

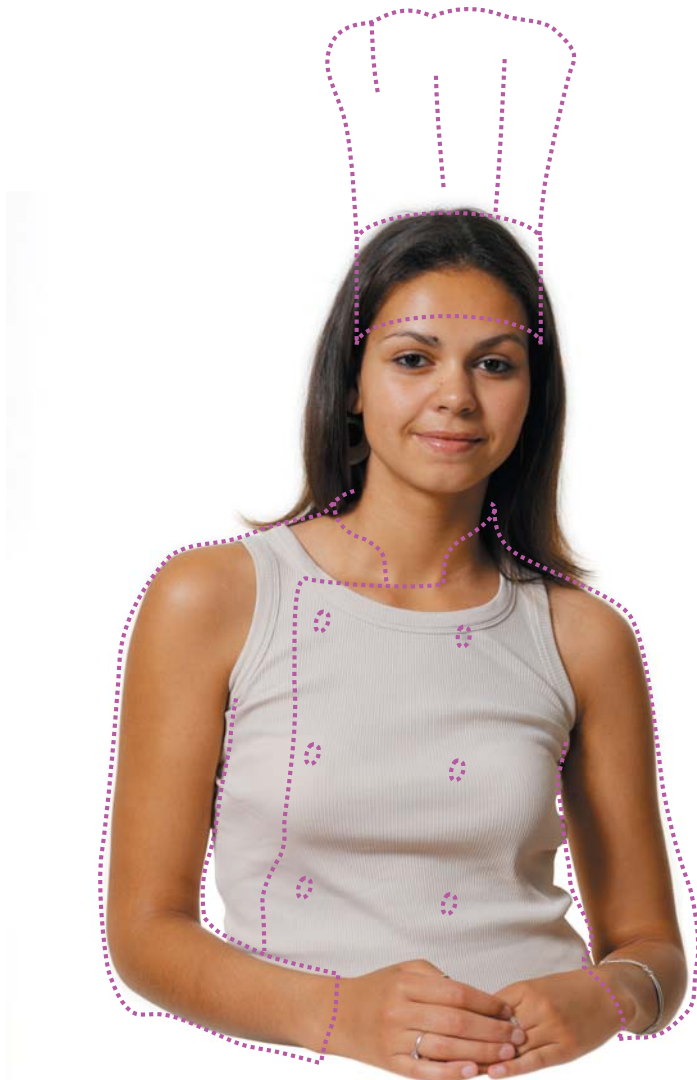


Young Apprenticeships for 14- to 16-year-olds
Information for pupils



Art and Design Business and Administration
Construction Engineering Electricity Industry
Food and Drink Manufacturing Hairdressing
Health and Social Care Hospitality Motor
Industry Performing Arts Retail Science
Sports Management Textiles

'I have enjoyed learning things that I never knew before and working with other people from different schools on this course. It's given me the chance to understand hospitality and how to manage things in different areas.'



Congratulations on choosing the option of a Young Apprenticeship

You're joining about 3,500 other pupils around the country who'll be dividing their time between school, training providers and the workplace over two years. You'll be seeing and doing new things, and gaining experience of real work as well as studying for qualifications.

Your school is supporting you in doing this course: this means they believe that you have got the right attitude to work with employers, and that you will be motivated and able to cope with your studies.

This is a great chance for you to pursue a course which will interest you and to:

- Have a more practical style of learning outside of school
- See the relevance of your education to the world of work
- Broaden your career opportunities

How are Young Apprenticeships organised?

Your school is part of a group of organisations that are working together in a Partnership to offer a Young Apprenticeship programme in your area. These organisations will support you, share information about



how you're getting on, and work as a team to make sure you're not overloaded. One of the aims of the programme is to see that you develop as a person, as well as learning skills that'll be with you for life.

What will I be doing and what will happen to 'normal' schoolwork?

Like other pupils on the programme around the country, you'll be spending time out of school, learning about a business or job both in the workplace and with a college or training provider as well. This time could be arranged in a regular pattern (say, every Wednesday and Friday), or you might go on 'block placements' of up to two or three weeks at a time. You might even have a combination of different types, but for everybody it will add up to 50 days' experience of work over Years 10 and 11. For the rest of the time, you'll still be going to school, where you'll continue to follow core National Curriculum subjects, including English, Maths, ICT and Science.

Your school will make sure that you have all the information you need about your course, including where to go and how to get there. It will also make sure that the employer you spend time with has information about

you that will help them support you on your course.

I haven't had much experience of the kind of workplace I'm going to. Will my trainers know that?

All of the activities that have been planned for you are designed for under-16s, so you won't be asked to do anything you can't manage. However, the workplace is obviously very different to school, and everybody has to stick to the rules and regulations that are in force there.

The employers who train you must look after your health, safety and welfare just as they would for one of their own employees. Your school will make sure the arrangements are suitable and regular checks will be made, as they will still be responsible for you during your Young Apprenticeship.

What exams will I be taking, and what qualifications will I get?

As well as being assessed on your National Curriculum work in school, you'll also work towards the vocational qualifications that form part of your Young Apprenticeship programme. You might do a GCSE in a vocational



subject (worth 2 GCSEs). Or maybe you'll study for a National Vocational Qualification (NVQ), or another vocational qualification, or a combination.

Pupils on the Young Apprenticeship programme are expected to gain qualifications at Level 2, the same level as GCSE grades A*–C, and all the qualifications you get will be recognised by employers, colleges and universities throughout England.

When you complete the programme, you will receive a Young Apprenticeship Completion Certificate.

What happens once I complete my Young Apprenticeship?

Doing this programme will keep your options open. With a Young Apprenticeship behind you, you can choose a next step in education and training that's right for you. Maybe you'll want to go in for a full-time Apprenticeship – your Young Apprenticeship experience and qualifications could even help you complete it early.

If you don't choose an Apprenticeship at 16, you can still follow other routes of learning as you'll have completed

the requirements of the National Curriculum. You could continue your studies full-time, either at school, college or with a training provider, or you could combine training and work. Whichever route you choose, you can build on it still further by taking a degree.

Who can I ask if I need help or advice?

If you have questions or you're worried about anything, as for all pupils, your school will be able to help, or they'll know who can help you. For bigger decisions, the careers and Connexions services will be helping you make the right choices during and at the end of your course.

You've got everything to gain from participating in this programme, and we wish you good luck on your Young Apprenticeship.

Who else is doing a Young Apprenticeship?

In 2006, pupils will be working in:

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Construction Engineering Electricity Industry
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Sports Management Textiles

Each programme is different, so on the next pages are a few examples to show what kind of things are happening around the country.

‘When I started the course I was a bit nervous about meeting new people from other schools and now we all help each other doing work and challenges.’



Case study 1: A Young Apprenticeship in Business and Administration

Hannah is 15 and is in the second year of a Young Apprenticeship in Business and Administration.

She currently spends an average of two days a week on the programme, one with a firm of solicitors and the other with a training provider. At the training provider, she has been working towards her Level 2 Technical Certificate in Business and Administration and has recently passed it through online assessment. The remaining three days a week Hannah spends at school studying towards GCSEs in English, Maths, Science, Geography and Child Development.

Hannah is on placement with a firm of solicitors specialising in criminal, family and divorce law. Surrounded by trainees and legal secretaries, she has thrived over the eighteen months of her placement so far. As well as her regular duties such as getting files ready for daily appointments and answering phone calls, she has been entrusted with handling case files and tapes and has attended police stations and courts.

Hannah says that the Young Apprenticeship programme has enabled her to 'taste the work environment and what is involved to see if I like it'. It has also equipped her with the



basic skills and experience to pursue a career in the law industry. She has had a good rapport with the company and its staff, and she has been offered the opportunity to stay on as a trainee when she leaves school in July 2006. Eventually she hopes to become a legal secretary.

Case study 2: A Young Apprenticeship in Health and Social Care

The health and social care sector is particularly diverse and has its own special characteristics, so Anita's Young Apprenticeship programme began with a series of induction workshops describing the three sectors involved – health care, social care and childcare – and covering aspects such as confidentiality, health and safety, and how to act when meeting a wide variety of new people, including the very young, the elderly and hospital patients.

Anita's work experience started from her first term, and activities are structured as far as possible to be relevant to the subjects being covered in the syllabus for the BTEC First Diploma in Health and Social Care, which she is working towards alongside the core curriculum at her school. In her first year, she focused on each

of the three sectors one day per week for one term, experiencing work in a Sure Start unit for pre-school children, a day centre for adults with learning disabilities and a hospital. She enjoyed her time in the hospital pharmacy so much that she asked to return there for her two-week block of work experience at the end of Year 10.

During the second year, Anita will go on more block placements of up to two weeks, but will still visit a variety of employers and work alongside a number of professionals from occupational therapists and radiographers to playworkers. She will also have the chance to hear guest speakers on topics such as mental health and residential care for the elderly.

Although before the programme started Anita had been thinking about becoming



a PE teacher, she now feels that hospital pharmacy work could be the career path for her. 'I have really enjoyed my first year as a Young Apprentice and am looking forward to my next year. Going on placements has helped me decide what job I'd like to do in the future.'

Case study 3: A Young Apprenticeship in the Motor Industry

After a first discussion with teachers where the Young Apprenticeship programme was described, Adam and his parents attended an event run by his local college to find out about the requirements and what it would mean for his school studies.

Along with two of his fellow school colleagues and three students from other schools, Adam spends every Tuesday at college, gaining the foundation knowledge he needs to achieve his Vehicle Maintenance and Repair award. He also gets the opportunity to develop basic electrical skills and is gaining knowledge in electronics.

At the beginning of Term 2, Adam began his work placement with a car dealership. It is early days for him but he is finding work satisfying and challenging at the same time. He has concentrated on the technical side of the garage but will be moving into the other areas of the business, where he will

learn about how cars are sold and how garages look after their customers.

Adam is supported on placement by the college and his county's Business Partnership. These organisations will help Adam develop the skills required to achieve his qualification and his goal of progressing to an Apprenticeship at 16. At the dealership, Adam will be working alongside a workplace mentor to carry out a range of motor-vehicle work, from basic servicing to oil and tyre changes. He will also benefit from an e-mentor who will be on hand to guide him through the programme and support his career development.

As well as developing the skills required to achieve his qualification, Adam will be involved in a number of awareness-raising activities over the course of the programme. These will help him consider the higher-education opportunities



available to him if he chooses to progress further in his education and training.

Adam and his group will also benefit from additional activities related to the motor industry, including visits to car manufacturers, careers events, speakers from dealerships and motor-show events.

Case study 4: A Young Apprenticeship in Sports Management, Leadership and Coaching

With tough competition for places on the Young Apprenticeship in Sports Management, Leadership and Coaching, Ellen was selected not only on the basis of her attitude to her school work and her results, but also on her excellent commitment to sports clubs and the Duke of Edinburgh Award.

Over the two years of the programme, Ellen will be working towards a range of goals: the OCR National Level 2 in Sport, a Junior Sports Leadership Award, an NVQ in Sport and Recreation and first-aid and health and safety certificates. She may also aim for other coaching awards depending on her strengths,

for example organising community coaching events for triathletes.

A term into her Young Apprenticeship, Ellen has completed her Junior Sports Leadership Award as part of her preparation for work placements and has covered OCR modules on motivation, leadership and communication.

She has progressed from observing other teachers delivering lessons to delivering warm-ups and specific activities to Year 9 pupils at her school.

Ellen starts her 50 days of work placements in the second term of the programme. Over her Young Apprenticeship, she will work with a range



of employers including the local football club, a leisure club and a gym. 'I felt privileged to be picked for this programme,' she says. 'I hope that this course will help me in the future because I aim to be a PE teacher or a physiotherapist.'



www.apprenticeships.org.uk

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