

Aspire Higher
Apprenticeships eLearning
Teachers Notes



Step 1 - What is an Apprenticeship?

Teachers notes

Learners will gain an understanding of Apprenticeships and the range available.

Ages

14 + Years Old

Duration

20 Minutes

What You Need

Internet connection

Pen & paper

Introduction

There are many misconceptions about Apprenticeships and in this first step of the module we are trying to address and correct some. The students will be able to test their knowledge of what an Apprenticeship is.

Learning Outcomes

- All learners will be able to identify the key features of an Apprenticeship.
- Most learners will be able to explain the potential benefits of an Apprenticeship.
- Some learners will be able to identify where to look for an Apprenticeship.

Activities

Ask students to follow these steps to improve their knowledge and understanding:

1. If they haven't watched the mythbusting animation - then ask them to do so - <https://youtu.be/2w9UtRwTPaU>
2. Have a go at the interactive quiz to test their understanding
3. Watch the video by Tina Patel from the National Apprenticeship Service - <https://youtu.be/CeF4sYDSxb4>

Reflection Activity

Finish by asking the students to reflect on what they have learnt and how it has changed their opinions on Apprenticeships.

Additional resources:

You may also find these additional resources helpful at this stage of the module:

1. The A to Z on Apprenticeships - https://youtu.be/KGOYi8UQu_Q
2. Apprenticeship Levels - <https://youtu.be/OTee-ZJmn8g>

Step 2 - Meet the Apprentices

Teachers notes

Learners will meet real Apprentices and gain insight to make an informed decision.

Ages

14 + Years Old

Duration

20 Minutes

What You Need

Internet connection

Pen & paper

Introduction

Students will hear some real stories of the path to becoming and being an Apprentice. They will reflect on what questions they would ask Lucy or Tayla about their experiences.

Learning Outcomes

- All learners will be able to write a list of questions about being an Apprentice they would like answered.
- Most learners will be able to summarise their key questions into a draft email format.
- Some learners will be able to construct a professional email to an employer/apprentice that include their questions.

Activity

While they are watching the case studies, ask the students to note down any questions they would want to ask. They need to reflect on what is important for them to know in order to make a decision about choosing an Apprenticeship.

In this activity you will also want them to practise constructing an appropriate well formed email.

Tips you may want to share with your students about constructing a well written email:

1. Choose a clear subject line.
2. Begin with a greeting.
3. State your purpose.
4. Close with a professional signature.
5. Proofread.

Please note: Tayla has supplied her email address at the end of her video, and is happy to receive emails from your students.

Reflection Activity

Ask the students to work in pairs, share their emails and discuss one thing they think can be improved and one thing they think was done well.

Additional Resources:

Please use this link to demonstrate a good example of a well written professional email:

<https://www.studentjob.co.uk/application-tips/cover-letter#cover-letter-examples>

You may want to share some more Apprentices stories and they can be accessed here - <https://youtu.be/7kLa8VmUqVY>

Step 3 - What are employers looking for?

Teachers notes

Learners will understand how to match their skills to what employers are looking for.

Ages

14 + Years Old

Duration

20 Minutes

What You Need

Internet connection

Introduction

In this step students will learn in more detail what Employers are looking for when hiring an Apprentice and begin identifying 'their' own employability skills.

Learning Outcomes

- All learners will be able to identify some of their own employability skills.
- Most learners will be able to explain what skills employers are looking for when hiring an Apprentice.
- Some learners will be able to distinguish how their own skills match to those employers are looking for in an Apprentice.

Activity

Step 1 - Ask them to watch the Case Study by Sandi at Clipper Logistics to hear about his experience and advice on how to conduct a successful interview.

Step 2 - Get the students to download the form, which includes role requirements they might find in an apprenticeship Ad. They will need to spend 10 minutes matching their skills to the requirements and thinking about how they can evidence these.

Reflection Activity

Ask the students to identify one of the skills they found hardest to evidence. They should come up with three ways they could improve their skill moving forward. For example, to improve time management skills students could manage their homework using a diary or study planner.

Additional Resource

Use this resource from the National Apprenticeship Service to provide examples to the students.

<https://www.west-thames.ac.uk/images/documents/how-to-write-winning-application.pdf>

Step 4 - The Pay Index tool

Teachers notes

Learners will register and practice using The Pay Index Tool.

Ages

14 + Years Old

Duration

20 Minutes

What You Need

Internet connection

Introduction

The decision whether to go to university, take an apprenticeship or go straight into the workforce can be a difficult one for students. Access to accurate and timely information is a critical part of this decision-making process. However, information like this is difficult to find, and hard to interpret. This is where The Pay Index comes in!

The Pay Index provides useful real-world information about salary and employability prospects for young people to help their decision-making process at such a crucial time. It is also designed to offer clear and easy to understand answers to the burning questions on the minds of students, for example:

How might a university degree affect a student's take home salary?

What value can university bring to a student's future job prospects?

How would doing an apprenticeship impact future salary and career prospects?

Please note: To ensure you feel comfortable delivering this step, please take time to register and watch the video before teaching in class.

Learning Outcomes

- All learners will be able to identify some apprenticeship areas they may be interested in using The Pay Index tool.
- Most learners will be able to compare different apprenticeships using The Pay Index tool.
- Some learners will be able to evaluate the potential benefits of an apprenticeship using The Pay Index tool.

Activity:

1. Begin by watching the demonstration on how to use The Pay Index tool
2. Pause while the students are guided through how to register for the tool
3. Download the 'Why Study an Apprenticeship' form for students to complete in preparation for Simon's quiz.
4. Watch this Case Study about Josie and carry out the activity to give the students an opportunity to practise finding information.

Reflection Activity

Ask the students to use The Pay Index tool for themselves, taking time to reflect on the following questions:

- Is an apprenticeship an option for you?
- Can you find an apprenticeship in an industry that interests you?
- What pay could you potentially receive within that industry?

Step 5 - How to write a successful application

Teachers notes

Learners will practise how to write a successful application.

Ages

14 + Years Old

Duration

20 Minutes

What You Need

Internet connection

Introduction

This step will provide tips and advice on how to write a successful application. Writing an application is a skill students will need to develop to ensure they stand out from the crowd when applying for an apprenticeship. As well as this activity we have also provided extra guidance in the additional resources section at the bottom of the module page.

Learning Outcomes

- All learners will be able to identify how to write a successful apprenticeship application.
- Most learners will be able to apply the tips for writing a successful apprenticeship application.
- Some learners will be able to evaluate the effectiveness of a written apprenticeship application.

Activity

1. Ask students to watch this video on Top Tips for a successful apprenticeship application with Nav from the National Apprenticeship Service - <https://youtu.be/RGIInm-tDQ2Q>
2. If students have access to the internet please ask them to find an advert for an apprenticeship they may be interested in on www.findapprenticeship.service.gov.uk If not, click here for a sample range of Apprenticeships from different sectors:
3. <https://aspire-higher.co.uk/wp-content/uploads/2021/09/Example-apprenticeships-Herts.pdf> Ask students to highlight any key phrases within the advert that students can include in their application.
4. Using the attached application form, ask students to fill in the boxes based on the job advert chosen:
5. <https://aspire-higher.co.uk/wp-content/uploads/2021/09/Step-5-Application-Form-Sample-Questions.pdf> Finally, working in pairs, ask students to share their draft applications with each other. By sharing applications they can give each other feedback.

Reflection Activity

Once students have received their feedback, ask them to review their applications again making any amendments where needed.