

Parents and Carers Guide to Apprenticeships

What is an apprenticeship?

Apprenticeships offer the opportunity for learners to gain a nationally, and ever more increasingly internationally recognised level of training. The training that an apprentice receives will be practical, employment related, and include on and off the job aspects.

Apprentices work alongside experienced staff whilst at the same time earning a salary.

How much will my child get paid?

The national minimum wage (NMW) for apprentices is £5.28 per hour from April 2023. The apprentice NMW applies to apprentices aged under 19 or aged 19 or over and in the first year of their apprenticeship.

Apprentices aged 25 and over, and not in the first year of their apprenticeship, will be entitled to the National Minimum Wage. This is the legal minimum pay per hour, most receive more.

More details on salaries and entry criteria in specific apprenticeship occupations can be found on here: [National Minimum Wage and National Living Wage rates](#).

Are apprentices entitled to holiday pay?

Yes. Apprentices are entitled to the same conditions as other employees that are not on an apprenticeship. Apprentices are entitled to not only holiday pay, but they are also entitled to sickness pay and any specific benefits that their employer offers to their workforce in general. These benefits vary according to the employer.

How many hours a week does an apprentice work?

A full-time apprenticeship involves on average a 35-hour working week depending on the particular employer. Many special protections from the government regulations for young workers under 18 will apply to apprentices, for example

- Apprentices are not allowed to work more than 40 hours per week
- Must not exceed 8 hours a day
- Must give you at least 12 hours off between shifts
- At least 24 hours clear from working each week

Evening work hours

Workers under 18 are not usually allowed to work at night, however, exceptions can apply in some circumstances.

Younger workers may work during the night if they are employed in a hospital or similar places of work, or in areas such as advertising, sporting or cultural activities.

Younger workers may work between 10 pm or 11 pm to midnight and between 4 am to 6/7am if they are employed in:

- Agriculture
- Retail trading
- Postal or newspaper deliveries
- A Bakery
- A catering business, hotel, public house, restaurant etc

They may work when the work is necessary to, maintain continuity of service or production, or respond to demand for services or products.

How many apprenticeship levels are there and what are they equal to?

There are numerous levels of apprenticeships available to apply for depending on current qualifications & skills. All apprenticeship levels have an equivalent educational level:

Name	Level	Equivalent Education Level
Intermediate	2	4 GCSE Passes
Advanced	3	2 A Level Passes
Higher	4,5,6 & 7	Foundation Degree & Above
Degree	6 & 7	Bachelor's Or Masters's Degree

What apprenticeships do Nova Training Offer?

Here at Nova Training we offer Apprenticeships in the following areas:

- Accident repair Technician Level 3
- Assessor Coach Level 4
- Associate Project Management Level 4
- Autocare Technician Level 2
- Business Administrator Level 3
- Coaching Professional Level 5
- Customer Service Practitioner Level 2
- Customer Service Specialist Level 3
- Damage Mechanical, Electrical and Trim Technician Level 3
- Damage Paint Technician Level 3
- Damage Panel Technical Level 3
- Early Years Practitioner Level 2
- Early Year Educator Level 3
- Employability Practitioner Level 4
- Heavy Vehicle Service and Maintenance Technician Level 3
- Improvement Specialist Level 5
- Improvement Technician Level 3
- Lean Manufacturing Level 2
- Learning Mentor Level 3
- Motor Vehicle Service and Maintenance Technician Level 3
- Operations/Departmental Manager Level 5
- Retail Team Leader Level 3
- Retailer Level 2
- Supply Chain Practitioner Level 3
- Supply Chain Warehouse Operative Level 2
- Team Leader/Supervisor Level 3
- Trade Supplier Level 2
- Transport and Warehouse Operations Supervisor Level 3

How to apply for an apprenticeship with Nova Training?

Nova Training offer apprenticeship vacancies across multiple sectors, [search on our own website](#). You can then either zoom in on the map, find your location and the current vacancies near you or scroll through the vacancy list which is on the right next to the map.

If you cannot find a suitable vacancy on our website, visit <https://www.gov.uk/apply-apprenticeship> where you can search by keyword (job role, occupation type or apprenticeship level) and by location.

If you know the sector and area in which you would like to undertake an apprenticeship, but you cannot find a suitable apprenticeship vacancy, then you can always approach employers directly and ask them if they would be interested in taking on an apprentice. If the employer is happy to take on an apprentice, they would in turn need to contact us (Nova Training), or their chosen training provider to start the apprenticeship programme.

We welcome any further questions that you may have, so please feel free to email us at info@novatraining.co.uk or call us on 01902 716100 where a member of our recruitment service will be happy to help supporting your child to get ready to start a new apprenticeship job

Open a bank account

Your child will need a bank account for their wage to be paid into each month. It is important that they have a working bank account ready for their first day at work, in preparation for pay day. Help your child to understand about the importance of saving, as well as working to a budget to help give them financial independence.

National Insurance

Having their National Insurance number will be essential to be enrolled on the payroll. It is possible that the employer will also need to see photo identification such as a passport. Help your child to understand the importance of their National Insurance number. A national insurance number will ensure that contributions and tax are properly recorded against their name.

Email

Your child probably already has a personal and school email address, but it is important to make sure they are suitable for work. First impressions are crucial with employers, and no one wants to be let down by an embarrassing or inappropriate email address. Encourage your child to set up a professional email address, to help them make a good impression.

Social Media

It's no myth that employers will often search for applicants on public forms of social media, such as Facebook. It is therefore important to make sure your child presents themselves in the best way possible. Encourage your child to make their social media accounts as private as possible and ensure that everything public is appropriate for an employer to view, to increase application success rates.

Keeping your child safe

Here at Nova Training we are committed to keeping your child safe and promoting their wellbeing.

We do this by ensuring that all staff are subject to satisfactory enhanced criminal checks with the Disclosure & Barring Service (DBS) and complete safeguarding training to an appropriate level. It is the responsibility of all staff to ensure that your child is safe and feels safe in their learning environment.

Our Senior Designated Safeguarding Lead is Sam Palmer.

The Safeguarding Team at Nova Training can be contacted at Safeguardingteam@novatraining.co.uk