal stories; explain why you are so passionate about your job; let your personality "leak out".
- Check timings and rehearse.

On the day

- Be understanding – schools are very busy places can often seem chaotic. Be patient with teachers as you will be one of many people competing for their attention on the day. Adhere to timings and be aware that there could be things going on in the same room directly before and after your input.
- When presenting and/or answering questions, be candid, open, honest and frank (give your opinion too!).
- Use visual aids and props from work. Something as simple as a printed email can engage students as they are 'real-world' examples of work.
- Avoid putting your audience on the spot, teenagers in particular are self-conscious and many fear failure in front of a group. Rather ask open questions and get volunteers.
- Avoid irrelevance and waffle – leave room for interaction every 3-5 minutes
- Make eye contact with your audience and vary the tone, speed, pitch and volume of your voice as appropriate
- Avoid any inappropriate language or content.
- Avoid trying to be cool –this may seem obvious – just share your interests with students in a conversational and relaxed manner.

- Communicate with enthusiasm and conviction –It may seem unnatural to you, but it will read completely normally to the audience.
- Do not show your fear –Remember that the audience almost always wants you to succeed – your insecurities will just make them uncomfortable too. Adopt confident body language and slow your delivery down.
- Monitor your audience carefully and let their interests, reactions and questions shape your presentation/talk as it develops over time.
- Ensure that you are never alone in a room with the students. This is a legal requirement as our volunteers do not have to be DBS checked.
- Remember a teacher is there to manage behaviour – you have nothing to fear!

After

- Seek feedback on your presentation/subject talk so you know how to improve
- Complete feedback for Inspiring the Future