

Parent and Guardian Guide to Apprenticeships

Guiding Learners. Building Confidence. Shaping Bright Futures.



Employers are at the heart of every apprenticeship. They provide hands-on experience, guidance, and support in the workplace, allowing apprentices to put their learning into practice every day. When employers and training providers work closely together, apprenticeships can offer a strong foundation for long-term career success.

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Apprenticeships

What are Apprenticeships?

An Apprenticeship is a *structured training programme that blends on-the-job learning with classroom-based or remote study*, giving individuals the skills and knowledge needed to thrive in their chosen field. Available across a wide range of industries, *from business and IT to healthcare and engineering*, Apprenticeships provide the hands-on experience needed for apprentices to *earn while they learn*, all under the guidance of experienced training professionals. Apprenticeships last from *8 to 24 months*, covering Levels 2-7.

Apprentice wages



If an employer enrolls an existing employee onto an Apprenticeship, they will continue to receive their current salary — there is no change to their pay. For new recruits, employers typically pay at least the Apprenticeship minimum wage (set by the government). Learn more about current [Apprenticeship Minimum Wage rates](#).

The Benefits of Choosing an Apprenticeship

- ✓ **Stronger career prospects:** Apprenticeships open doors to excellent progression opportunities and better long-term earning potential.
- ✓ **Practical, real-world learning:** Apprentices gain skills that make them more productive and valuable in the workplace from day one.
- ✓ **Tailored training:** Learning is directly linked to the needs of the employer, giving apprentices a real advantage over peers entering the job market.
- ✓ **A balanced pathway:** Apprentices build qualifications, confidence, and career experience without the burden of university debt.



Advice & Guidance

Although the school leaving age is 16 years old, children must remain in education or training until they are 18 years old.

This includes:

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



Career Advice and Guidance

The **National Careers Service** provides advice and guidance to help individuals make decisions on learning, training and work opportunities.

Skills for Careers offer resources on advice for parents and guardians who want more guidance on their young persons' career choices.

Where to find Apprenticeships vacancies

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.

Top tips to promote positive discussion



- ✓ Encourage open conversations discussing their career goals and how Apprenticeships align with their aspirations
- ✓ Encourage your child or young person to explore sectors they're passionate about
- ✓ Attend Apprenticeship fairs and open days
- ✓ Help with applications but encourage independence
- ✓ Assist by preparing their CV and practicing interview skills

Being an apprentice

Functional Skills

All 16–18 year olds completing an Apprenticeship will also work towards achieving Functional Skills in Maths and English if they don't already have them. This not only supports their Apprenticeship learning but also builds essential skills for life and future employment. From 2025, anyone aged 19+ is not required to do functional skills unless they want to.



Training Hours

All apprentices working 30 hours or more per week must receive a **minimum average of 6 hours per week of “off-the-job” training** over the duration of their programme. These hours must be planned, directly linked to the Apprenticeship standard, and recorded as evidence of learning.



Course Funding

One of the biggest benefits of Apprenticeships is that they are fully funded. This means your child will not have to pay tuition fees for their training – the cost is covered either by the Government or by the employer through the Apprenticeship Levy. Employers also pay apprentices a wage from day one, so unlike university, there are no student loans or debts to worry about. For parents and guardians, this provides peace of mind that their young person is gaining valuable skills, qualifications, and workplace experience without the financial burden of higher education.

Who can do an Apprenticeship?

- ✓ Be 16 years or older
- ✓ Be employed in a relevant role or applying for an Apprenticeship vacancy.
- ✓ Not already be in full-time education.
- ✓ Be living in England.

This means that before they can enrol, they'll either need to apply for a new Apprenticeship role with an employer or already be working in a job that matches the Apprenticeship they want to study.

Onboarding as an apprentice

1



Application Form

Gathering information to check your eligibility for Apprenticeship Funding and to help us tailor the programme to your individual needs and goals.

2



Eligibility Check

Fareport will review the information you've provided to ensure you meet the minimum criteria outlined in the Apprenticeship Funding Rules.

3



Eligibility Confirmation & Initial Assessment

If you're eligible, you'll complete some initial assessments so we can understand how best to support you. If extra help is needed, a trainer will be in touch. If you don't meet the entry requirements, we'll explain why and discuss your options.

4



Trainer Contact

A trainer will contact you and your Line Manager to arrange a meeting. In the meantime, you will be asked to complete a Training Needs Assessment (TNA) to identify your strengths & development areas within the Apprenticeship.

5



Meet the Trainer

Meet with your trainer to finalise your Training Agreement and review your TNA. This ensures the Apprenticeship aligns with your role and supports your professional development.

6



Final Approval

All required documentation will be reviewed by our compliance team. Once approved, your Apprenticeship programme will be fully set up and ready to begin.



Additional Learner Support

Additional Learning Support (ALS) is additional support tailored to your needs so you can make the most of your Apprenticeship.

Our Process



Start

At onboarding, apprentices complete a short self-assessment via Onyss.



Identify

Any potential needs are flagged by our ALS team.



Plan

We create a personalised Individual Support Plan (ISP) for you.



Support

You receive tailored learning adjustments and resources.



Review

We check in regularly to keep support relevant and effective.

Your Support Starts Straight Away

We want to make sure every learner is set up for success from day one. ALS can make your journey smoother and more enjoyable.

All apprentices will be offered a short, simple self-assessment when you join, using our secure Onyss system.

- ✓ Quick and confidential
- ✓ Helps us understand if you need any extra support
- ✓ Allows your trainer to adapt lessons to help you succeed

***No Stigma. No Barriers.
Just Support.***

About Fareport

Founded in 1981, Fareport Training started with a clear mission: **to bridge the skills gap and provide accessible, high-quality training across various industries and offer young people a route into work through work based training.** We have grown into a trusted training provider, working with leading UK employers to **deliver qualifications that make a real impact.**



We provide **high-quality Apprenticeships and professional qualifications** that help young people build successful careers. Our training provides learners the **skills, confidence, and industry-recognised qualifications** needed to thrive in the real world. From **hands-on experience to expert guidance**, we will support your child or young person every step of the way, offering advice, bespoke training, and **a clear path from learning to employment.**

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Trainers are well qualified, experienced and knowledgeable. They use these skills to provide high-quality teaching. Apprentices benefit from well-planned and useful group sessions. Trainers use these sessions effectively to develop apprentices' new knowledge, which they swiftly apply in their roles at work.



Ofsted Report- October 2021

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Why employers choose Fareport Training?

- ✓ Industry-recognised training
- ✓ Flexible learning
- ✓ Expert trainers & assessors
- ✓ Fully funded options



Useful Info

Useful Links



[Parents Advice & Resources- Skills for Careers](#)

[UCAS Parent & Guardian Guide](#)

[Apprenticeships- Help Shape Their Career](#)

[Parent - Amazing Apprenticeships](#)

[Find an apprenticeship - GOV.UK](#)

[National Careers Service](#)



Contact us



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fareport.co.uk/apprenticeship-information-for-prospective-learners/

