



Skills  
Development  
Scotland

**WELCOME PACK**

**CONGRATULATIONS**

**ON BEGINNING YOUR**

**APPRENTICESHIP**

# WELCOME

Congratulations on beginning your apprenticeship.

This welcome pack was put together by Skills Development Scotland and Who Cares? Scotland to provide some useful information for you, along with some messages from apprentices who have experience of the care system.

You've self-disclosed that you are Care Experienced.

The term Care Experienced refers to anyone who has been or is currently:

- in care or
- from a looked-after background at any stage in their life, in each case, no matter how short.

In care means you are or were:

- formally looked after by a local authority;
- looked after at home with support from social services or a social worker; or
- looked after other than in the family home, for example, in foster care, residential/secure care, or kinship care (with family friends or relatives) in each case, no matter how short.



## TIPS AND ADVICE FROM THREE CARE EXPERIENCED APPRENTICES: ETHAN, KATE AND SIMONA

“ My advice for any Care Experienced individual who is starting an apprenticeship is for you to believe in yourself. In my experience, when you have been in care you rarely have anyone who believes in you or sees any potential in you. When you are offered a job as an apprentice think of it like someone saying “hey, I see potential in you” - and it's up to you to show them what you can do.

This is an opportunity for you to show what you are made of. You may have times when you struggle or are unsure of things - speak to someone about it. The main thing is to not give up.”

**Ethan, 27**

IT

“ My advice for any Care Experienced person starting an apprenticeship is to remember the end goal. At the beginning of your apprenticeship, things are fresh and new. However, as you begin to settle within your role there will be challenges that you need to overcome, and certain periods where you feel like you are stuck and not evolving. Please remember where you have been, where you are now and where you want to be in the future. Knowing that I want to build a better life for myself and understanding that my apprenticeship was a step up on my career ladder was what helped me stay motivated and, in the end, complete it.”

**Simona, 19**

Business Administration

“ If you need help or you are stuck, contact your assessor, rather than leave it. It doesn't matter how many times you need to ask for help, and don't feel that anything is too small to bring up. Remember, your assessor is there to support you, and more importantly, they want to.”

**Kate, 23**

Social Services Children and Young People

### What is the role of my Learning Provider?

They deliver and assess your apprenticeship learning. The Learning Provider will link you up with an assessor - a member of staff from the Learning Provider who is your point of contact. They will meet with you throughout the course of your apprenticeship and support you to complete your learning.

When you complete your apprenticeship, your Learning Provider will award you your final qualification.

### What is the role of my line manager?

Unlike your assessor, your line manager works for your employer. They supervise you in your day-to-day job and you can approach them about anything to do with your time in work.

### What support does my assessor provide?

Your assessor wants you to succeed and can tailor their support to meet your needs. For example, if you want to see your assessor more regularly, you can ask for this. You and your assessor should have a shared agreement of how often you are going to spend time together. You can change this if you feel that you need more or less support at any time throughout the course of your apprenticeship.

Your assessor is there to help remove any barriers to your learning. This can mean presenting learning materials in a format that suits you best, for example in visual ways such as video and graphics. It can also mean being understanding if life events or personal circumstances are getting in the way of your learning, working with you to find a solution.

We asked Ethan, Kate and Simona what impact completing their apprenticeship qualification has had on them. This is what they said:

“ This qualification will not only allow me to apply for jobs, but I also think of it as the start of great things for me. Having gained a qualification and worked in a field that I have always had a passion for is like a dream come true. This qualification has also made me realise what I can achieve, and it gave me an opportunity to work in a big organisation, providing me with a lot of experience which will come in handy for any future jobs I do.”

**Ethan, 27**

IT

“ When I left school, I didn't think I would undertake further study. But now, my confidence has increased, because I have continued my learning journey and am qualified to do the job that I am doing (with a certificate and recognised qualification). Knowing that the qualification is linked to the work I do also makes me more confident in doing my job day-to-day. I now feel able to apply for more senior roles, and I'm considering more education.”

**Kate, 23**

Social Services Children and Young People

“ The impact that gaining this qualification has had is on me is big. I believe it is what has enabled me to continue in the field of work I want to work in. I still have room for growth, but as an early school leaver, it is great to feel that I am not lacking in the qualifications department of my CV when applying for jobs. It's a major confidence boost.”

**Simona, 19**

Business Administration

### What are my options after I finish my apprenticeship?

Your Learning Provider can tell you about other qualifications you could complete in future, that build on what you are already learning. It can be useful to chat to your training provider and your employer about your career progression, to explore future options. However, you don't need to make your mind up about that yet. A lot of apprentices prefer to just focus on the apprenticeship they are doing right now.

# USEFUL LINKS AND RESOURCES

**My World of Work** - the online home for career information and advice where you can find lots of resources to help self-manage your career developments as well as access to Career Coaches if you need a bit of extra help.

<https://www.myworldofwork.co.uk/>

**The Job Start Payment** – you may be eligible for a grant when you start your apprenticeship

<https://www.mygov.scot/job-start-payment/>

**Life Skills by Barclays** – money management support

<https://barclayslifeskills.com/i-want-to-get-to-grips-with-money-and-my-payslip/school/>

**Living Life to the Full** – free online courses covering low mood, stress and resilience

<https://littf.com/>

**Who Cares? Scotland** - membership organisation for Care Experienced people

<https://www.whocarescotland.org/get-involved/family/>

Recruit your next apprentice through  
**apprenticeships.scot**

Or call Skills Development Scotland  
on **0800 783 6000**

 **Scottish Apprenticeships**

  **apprentice\_scot**



EUROPE & SCOTLAND  
European Social Fund

Investing in a Smart, Sustainable and Inclusive Future