



Lancashire Apprentice
Ambassador Network

Newsletter

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Apprenticeship Ambassador Network Government plans to make the network National!

Currently there are AANs such as yourselves dotted around the country, with a big concentration of them in the North. The Government have said that they really appreciate the time that apprenticeship ambassadors are taking to promote apprenticeships through telling their own apprenticeship story, and they really see the benefits of your work. Because they value your work they want to create and support a national AAN.

They don't want to change the existing networks but build from them and help them improve. They want to learn from the existing networks including Lancashire, help new areas to start and grow it into a national network. We have been a part of an initial conversation, with other networks and the Government, about what a national AAN would look like, and what support it would need.

Attached is a report from some research conducted for the Government about the proposed National YAAN which you should find interesting. It's a big document so we recommend just reading the executive summary which is the first 8 pages.

Report: [National YAAN Report](#)

Apprenticeship Support and Knowledge for Schools project (ASK)

Lancashire Forum has now been involved in the ASK project for 12 months, co-ordinating/delivering apprenticeship and traineeship information to young people in years 10, 11, 12 and 13 in schools across Lancashire, and ensuring that young people are aware of all the options available to them. We are pleased to let you know that we have been awarded the contract for another year.

The sessions are delivered by staff from local colleges and training providers and also by the Forum, Job Centre Plus staff, Apprentice and Employer Ambassadors. We offer a standard presentation that explains the levels of apprenticeships and types of jobs available, explains traineeships, covers salaries, higher and degree apprenticeships, and looks at some local vacancies and how to apply. The presentation can be adapted

to include video clips, and to meet any particular requirements of the audience. Any teachers who attend the presentation are asked to complete an evaluation form and are sent a CPD certificate. Some of the feedback from the schools is below:

"The whole of the presentation was excellent"

"The information was clear, informative and interesting. It was pitched exactly the right level for our pupils"

"Fantastic session with an insight into apprenticeships"

"Brilliant session for our year 10 and 11s looking to apprenticeship options for when they leave school"

We also offer workshops to support pupils register

on the Find an Apprenticeship website and search for and apply for vacancies.

In many cases, schools ask for an Apprentice Ambassador to be present at these presentations and this is where we really need your help. It makes the information that we give the young people much more meaningful when there is an apprentice present who can chip in with stories of

their own apprenticeship experiences and answer questions, plus it makes the session a lot more lively and enjoyable!! Presentations tend to be done in assembly time at the start of the school day and last 20 – 25 minutes, so if you do attend you can be back in your workplace by 9.30am!

Helen will continue to e-mail you to ask for your support with these sessions.

Make sure you are safe when attending events.

The information below kindly provided by Forbes Solicitors is to assist the Lancashire Apprenticeship Ambassador (LAA) and their Manager, when the LAA receives a request to attend a Lancashire Apprenticeship Ambassador Network (LAAN) event, either a careers event, networking event or if the LAA is a Board Member, attending Board Meetings.

This information has been written as a “checklist” for the LAA to consider what they need to do, both in preparation for the event, during the event and following the event, especially, if the LAA is attending an event on their own, they need to ensure their colleagues / parents are aware of where they are, what they are doing and what time to expect the LAA to return, either to the workplace or home.

The LAA’s personal safety is paramount in any activities the LAA carries out as part of the LAAN.

Areas for consideration:

Preparation:

- What type of event is the LAA attending? e.g.: Careers event, presentation, networking or meeting.
- What documentation required, depending on the type of event? e.g. Careers event – take company related promotional materials, exhibition signs, details of any current Apprenticeship vacancies, name badge; Presentation – prepare presentation – if using power point and not using own equipment, email presentation to organiser in advance, as an extra precaution save electronic presentation to pen-drive and take as a backup; Networking events – have a name badge, be prepared to share information about the company, Apprenticeships within the company
- Where is the event being held? Timings, location, plan travel arrangements and inform Manager / Parents*.

During the Event:

- Be professional – as an Ambassador, not only for the LAAN, more importantly for the company and the sector;
- Promote, encourage and be positive about being a LAAN, an employee of the company and what it is like being an Apprentice – what are the benefits, where will the Apprenticeship take you – progression / career development?

Following the Event:

- Any actions to carry out following the event?
- What could be done better next time?
- Any “news” to share with the LAAN, to be included in the Newsletter – celebrate success / events / activities.

Key Areas:

Personal Safety – When attending events, especially on your own, follow the company’s “Lone Working” procedure, i.e. ensure your Manager has details of the event, location, start and finish times. If an evening event, ensure parents are also aware of location and when LAA is due to finish and what time the LAA will be home.

Using Own Transport – Ensure LAA has business insurance so they are insured to use their vehicle to travel to and from events – Note – this is not “commuting” to a regular place of work. Ensure records are kept of the Employee’s vehicle in order to ensure that the vehicle has an up to date MOT certificate and is taxed. All vehicles used for business purposes should be kept in a good state of repair and should be roadworthy.

In the event of an accident which causes damage to property or another vehicle, or injury to any person or animal the LAA should give their name and address, the name and address of the vehicle owner, the registration number of the vehicle and the name of the insurance company to any

person having reasonable grounds for requiring such information. It is important that no further information is given. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to their Manager and where necessary the police as soon as possible, but within twenty four hours of the occurrence.

Safeguarding – LAAs should be aware of their obligations as to safeguarding when attending events where attendees are either:

- under the age of 18; and/or
- considered a vulnerable adult for the purposes of the Education Act 2002 and the Safeguarding Vulnerable Groups Act 2006 (as amended)..

All LAAs working with or coming into direct contact with children and vulnerable adults have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interest of children and vulnerable adults. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those whom they work with.

If applicable, Managers should consider DBS checks, in the event that LAAs are due to be unsupervised with children and/or vulnerable adults.

Steph Cook case study

Lancashire Apprentice Ambassador, Stephanie Cook, went along to St Thomas's Centre in Blackburn on Tuesday 7th March to support Helen (Lancashire WBL Forum) who gave the ASK presentation to pupils from years 10 and 11 as part of the school's National Apprenticeship Week activities.

St Thomas's is a pupil referral unit working with pupils who have or who are experiencing difficulties in the mainstream setting due to medical, social, emotional or behavioural needs.

Around 22 pupils attended the presentations which were delivered in two sessions. All those who attended very were interested throughout and asked kept Helen and Stephanie on their toes with their thoughtful and intelligent questions.

Stephanie has recently completed a Level 3 in Business and Administration and works at North Lancs Training Group as a Clerical Assistant working with Study Programme Learners. She explained to the pupils why she chose an apprenticeship, what her day to day work involves and what she felt the benefits of an apprenticeship were. She was also able to explain what traineeships were and how pupils might benefit from traineeships prior to embarking on an apprenticeship.

Stephanie reported "I think it went really well. The students were interested, and engaged by asking questions. I also think it helped with me being there as they learnt first-hand what it is like to be an apprentice".

There was some great feedback from the teachers who were present in the sessions, particularly with regard to the information supplied by Stephanie about traineeships.

"We did not know about training prior to doing an apprenticeship"

"The relevance of the information was brilliant, especially finding out what they (the pupils) were interested in."

Michelle Hurst, CEIAG Coordinator said "Thanks ever so much for coming in yesterday. We all really enjoyed your presentation and I'm pretty sure that there will now be a lot more interest in pupils applying for Apprenticeships".

Sasha Wallbank Case Study

Sasha Wallbank one of our Apprentice ambassadors who is currently in Yr 2 of her apprenticeship with JTL and works at Progress Housing Group attended a Yr 8 careers event at QEGS in Blackburn on 3rd July 2017.

The aim of the event was for students to speak to employers from 6 sectors to get a flavour of the sector. The students were able to ask direct questions about the employers own career pathway in this sector.

Paul Taylor Head of Careers at QEGS said that Sasha was great and they would like her back at similar events anytime. He loved the way she turned up in her overalls, how she interacted with the pupils, and commented on how confident and lively she was, which is a brilliant endorsement for the Lancashire Ambassador network.

Sasha answered questions about how apprenticeships work in general and how she has found her apprenticeship so far. Sasha was shocked how little students knew about apprenticeships and glad she was able to give them an insight.



Meet the Lancashire Apprenticeship Ambassador Network Board



The second meeting of the Ambassador Board on 21st June was attended by Aaron Hamilton, Maddison Barker, Portia Taylor-Black, Danny Blake and Crystal Elwell.

There was lots of information and news shared at the meeting, including the following:-

- The Forum is recruiting a new member of staff who will be responsible for developing and managing the apprentice ambassador network.
- The Network is now open to apprentices of any age, and the name and logo has been amended to reflect this.
- An Apprentice Employer Network is being developed and all apprentice members are being encouraged to speak to their own

- employers who may be interested in joining.
- Five new apprentice ambassadors were attending an induction session following the Board meeting, some of them from industries not already represented e.g. Banking and Health Service.
- New lanyards printed with "Lancashire Apprentice Ambassador Network" and the logos were distributed to Board members for use when they are representing the Network at events in schools. (Lanyards are available for all members and we will be distributing these more widely in due course). Lapel badges are also available for ambassadors and many of these have already been handed out.
- Flyers and banner stands have been created to promote the Network and the Board members were asked to choose their preferred design – luckily there was unanimous agreement! We will be e-mailing the final version of the flyer to all ambassadors and also upload it to the Forum website.

There was much discussion about the Facebook page and there is still some work to do to get this right. The Board also considered the apprentice ambassador page on the Forum website and some improvements were suggested and have since been made.

So, all in all a really productive and busy meeting!

We were sorry to lose two Board members earlier this year, Luke Pissochet who has moved out of the area and Shannon Jolly, who was finding it increasingly difficult to fit the Network in with her work commitments. However, the good news is that two ambassadors have expressed an interest in becoming Board members, Taylor Walsh and Oliver Crookham.

The next Board meeting will take place on Wednesday 1st November at 2.30pm at NLTG Head Office in Accrington.

New Apprentice ambassadors

Following the Board meeting, we welcomed 5 new ambassadors to the Network on 21st June (probably one of the hottest days of the year so far) at an induction session at North Lancs Training Group Head Office.

The new ambassadors are:-

Lewis Keen	The Printed Cup Company
Anthony Oliver	Blackburn with Darwen Borough Council
Emily Read	Nat West Bank
Ellie Stavert	Lancashire Teaching Hospitals NHS Foundation Trust
Taylor Walsh	Lancaster and Morecambe College



Before the meeting started we subjected the group to having their photographs taken (without any prior warning!) and we were very grateful to Oliver Crookham from NLTG for taking some really great photos for the website and newsletter.

New Network lanyards and badges were distributed and the group was briefed on (amongst other things) the background to the formation of the Network, membership, the Board, marketing and communication and were advised about the types of activities and events that they may be expected to support.

Anthony and Taylor have both expressed an interest in sitting on the LAAN Board which is fantastic, and already Emily has agreed to support an event at a school in Blackburn in July.

We are also hoping that you all will register on amazingapprenticeships.com as Apprentice Champions!

Marketing Materials

Apprentice ambassador Flyer

A flyer has been produced to market the network to other ambassadors along with banner stands to use at events. If you are attending any events and would like to use the banner stands please get in touch to arrange.

The flyer has now been added to the website and can be found [here](#).

Useful National marketing literature

We have been sent a number of really useful document that you can use at events or internally within your organisation

A Guide to Apprenticeships

A Guide to Higher/Degree Apprenticeships

[A-Z of Apprenticeships](#)

Apprentice ambassador Network Co-ordinator

We are pleased to welcome Sam Connolly to our team at Lancashire Forum, taking up the role of Project Coordinator who will have responsibility for coordinating the Apprentice and Employer Ambassador Network. Sam joins us on the 14th August and will no doubt be in touch with you all in the coming months. Sam can be contacted sam@lancsforum.co.uk

