

Oxfordshire Apprenticeship Ambassadors: Info For Apprentices

About Oxfordshire Apprenticeships

Oxfordshire Apprenticeships (OA) is an Oxfordshire County Council-led partnership, funded by the Oxfordshire City Deal, whose aim is to make sense of Apprenticeships for local businesses and individuals. We raise awareness of Apprenticeships through a number of events and initiatives across the county and support schools with providing information, advice and guidance to students about Apprenticeships. We also advise and support employers who are interested in employing an Apprentice. Find out more at www.oxfordshireapprenticeships.co.uk.

We want people to hear not just theory, but real life success stories and to have the opportunity to ask questions and talk openly about what it's like to be an Apprentice. Our Apprenticeship Ambassadors are current or former Apprentices who support us with raising awareness of the benefits of Apprenticeships by telling their stories and sharing what they've learned.

Why have Apprenticeship Ambassadors?

- Young people are inspired by other young people who are experiencing first-hand the benefits of Apprenticeships
- Gives young people, parents and employers the opportunity to talk openly and honestly to a real Apprentice and ask questions
- Young people can hear real stories about the career development opportunities that Apprenticeships can bring
- Demonstrates that local employers recruit Apprentices and recognise the benefits they bring to their businesses

Can I be an Apprenticeship Ambassador?

To be an Apprenticeship Ambassador, you must be – or have been – an Apprentice and be prepared to talk about your experiences. This could be at a school assembly, careers fair or business briefing for example.

Your employer will need to agree for you to take part, as you will be representing them and will be required to attend some training and events during working hours. We expect Ambassadors to attend 2-3 events per year but requirements are flexible to suit you and your employer. We will pay for expenses such as travel.

So what's involved?

- You'll attend a training day where we'll tell you all about the Apprenticeship Ambassador role and give you the opportunity to practice giving a presentation and telling your story.
- You'll receive an Apprenticeship Ambassador certificate of achievement and OA polo shirt.
- We'll write a case study about you, including some photos, to share on our website and social media and to display at careers events.
- Following the training day, we'll contact you and your employer to ask you about attending

specific events – such as a careers talk at your local school or an employer briefing. Someone from Oxfordshire Apprenticeships will always attend any event with you.

- You and your employer decide whether you will attend each event. For example, you may be happy to help run a stand but prefer not to speak in an assembly, or you may not be able to attend certain events due to work commitments.
- We may ask you to contribute to Apprenticeships stories in the local media – such as newspaper articles or radio interviews.

What's in it for me?

You'll have the opportunity to develop your presentation and public speaking skills – something you may also be able to use towards your NVQ if you're currently an Apprentice. You'll be able to tell your story to help others and to take part in promotional and creative activities – we'd love to hear your ideas and get you involved!

What's in it for my employer?

- You'll represent them at various events – helping to raise awareness of them as an employer.
- They'll gain publicity from you taking part in the programme.
- We'll produce a case study about you and your employer, including photos they can use.
- You'll develop your skills – such as communication, public speaking, planning, and time management – which will benefit them too.

What does the training involve?

Your Apprenticeship Ambassador training day will cover the following:

- Overview of the programme, covering expectations of the role
- Messages that OA want to give about Apprenticeships
- Presentation skills and how to present in a positive way
- How to tell your story and get key messages across
- Practicing telling your story and chance to get feedback
- Tips for engaging a school audience
- Typical questions that you may be asked
- Creating your case study

I'm in – what next?

If you're interested in becoming an Apprenticeship Ambassador, get in touch with us on tel: 01865 323477 or email: info@oxfordshireapprenticeships.co.uk.

Apprenticeship Ambassador Role

This outline gives a summary of the sorts of things you'll be asked to take part in as an Apprenticeship Ambassador. You will always be accompanied by a representative from Oxfordshire Apprenticeships at any event you attend.

Role

- To share with others why you decided to do an Apprenticeship
- To give examples of how being an Apprentice has positively helped your development
- To talk to young people about your experience of finding an Apprenticeship, the recruitment process, what your role entails, where it will take you and your top tips
- To help make parents and other family members aware of the benefits to a young person of choosing an Apprenticeship
- To talk to employers about how an Apprentice could benefit their business and how it works in practice
- To answer questions about your experience of becoming and being an Apprentice

Example activities

- Giving a talk in a year group assembly
- Helping to run a workshop with a group of young people
- Talking to students at a year 9, post 16 or post 18 options event
- Helping to run a stand at a student and parent careers evening
- Supporting a pop-up 'ApprenticeSHOP' in a town centre
- Talking to employers at a business briefing
- Giving a local radio interview about the benefits of Apprenticeships
- Representing Oxfordshire Apprenticeships at events such as a business awards evening
- Giving an Apprentice view on Oxfordshire Apprenticeships activities and campaign planning

Benefits

- Developing presentation skills – preparing and delivering presentations
- Gaining experience of public speaking – addressing a variety of audience sizes and ages
- Helping others to understand the benefits of Apprenticeships
- Gaining in confidence and appreciation of own achievements
- Improving conversational and networking skills

Commitment

- 1 day of training required (10am-4pm)
- 2-3 events per year – flexible to suit you and your employer
- Case study about your Apprenticeship experience

Training

- Preparing and delivering a presentation
- Telling your story
- Engaging a school audience – icebreakers
- Certificate of achievement on completion of training

Apprenticeship Ambassadors: Your Story

Please complete and return this form to us to enable us to create your case study for our website.

Name: _____ Date of birth: _____

Job title: _____ Employer name: _____

Type of Apprenticeship: _____

Start date: _____ Finish date: _____

Which school did you go to?

Did you go straight into your Apprenticeship from school?

Did you leave after year 11 or stay on to sixth form?

Why did you choose to do an Apprenticeship?

How did you find out about your Apprenticeship?

What have you gained from your Apprenticeship – skills, experience etc.?

What do you plan to do next?

How will your Apprenticeship help you achieve this?

What advice would you give a young person who might be thinking about an Apprenticeship?

What advice would you give an employer who is considering employing an Apprentice?

How do you feel about becoming an Apprenticeship Ambassador?

Apprenticeship Ambassador Agreement Form

We want to ensure that both the Apprenticeship Ambassador and their employer understand and agree to the requirements of the programme and ask that the Ambassador and an employer representative both please complete and sign this form.

Apprenticeship Ambassador Agreement

I have read about the role and requirements of the Apprenticeship Ambassador programme and understand the commitment required from me. I agree to take part.

Apprenticeship Ambassador Name:

Job title:

Tel:

Email:

Signature:

Employer agreement

I have read about the role and requirements of the Apprenticeship Ambassador programme and understand the commitment required from the Ambassador and their employer. I agree for this employee to take part in the programme, subject to work commitments and business needs.

Name:

Organisation:

Job title:

Tel:

Email:

Signature: