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# PARENT AND GUARDIAN GUIDE TO APPRENTICESHIPS WITH FAREPORT

2025

  
**Ofsted**  
Good  
Provider

Discover how we partner  
with employers to deliver  
impactful apprenticeships  
to support your child's  
development



As a parent or guardian, you want the best start for your child's career. This guide highlights apprenticeships as a great pathway to success after school.

# WELCOME & CONTENTS

# 2025

It is important to understand from the outset that our apprenticeships are all offered through an employer and require the learner to be in a relevant job role, normally full time. We offer signposting to advise on the options available.

## **WHAT OUR GUIDE COVERS:**

- **About Fareport Training**
- **What is an apprenticeship?**
- **How it works**
- **Advice & guidance**
- **Eligibility**
- **Functional Skills**
- **Success stories**
- **What do to if your child is already employed**



# About Fareport Training

Fareport Training is a dedicated apprenticeship training provider. We have been graded as a 'Good' work-based training provider by Ofsted.

We deliver Apprenticeships and Commercial Training across England to employers who want to upgrade the skills and qualifications of their workforce.

We support candidates who want to progress to employment with training and impartial advice and guidance throughout their Apprenticeship.

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Leaders have created an ambitious curriculum and culture for apprentices, including those with additional learning needs. They make sure that trainers support apprentices to gain substantial new knowledge, skills and behaviours that help them make good progress on their apprenticeship and become effective in their jobs.



**Ofsted Report, October 2021**


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# What is an Apprenticeship?

An apprenticeship is a paid job with training. Apprentices (learners) earn a wage while learning and become fully trained by the end of the programme. Apprenticeships last from 12 to 24 months, covering Levels 2-7. Apprenticeships are assessed (End Point Assessment-EPA) after a period of on-programme training by an independent organisation.

Existing employees keep their current pay, while new recruits typically earn the job's standard rate. In some cases, new apprentices may start on the minimum wage during the first year of training. An apprenticeship helps individuals develop skills and advance their careers.

## **Benefits of Apprenticeships:**

- Boost skills and productivity for both employers and individuals
  - Training tailored to meet employer needs, giving apprentices a workplace advantage
  - Better long-term salary prospects and excellent progression opportunities
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# How it works

If learners are already employed, apprenticeships can be funded using the Apprenticeship Levy, for large employers, or we support small and medium sized businesses to access government funding and incentives. As a learner they will be paid a wage and will not have to contribute anything towards the funding of their apprenticeship.

Delivery is flexible and mostly in the workplace. There are normally no set times for commencing an apprenticeship and the start date will be agreed with the learner and their employer after a joint discussion about their requirements and the needs of the business. The cost of the apprenticeship is covered by their employer, we can support them with this.

**Apprenticeship vacancies can be found on the ‘find an apprenticeship’ website. Please keep an eye on this site regularly for suitable opportunities as they come up. You may also find the ‘occupational maps’ useful.**

# Advice & Guidance

Although the school leaving age is 16 years old (meaning that children can leave school on the last Friday in June of the school year in which they turn 16), children must remain in education or training until they are 18 years old.

## **This can be done by:**

- Staying in full-time education, such as at a college
- Starting an apprenticeship or traineeship
- Working or volunteering for at least 20 hours a week while in part-time education or training

## **Top tips:**

- Encourage open conversations discussing their career goals and how apprenticeships align with their aspirations
  - Encourage your child to explore sectors they're passionate about
  - Attend apprenticeship fairs and open days
  - Help with applications but encourage independence
  - Assist your child with preparing their CV and practising interview skills
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# Advice & Guidance 2

At Fareport we would also strongly suggest getting some impartial careers advice and guidance about the options available to them.

A good place to start would be the [National Careers Service](#) which provides information, advice and guidance to help you and your child make decisions on learning, training and work opportunities. The service offers confidential and impartial advice and is supported by qualified careers advisers.

**You may also find the following links useful:**

**[Parent Advice and Resources](#)**

**[Job Profiles](#)**

**[Hints and Tips for Parents and Carers](#)**

**[A Guide for Parents](#) (video)**

**[National Careers Week](#)**

**[The ASK Programme](#)**

**[Fareport Blog](#)**

If you have any problems accessing the websites or any other issues with accessibility or technology, then please let us know and we will do our best to help you. Or, if you would like to discuss this further with one of our specialist team or have any further questions, please do not hesitate to contact us.



# Eligibility

## ✓ Maths & English Assessments

As part of the initial assessment process, online initial assessments for Maths and English must be completed to identify the current level.

## ✓ Online enquiry/application form

## ✓ Identification

## ✓ Evidence of previous learning

Learner will be required to provide evidence of their qualifications.

**EEA Nationals in the UK** – Learners will be required to provide evidence of their settlement status before their application can be processed.

**Non-EEA or UK Nationals** – Learners will be required to provide evidence that they have ordinarily been resident in the UK for 3 years prior to starting an apprenticeship programme. Such evidence may include current Visa, Biometric Residence Permits etc.

As a minimum, all learners on apprenticeship programmes must receive the equivalent of 6 hours per week to undertake “off the job” training (where they work 30 hours or more per week). These working hours needs to be logged and spent engaged in their learning.

As part of our on-boarding process, all learners will take part in a 3-way meeting with their trainer and line manager to discuss initial assessment outcomes, Training Needs Assessment and Standard requirements to plan the programme accordingly. The support of the line manager is of critical importance.



# Functional Skills

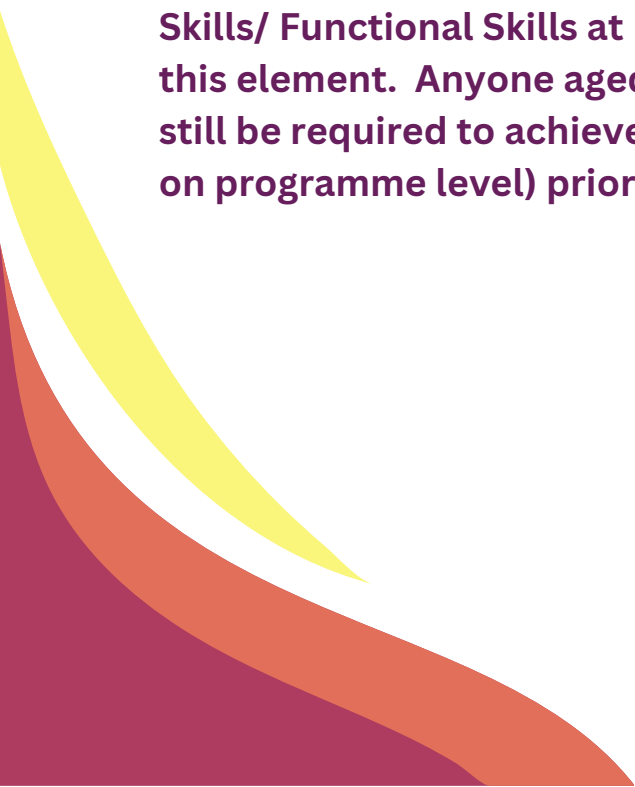
**Functional skills in Maths and English are hugely important to the overall success of the Apprenticeship programme** and we are confident that our training style, content and exam preparation will ensure that every learner is given the best opportunity to succeed and achieve the skills they need at any level of work.

We provide online resources which enable self-learning at the learner's own pace with interactive videos, practice sessions and mock practice. **All learners are also supported and guided by their trainer.**

Typical topics within the functional skills include:

- Using Grammar
- Speaking and Listening
- Presenting Information
- Understanding written information
- Analysing Data

**If learners have exemptions (GCSE A-C /Grade 4 and above/Key Skills/ Functional Skills at Level 2), they may not need to complete this element. Anyone aged 16-18 who does not have exemptions will still be required to achieve Level 1 or 2 Functional Skills (dependant on programme level) prior to the final assessment (EPA).**



# Success Stories

"I found the apprenticeship well formulated, adaptable to my needs and to the demands of the workplace and I really enjoyed finding new techniques which have helped me in my role."

**Carol H – Hampshire County Council**

"My Trainer was amazing. She has been very helpful throughout the course and has helped me enormously to develop skills that I lacked, such as confidence & communication."

**Jeremie – Selfridges**

"My trainer was extremely supportive, adaptive to feedback and extremely passionate about learning and the diploma and she was a real ambassador for apprenticeships and Fareport. She was also motivating and encouraging and achieved the right balance of understanding my circumstances and pushing me further!"

**Rachel Carr – Phase Eight**

"The apprenticeship programme has been full of ups and downs but it is all worth it. It has given me a wealth of knowledge about the industry that I work in and the processes that we follow on a daily basis."

**Emma J – East of England Co-Op**

"I found the course thoroughly enjoyable and particularly enjoyed the knowledge assignments and learning about the different theories. I felt the 1 to 1 sessions with my trainer were very beneficial."

**Nicholas Hallam - Toolstation**

"I really enjoyed the contextualisation sessions which helped put the learning in to practice."

**Laura Winfield – Hampshire County Council**

I have been able to use all the skills I learnt in my day to day work. I always had continuous support throughout. I am very thankful for having an amazing tutor."

**Sophie – Invictus Roofing**

"Fareport have provided me brilliant training materials and an experienced, helpful, and very supportive trainer."

**Hakima Rahman - Southampton City Council**

"I've found the work very interesting and I've been very well supported by my trainer, he's brilliant!"

**Georgina G - Dixons Carphone Warehouse**

"This course came at a great time and has helped guide my knowledge, resources and decision making; improving my skills and attributes, senior professionalism and validity of my efforts along the way."

**Madelyn Hassell – Insync Group**

"The most enjoyable part was being set practical tasks that relate to my job - being able to collate my learnings in a centralised place not only proved to be great EPA prep but also allowed me to reflect on what I have learnt so far."

**Imogen Banton - Aldi**

"Completing this qualification has helped me recognise my existing abilities, and has given me the confidence to go for new opportunities both in and out of work."

**Sarah Trimby – The Integrated Care Clinics**

# Employer engagement

## Next Steps

Please review the guidance and information in this guide and follow the guidance about how to get your child started on their apprenticeship journey.

If you have any questions, please do not hesitate to contact us.

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if they are already employed, please speak to the Line Manager or Learning and Development Lead in HR. They will need to contact Fareport Training to discuss our programmes and agree eligibility and funding. They can simply email us at [businessdevelopment@fareport.co.uk](mailto:businessdevelopment@fareport.co.uk) and we will arrange a meeting to discuss next steps.



**CONTACT US**

