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So you're becoming an apprentice...

A HUGE CONGRATULATIONS TO YOU FOR TAKING THE NEXT STEP IN YOUR CAREER. WHETHER THIS IS YOUR FIRST APPRENTICESHIP OR THIRD, IF YOU'VE JUST LEFT SCHOOL OR YOU ALREADY HAVE A PHD, THE ASSOCIATION OF APPRENTICES (AOA) IS HERE TO SUPPORT YOU THROUGHOUT YOUR APPRENTICESHIP TO COMPLETION... AND BEYOND!

Based on feedback from apprentices and employers, we know getting off to a great start requires expert guidance. Along with a series of events, AoA has also curated this handy guide especially for apprentices, in partnership with Not Going to Uni (NGTU).

While all apprentices are unique and will have their own journey, we have learnt that there are common contributing factors which influence success. We hope this guide will help you successfully set off on your exciting journey ahead.

ABOUT THE PARTNERSHIP BETWEEN AOA AND NGTU:

'I've worked with apprentices for many years now and I've seen first hand how apprenticeships have benefitted them in terms of development and progression, but apprentices often tell me there are things they wished they'd known and how they want to pass on their learnings to others. And that's what the Association of Apprentices is all about, and that's what 'Get Ahead' is all about – previous apprentices sharing what it's like to get started on this really unique journey. Good Luck and see you soon at the Association!'
Emily Austin, CEO - AoA

'Here at Not Going To Uni we see thousands of students being accepted onto their dream apprenticeships every year through the help of our website. By putting this guide together with the Association of Apprentices, we hope that people like yourself, are able to feel more confident and prepared as you get ready for your first day. Best of luck, you've got this!'
Conor Cotton, MD - NGTU

YOU DON'T NEED TO BE A MEMBER OF THE ASSOCIATION TO USE THIS GUIDE
But why miss out?

CLICK HERE TO FIND OUT MORE

Get Ahead Guide

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getting ready to START

If you're gearing up for your first day, here are some essential preparations to consider. For those who've recently begun their apprenticeship, keep reading for some simple yet effective tips to adopt! Always remember: time flies, so avoid procrastinating and tackle tasks promptly!

- Attire

Many new apprentices often wonder, "what should I wear to work?". If you're uncertain, don't hesitate to ask. For instance, in the financial sector, attire typically leans towards the formal side—think suits, blazers, and blouses. On the other hand, in consulting, the vibe is often more business casual. Pairing a shirt with jeans and trainers is commonly accepted unless client-facing. If your role requires safety clothing or something more appropriate your team will definitely guide you. And with the rise of hybrid working, don't stress over a huge formal wardrobe. During virtual meetings, only your upper half will be visible anyway!

- Commuting

Planning your commute might seem like a no-brainer, but it's easy to underestimate its importance. While unforeseen transport issues can occasionally make us late, proactive planning can help reduce such incidents. Consistently being late will lead to a negative impression of you in the workplace... not what we want! I always advise having a primary, go-to route for getting to the office. Yet, having two alternative routes can be a lifesaver, especially when your main or even your secondary choice falls through. Being based in London, I lean towards train travel and I have mapped out four distinct routes with different line combinations. Always better to be over-prepared!

Moreover, it's a good idea to time your journey in advance. That way, you're not caught off guard and won't risk being late. For those navigating the morning rush hour, it might be wise to pad your departure time with an extra 10-20 minutes, just to play it safe! If you anticipate being late, it's essential to communicate this; inform the person or people you're meeting with about your expected time of arrival (ETA).

getting ready to START - Continued.

- Finance

With the flow of money into your account every month, the temptation to splurge can be strong! One popular strategy is the 50/30/20 rule. Here, 50% of your income goes towards essentials like housing, groceries, and utilities; 30% towards 'wants'; and the remaining 20% is reserved for savings. Another option is the 70/20/10 rule, which is more suitable if you find a larger chunk of your income needs to be set aside for essentials. If you're living at home and don't have substantial essential expenses, it presents a golden opportunity to prioritise saving. Remember, the earlier you start, the better the compounding benefits in the long run.

In terms of savings, ISAs (Individual Savings Accounts) are an attractive choice in the UK due to their tax-free interest benefits. There are several types of ISA to consider; cash ISAs, stocks and shares ISAs, innovative finance ISAs, and lifetime ISAs. It's worth diving deeper into each to determine which aligns with your financial goals and risk tolerance. I have personally opted for a cash ISA for now.

Securing a credit card is a beneficial step for various reasons, beyond just building your credit score (which will be checked if you are looking to rent or buy property etc). It also offers an added layer of protection for your purchases. Thanks to Section 75 of the Consumer Credit Act, any purchase made between £100 and £30,000 with your credit card provides you with a layer of protection. Just please always ensure you pay off your balance in full and on time to avoid accumulating interest!

If you're new to the credit world, a Tesco credit card is currently one of the more accessible options. However, it's crucial to research before diving in. Platforms like Experian can help check your eligibility when trying to obtain a new credit card. Keep in mind, applying for several credit cards in a short span might not be ideal. If declined, it can have an effect on your credit score. So, it's a good idea to be thoughtful when applying. I really stress on doing your research before applying for your first credit card!

I hope this has been helpful as you prepare for your apprenticeship. If you have questions, just let us know. We're here to help!

BY AMELIA PILKINGTON, TECHNOLOGY DEGREE APPRENTICE AT ACCENTURE

CLICK HERE: MANAGING PERSONAL FINANCE

Have a look at this module on AoA Learn about how to create an effective budget, the importance of picking the right bank account for your financial needs and how you can save money by cutting costs and shopping smarter.

Reflection on REFLECTION

BY SIMON GRAHAM, AN AOA APPRENTICE COUNCIL MEMBER AND L7 EXECUTIVE MBA APPRENTICE WITH DE COURCY ALEXANDER

Before you begin: One of the main concerns around starting a new job is the unknown. Whether you are coming straight out of education, or a longstanding role within another organisation, it can be nerve-wracking. Hopefully, knowing a little more about what to expect will help to put you at ease. As you prepare to start your apprenticeship there are a few different things that will help you feel more organised and confident going into your new role:

- **Preparation is key**

In the weeks leading up to your new role make sure you prepare by carrying out research. As your start date approaches, prepare any equipment you may need to take on the first day, make sure there isn't anything extra that you need to buy, and if there is, do it a few days before to avoid stress. You can never be too prepared, so even if you think you might not need something, take it just in case. Take a look at the company's website or social media to understand the work culture. And remember to have your LinkedIn and AoA Connect accounts set up for some early networking.

- **Research, research, and more research**

Make sure you have researched your new company before you begin. Look up simple facts such as who the directors are, how long the company has been running, their mission statement etc. This will help with your background knowledge of the company and can also be used as a conversation starter. It may be helpful to research and contact other apprentices who currently work at the company. This will get you ahead of the game, as you can ask them what happened when they started and use this advice to help you feel more prepared.

THE DAY BEFORE YOU START

FIVE THINGS TO DO

ARRANGE

Pack your bag or arrange your work-from-home (WFH) space In the morning you want to do as little as possible and you don't want to think you've forgotten anything. Stationery, phone charger, battery pack, and any equipment you have been asked to bring or use.

ADORN

Outfit Get your clothes ready and laid out. Remember, your first impression is part of your personal branding. You don't need to try too hard, just keep it neat and tidy!

REMEMBER

Remind yourself apprenticeships can be competitive but you have been chosen due to your skillset. In the rush to prepare for your first day, you may forget to remember what you have achieved so far, be proud of yourself.

QUESTION

Write down any questions you have When you start your day you may forget the initial questions you have, so make a note when they come to mind and you can ask a colleague.

REST

Have a good night's sleep Going to bed early will make you feel refreshed and ready to start your day as the best version of yourself.

WHAT MIGHT IT LOOK LIKE?

YOUR FIRST DAY

Arriving at your workplace (or your WFH space!)

If you have arrived at your workplace, it's more than likely that someone will be waiting to collect you from the entrance to show you around and sort out any access passes required. This is a great opportunity to get to know a staff-member and ask any practical questions. If you are WFH ensure your laptop/teams/zoom is set up ready for your first virtual meeting.

Meeting your colleagues

Meeting colleagues is most important, they are the people you will be working and interacting with every working day. So don't be shy! Even though it is easier said than done, they've been in your shoes at some point too... and you got the job for a reason, so have faith in yourself! Making connections and having a good work relationship with colleagues is a foundation of a healthy workplace environment.

Your first meetings

Your first day will be an information overload and this most likely comes from a company briefing. If you are in an organisation with lots of new apprentices, you will most likely go through this stage together (networking opportunity!). If there are only a few of you, you may do this in smaller groups or even 1-2-1. Your manager might run through the company values, what they do, your department focus and relevant information. This can be overwhelming, try to take as much in as you can and ask any questions that come to mind.

Your first tasks

It is more than likely that your first tasks will include creating logins (make sure you store these somewhere safe) and familiarising yourself with any recurring meetings and tasks. This part of the day is a great opportunity to get used to the company's tools and platforms. This will allow you to be all set and ready for your first full day.

Overall, your first day at a new job is a big thing and a great achievement! You should be proud of yourself, you have got this job for a reason, so believe in yourself. The first day is all about finding your feet and soaking up the atmosphere and surroundings; it's okay to ask for help and ask questions, it's the only way that we learn and grow. And... fingers crossed, you will be settled into your new role and routine in no time at all. Good luck!

WHAT MIGHT IT LOOK LIKE FOR A SCHOOL LEAVER

MY FIRST DAY

BY KAVNEET NAGPAL, AN AUDIT APPRENTICE AT GRANT THORNTON

New job. Change. First impressions. Nerves. Excitement.

Starting a new role comes with a heap of different emotions. Stepping directly into the corporate world is a huge step especially as a school leaver who has just finished sixth form, college or equivalent.

Your first day as an apprentice will consist of settling into the organisation, networking with employees and gaining lots of knowledge on the culture and insight into what your role and responsibilities look like. Go in with an open mind, it's always relaxed, nothing to worry about!

On my first day, my cohort and I were given a warm welcome to the firm through presentations carried out by employees from different departments. It was inspiring to hear partners, directors and employees who had previously been in our position speak about their career and what they had done to get to where they are now. The presentations consisted of a range of ice breaker activities to get to know each other which was a good way to start networking. Throughout every presentation, we were encouraged to ask questions and we were constantly reminded that there is no such thing as a silly question.

In the first few days it is important to build a strong foundation. This includes networking as much as possible. You never know who you will speak to and where that one conversation might take you. Either way, learning more about the the organisation will help you adjust to the environment easily especially when you take interest in what you are learning.

WATCH THIS VIDEO from AoA & BBC - Make an Impact

FREE RESOURCES AVAILABLE ON AOA LEARN:
THE DOS AND DON'TS OF STARTING A NEW ROLE

ON YOUR FIRST DAY

FIVE THINGS TO DO

TAKE NOTES

All the information on your first day might be overwhelming, you may even sign your learning agreement with your training provider, contracts and more, so it's best to take a notebook and make notes.

INTRODUCE YOURSELF

Get to know your team and colleagues. You'll be spending a lot of time with them.

TALK TO APPRENTICES

If there are apprentices from previous cohorts, they are great to connect with as they can empathise with you the best. Developing a relationship with them will mean you will have a mentor throughout your apprenticeship.

BUILD YOUR NETWORK

Add your colleagues on LinkedIn or AoA Connect to start your professional network and you will have a group of people who you can go to for advice.

GO TO SOCIALS

If your office or the Association of Apprentices has any socials you should try and attend as this will allow you to meet more of your colleagues/other apprentices in a more relaxed environment.

navigating first-day NERVES

Here are 7 practical tips with some personal examples, to help you navigate your first day with confidence. practical tips along with some personal examples, to help you navigate your first day with confidence.

BY IQRA METLO, FINANCE APPRENTICE AT bp

The first day at any new job can bring feelings of anxiety, uncertainty, and anticipation. However, with the right mindset and strategies, you can effectively manage those first-day nerves and set the tone for a successful apprenticeship.

1. Positive Self-Talk

Your mindset plays a significant role in managing nerves. Replace the negative thoughts with positive ones by reminding yourself of your capabilities, the skills you bring to the table, and the opportunity to learn and grow in your new role. I like to do this during my morning commute, as it has done wonders with shifting my mindset from self-doubt to excitement about the day ahead.

2. Focus on Your Strengths

Identify your strengths and past accomplishments and think about how they can contribute to your success in your new role. Remind yourself that you were selected for this apprenticeship for a reason, this realisation has boosted my confidence on numerous occasions.

3. Embrace the Learning Process

First days are meant for learning, not perfection. Understand that there will be a learning curve, and it's okay to ask questions and seek guidance. I actively engaged with my manager and colleagues, asking questions when I needed clarification and by doing so, I was able to demonstrate my eagerness to learn and collaborate.

4. Be Open and Approachable

Approachability goes a long way in making connections with your new colleagues. Smile, introduce yourself, and engage in small talk. Building a good rapport early on can help you feel more comfortable in your new workplace. I encourage you to reach out to people within your organisation for coffee catch-ups. This is a great way to quickly feel part of the team and establish positive connections.

5. Active Listening

During meetings, training sessions or introductions, practice active listening. I made a conscious effort to maintain eye contact with the presenter, take notes and ask follow-up questions. This approach helps you absorb information but also demonstrates your commitment to learning and understanding your role.

6. Set Realistic Expectations

Understand that you won't master everything on the first day. Set achievable goals for what you'd like to accomplish during your apprenticeship and break them down into smaller steps. Celebrating each milestone, no matter how small, has kept me motivated and focused throughout my apprenticeship.

7. Deep Breathing and Relaxation Techniques

When I felt my nerves creeping in, I excused myself to the restroom for a moment to practise deep breathing. This practice has helped me countless times when I start to feel overwhelmed and need to clear my head.

The first day as an apprentice is an opportunity to showcase your potential and embrace the learning journey ahead. By reflecting on the points given and some of my personal examples shared, I hope these tips will help you conquer those first day nerves and set the foundation for a successful apprenticeship. Remember, every step forward is a valuable achievement, and each day will become more comfortable as you settle into your new role.

Good luck and I wish you all the best in your apprenticeship journeys! If you have any questions or need some more advice, feel free to reach out to me on Instagram at @iqragoescorporate

GETTING READY FOR DEVELOPMENT

the importance of understanding YOURSELF

BY JESSICA DUFF, DIGITAL & TECHNOLOGY SOLUTIONS DEGREE APPRENTICE AT NEWCASTLE BUILDING SOCIETY

Apprenticeships offer a unique blend of on-the-job training and academic instruction, setting you up for a lifetime of success in your chosen field. However, to make the most of this opportunity, it's crucial to understand your strengths, weaknesses, and learning styles. This self-knowledge can be your secret weapon for optimising your apprenticeship experience.

Self-awareness is the cornerstone of personal and professional development. It allows you to identify where you excel and improve, helping you focus your time and resources more effectively. Here's why understanding yourself is essential:

- Efficient Learning - Knowing how you learn best allows you to quickly assimilate new information. Time is of the essence in any apprenticeship program, and your learning style can help you make the most of it.
- Enhanced Communication - Knowing your strengths and weaknesses helps you communicate more effectively with your mentors and peers. You can actively seek the type of feedback and guidance most beneficial for you.
- Career Planning - An understanding of your strengths can inform your career trajectory. Are you particularly good at problem-solving? Do you excel in teamwork? These insights can guide you toward roles that maximise your natural talents.
- Personal Growth - Self-awareness fosters emotional intelligence, which helps you professionally and enriches your personal life.

Identifying your strengths and weaknesses is a transformative journey that combines introspection, feedback from others, and self-assessment tools to reveal the unique skills and talents that set you apart. You can identify your strengths using different techniques such as:

- Self-Assessment Tools - Personality tests like the Myers-Briggs Type Indicator (MBTI) or StrengthsFinder can offer valuable insights.
- Peer Reviews - Don't hesitate to ask instructors, supervisors, or even fellow apprentices for feedback.
- Analysing Past Experiences - Think about instances where you excelled or faced challenges. What skills or qualities helped you succeed or hindered your progress?
- Consulting Experts - Career counsellors or mentors can help you identify your strengths and weaknesses, offering an objective analysis.

Once you have identified these strengths, you can tailor your apprenticeship journey accordingly by:

- Customise Your Study Method - If you're a visual learner, create visual aids to help you understand complex subjects. Auditory learners might benefit from podcasts or discussions.
- Communicating - Let your supervisors and instructors know your preferred learning style. They may accommodate you in ways you hadn't considered.
- Being Versatile - It's great to know your preferred learning style and be open to adapting. The workplace will often require you to learn in a variety of ways.

The journey of an apprentice is one of constant learning and growth. Knowing yourself - your strengths and learning style - gives you the tools to navigate this path successfully. So, invest the time in self-assessment and introspection. It's an investment that will pay dividends throughout your career.

UNDERSTAND YOUR LEARNING STYLE WITHTHIS QUIZ ON AOA LEARN: LEARNING STYLE

> Jessica co-hosting a member-led Apprentice Meet Up in Newcastle. To find out more about AoA's free networking and development events, click here: AoA Events

navigating the path: prioritising your MENTAL HEALTH

Embarking on an apprenticeship is an exciting yet challenging chapter in one's life. If, like me, you are transitioning from student to apprentice, it brings new responsibilities, expectations, and a heightened sense of independence. Amidst the rush to learn new skills and make a mark in the professional world, it's essential not to overlook the importance of maintaining your mental health and overall well-being. In this blog, we'll explore valuable steps that can be taken to safeguard your mental health during your apprenticeship, from the perspective of a young professional who's been there.

BY ETHAN WOOLSGROVE, LEVEL 6 DIGITAL MARKETING APPRENTICESHIP AT ACCOLADE WINES

1. Set Realistic Expectations
As you step into your apprenticeship, it's vital to establish realistic expectations for yourself. Recognise that you're in a learning phase and that it's okay to make mistakes and seek guidance. Unrealistic demands and the constant pursuit of perfection can quickly take a toll on your mental health. Embrace a growth mindset, where each challenge becomes an opportunity for learning and improvement.

2. Time Management
Balancing work, training, and personal life can be overwhelming, but effective time management is your ally. Create a structured routine that accommodates both professional commitments and personal relaxation. Set boundaries and allocate time for hobbies, exercise, and spending time with loved ones. Adequate rest and leisure contribute significantly to maintaining a healthy mental state.

3. Open Communication
Don't hesitate to communicate your needs and concerns with your supervisor or mentor. If you're feeling overwhelmed or struggling, speaking up doesn't indicate weakness. Rather, it demonstrates your commitment to your well-being and your willingness to collaborate towards a solution. Constructive feedback and support can positively impact your journey.

4. Build a Support Network
Foster relationships with your colleagues and fellow apprentices. Sharing experiences, challenges, and triumphs can create a sense of camaraderie. Having someone who understands your journey can provide emotional support and alleviate feelings of isolation. Additionally, consider seeking guidance from mentors, who can offer insights from their own professional journeys.

5. Mindfulness and Self-Care
In the hustle and bustle of a busy apprenticeship, don't forget to allocate time for mindfulness and self-care. Engage in activities that relax your mind, such as meditation, yoga, or even a simple walk in nature. Practising self-compassion and taking breaks when needed can prevent burnout and foster a positive outlook.

6. Learn to Manage Stress
Stress is inevitable, but how you manage it makes all the difference. Identify stressors and adopt healthy coping mechanisms. Breathing exercises, journalling, or engaging in creative outlets can channel stress into productive energy. Remember, acknowledging your stress and addressing it constructively is a sign of strength, not weakness.

7. Celebrate Small Wins
Amidst the pursuit of your larger career goals, remember to celebrate your small victories. Completing a challenging task, receiving positive feedback, or acquiring a new skill are all milestones worth acknowledging. These celebrations provide a sense of accomplishment and motivation to keep pushing forward.

8. Set Personal Goals
In addition to your professional objectives, set personal goals that promote your well-being. These could include learning a new hobby, volunteering, or pursuing a personal project. Having diverse aspirations beyond your apprenticeship can enrich your life and maintain a healthy work-life balance.

9. Healthy Lifestyle Choices
Physical and mental well-being are interconnected. Engage in regular physical activity, prioritise a balanced diet, and ensure you're getting adequate sleep. These factors contribute to your overall energy levels, mood, and resilience in the face of challenges.

10. Seek Professional Help When Needed
If you find your mental health deteriorating despite your efforts, don't hesitate to seek professional help. Therapists or counsellors can provide you with coping strategies and tools to manage your mental health effectively. Seeking assistance is a step towards taking control of your well-being and building a strong foundation for your future.

As a professional balancing study and work, your mental health deserves just as much attention as your career development. The journey is a marathon, not a sprint, and taking proactive steps to care for your well-being will contribute to your overall success and happiness. By setting realistic expectations, managing your time, communicating openly, and embracing self-care, you can not only thrive in your apprenticeship but also build a foundation of mental resilience that will serve you throughout your professional journey. Remember, you have the power to shape your narrative, and prioritising your mental health is a testament to your strength and determination.

the importance of being RESILIENT

Starting your apprenticeship journey is an exciting step towards building a promising career. However, it comes with its share of challenges and hurdles. In this blog post, I'll explore the concept of resilience and why it's an essential trait for all new apprentices. By understanding the importance of resilience and learning how to cultivate it, you'll be better equipped to overcome obstacles and thrive in your apprenticeship.

Firstly, resilience is more than just a word – it is the capability to bounce back from setbacks, adapt to changes, and remain positive in the face of adversity. It's the ability to view challenges as opportunities for growth and learning, rather than roadblocks to success. There are several reasons why apprentices should strive to be resilient. Developing resilience as an apprentice can lead to improved problem-solving skills, increased adaptability, greater self-confidence, and a stronger ability to manage stress. It equips you with the mindset to approach difficulties with a 'can-do' attitude.

For example, when I started my degree apprenticeship as a Data Analyst 2 years ago, I struggled to adapt to the intense workload and content of my university degree, having no prior coding experience. I actually got 19% in my first coding assignment, something which I had worked on every day for months. At the time I was devasted and it felt like this may not have been the path for me, but 2 years on I'm actually grateful for that experience. I channelled that disappointment into motivation and spent time every day after work teaching myself all the basics of coding I never had, and when I resat that assignment 1 month later, I got a first-class grade. Being resilient during that time turned a shaky start into a valuable lesson: setbacks are opportunities for growth. Being able to pick yourself up after a setback, recognise areas for improvement, and having the initiative to take these steps, is the bridge between challenges and success.

1. Set Realistic Goals: Break down your larger objectives into smaller, achievable goals. Celebrate each milestone along the way to build your confidence and motivation.

2. Seek Support: Don't hesitate to reach out to mentors, colleagues, or fellow apprentices for guidance and advice. You're not alone on this journey and you are not expected to tackle everything independently.

3. Maintain a Growth Mindset: Embrace challenges as opportunities for growth. Aim to say yes to every opportunity you are asked to get involved with. We learn by doing.

4. Learn from Failures: Instead of dwelling on mistakes, analyse them for valuable lessons. Failures are a natural part of any journey and do not diminish your achievements.

5. Ask for Feedback: In your apprenticeship, feedback becomes a powerful tool for improvement, but resilience plays a pivotal role in how you approach feedback. Rather than perceiving it as criticism, view it as an opportunity to grow. With resilience, you'll find the humility to acknowledge areas for improvement and the determination to refine your skills.

BY ERIN PUREWAL, DATA ANALYST DEGREE APPRENTICE AT JAGUAR LAND ROVER

FREE RESOURCES AVAILABLE ON AOA LEARN: STARTING YOUR CAREER WITH RESILIENCE

Time Management Tips
BY THE APPRENTICE VOICE

Write a to-do list

A to-do list serves as a reminder of the tasks that you need to prioritise. Tackle the most important tasks first. You should post the list in a prominent place with easy access such as on your wall by your computer or on a calendar.

Focus on long-term goals

Set your sights on where you want to be and what you hope to accomplish by establishing specific, measurable, and realistic goals. Prioritising and scheduling time to complete your immediate and short-term goals will lead you to the successful accomplishment of your long-term goals.

Block out you calendar for focus/study time

One effective way to ensure you have dedicated time for focused work and studying is by blocking out your calendar. By setting specific time slots for these activities, you create a structured framework that helps you stay on track and avoid distractions.

Don't be afraid to say 'no'

Saying no is sometimes difficult to do. However, if you need to study for an exam or finish an assignment, you have to learn how to say no. Decline politely and be clear with your reason. Negotiate a time when you are free to comply with the request or to socialise with your friends.

Keep on top of your email inbox

Chances are you will be provided with your own work email address. It is important to have specific time in the day to review emails and reply rather than check them all the time (think of it like opening the post!) and to keep track of what emails you have replied to. Keeping on top of your emails means that you will be more time efficient when responding to email queries and means that you will avoid having to have a mass inbox clear out in the future (this can take a few hours).

Avoid procrastination

Establish a routine and stick to it. Eliminate distractions, such as turning off notifications or using website blockers. Use time management techniques, like the Pomodoro Technique, to stay focused.

Before this apprenticeship, Stephen completed a Level 3 Team Leader Apprenticeship at Amazon with a Distinction.

Stephen stars in AoA's regular segment on AoA Connect, 'Meet the Apprentice', which you can read here.

Mastering the Balancing Act: Navigating Challenges and Success as a Mature Apprentice

BY STEPHEN DEMPSEY, CHARTERED MANAGEMENT DEGREE APPRENTICE AT AMAZON.

Being a mature apprentice can be challenging, but with the right mindset and approach, you can successfully balance work, home life and learning. Some tips and tricks I found beneficial are:

1. Prioritise and Plan: Make a schedule to allocate dedicated time for work, learning and importantly home life. Identify your priorities and set realistic goals for each day or week. This will help you stay organised and ensure you give ample attention to work, your apprenticeship and family time.

2. Effective Time Management: Efficiently managing your time is crucial. Break down your tasks into smaller, manageable chunks. Prioritise important and urgent tasks and eliminate unnecessary distractions or time-wasting activities.

3. Communication is Key: Maintain open lines of communication with your employer, colleagues, mentors and apprenticeship programme provider. Share your challenges, progress, and any scheduling conflicts that may arise. Clear communication helps manage expectations and find potential solutions.

4. Seek Support and Guidance: Don't hesitate to reach out to your mentor, supervisor, or fellow apprentices for support and guidance. They can provide insights, advice, and help you navigate through any challenges you may face. AoA's support network of other apprentices is vital, and I found this extremely useful.

5. Take Advantage of Flexible Learning Options: Many apprenticeship programmes offer flexible learning options such as online modules or evening classes. Utilise these opportunities to learn at your own pace and fit your studying into your work schedule.

6. Work-Life Balance: Make time for yourself and your loved ones. Take breaks, engage in activities that relax and recharge you outside of work and studying. It's important to maintain a healthy work-life balance to avoid burnout. If you feel tired or not into what you are doing STOP.

7. Maximise Learning Opportunities: Look for opportunities to apply what you learn in your apprenticeship directly to your work. This will reinforce your learning and make it more practical and relevant.

8. Stay Motivated and Persistent: Remember your goals and why you chose to pursue an apprenticeship. Stay focused, motivated, and persevere through challenges. Celebrate your accomplishments along the way to maintain your enthusiasm.

9. Self-Care: Taking care of your physical and mental well-being is essential. Get enough sleep, eat healthily, exercise regularly, and practice stress-relieving techniques like meditation or mindfulness.

10. Stay Organised and Track Progress: Keep a record of your tasks, deadlines, and progress. This will help you stay on top of your responsibilities and monitor your growth throughout your apprenticeship.

It may take some adjustment, but by implementing these tips and tricks, you can create a healthy balance between work and learning as a mature apprentice. Remember, consistency, determination, and effective time management are key to your success. Good luck!

later life

APPRENTICESHIPS

BY SIMON PHIPP, CHARTERED MANAGEMENT DEGREE APPRENTICE AND AOA APPRENTICE COUNCIL MEMBER

Many people think that apprentices arrive straight from school or college going into their first job, bright-eyed and bushy-tailed, ready to start their careers. While that can be true, it is not the norm. Most apprentices that I know at work are mid-way through their careers. Talking to my friends at the Association of Apprentices and the National Society of Apprentices, many of them are already partway through their careers.

There are broadly two ways into an apprenticeship later in life: retraining and career progression.

To an extent, retraining brings some of the same challenges as an apprenticeship as a first job, as the new career will be unfamiliar to the apprentice. However, they have the advantage that they can bring the skills and techniques that they learned in their previous career to their apprenticeship, which gives them an advantage over first-job apprentices.

Career-progression apprentices are normally in a job and decide to learn new skills and techniques, leading to a qualification to further their careers. They may need a qualification to get a promotion or just want a better foundation to their current job. As someone with a job they won't be paid less for doing an apprenticeship, so they have an advantage over both first-job and retraining apprentices. However, they have to balance their apprenticeship with the demands of their current job.

A retraining or career-progression apprentice brings several key things to their role. They often have real life work experience, know how to manage their time, and navigate through organisational bureaucracy. They have soft skills and know how to succeed. They may even have built-in support networks in friends and colleagues.

All these are things that first-job apprentices need to learn, so they immediately have an advantage. However, not everything is as rosy as it appears. Retraining or career-progression apprentices may be time-poor, as later in life they might have families with children, higher job demands due to their positions, and yet still have to balance being an apprentice with the other demands in their lives.

However, I have found that being an apprentice has been the most rewarding thing in my career so far. In my first apprenticeship, I learned so much about management and everything I learned I could apply to my job. The synergies between job and learning meant that I could apply so much of my experience to my apprenticeship. In my current apprenticeship, I am learning a lot of new skills and techniques but am finding less that is directly applicable to me right now, but hopefully it will be applicable for my role in the future. I gained a promotion largely due to the work that I did on my apprenticeship.

More importantly, I get to spend time with other apprentices and can see how they have benefitted from doing an apprenticeship, allowing me to learn from them.

Before his current apprenticeship, Simon completed a Level 5 Operations Departmental Manager. Having successfully line-managed a team of apprentices to completion, Simon displays a wealth of knowledge from both sides.

As well as being on AoA's Apprentice Council, Simon is on the Leadership Team at the National Society of Apprentices and is a student representative at Roehampton University for QA. Simon stars in AoA's regular segment on AoA Connect, 'Meet the Apprentice', which you can read here.

FREE RESOURCES AVAILABLE ON AOA LEARN:
PREPARING FOR APPRENTICESHIPS

progressing from one apprenticeship

TO THE NEXT

BY JASMINE KING, FORMER LEVEL 4 SENIOR HOUSING MANAGER APPRENTICE, AND CURRENT FINAL YEAR LEVEL 6 CHARTERED MANAGEMENT DEGREE APPRENTICE AND CUSTOMER SUCCESS OFFICER FOR FLAGSHIP GROUP.

We all know apprenticeships are a great opportunity to learn and develop whilst building professional experience in the workplace. Some people find one apprenticeship is the right amount for them, and others find they are looking to progress to a higher-level apprenticeship. There is no 'correct' decision on whether you should progress to the next apprenticeship level, however, this part of the 'Get Ahead Guide' will provide useful information and support tips to people to progress to a higher level apprenticeship, and for those considering it.

The first step is deciding if the next level apprenticeship is right for you at this time in your career. Some people may want to go straight into the next apprenticeship or take a break from learning before the next apprenticeship. To help you decide, consider how you're feeling both professionally at work, and personally in your own life. Use your support networks around you to help decide. We all know apprenticeships are simultaneously challenging and rewarding, and this decision will take time. Think about what made you choose an apprenticeship in the first place, as all these points may still be valid and will support your decision!

Once the next level apprenticeship is confirmed, take time to reflect on your previous apprenticeship and note down what worked well for you, and which elements you found more challenging. Consider how you can manage your time to learn from the previous apprenticeship, such as dedicating more time to the parts you found challenging and tackling them in advance. For me, this was my 'off-the-job log', I really struggled to keep this updated during my Level 4 apprenticeship, and made this a priority to keep updated during my Level 6 apprenticeship. Everything you did to prepare for your first apprenticeship is still valid in the next level. There is lots of advice on starting an apprenticeship in this guide, and on AoA Learn!

The next thing is to organise your study resources to be prepared for learning new content. This involves making sure you have organised all your folders from the previous apprenticeship, as these will still be a vital tool for the next apprenticeship. I still refer back to my notes from the previous apprenticeship and they help me draw connections across the learning. Similarly, make sure your digital folders and documents are up to date, including email folders, to easily distinguish between the apprenticeships.

A key part of the next apprenticeship is taking time to appreciate how this may differ from your previous level apprenticeship, and speak to the people around you, both personally and professionally. In the workplace, this involves your managers, colleagues, and support network, and see if they can support you in your apprenticeship through new opportunities to apply your learning. This will assist you in meeting your apprenticeship standards and gathering evidence for your portfolio. It is also important to speak to the people around you in your personal life, and let them know of this positive step so they can support you through the apprenticeship journey.

And finally, remember that your apprenticeship should be a combination of excitement, challenges and new opportunities! It may not be smooth sailing all the way through, but neither is life, and you can look back at the end of your apprenticeships and realise how far you have come. Apprenticeships are an amazing opportunity for anyone in their career, and I am grateful they have enabled me to get to my current position! If you are still unsure about progressing to the next level apprenticeship, head over to AoA Connect and ask our community of engaged and passionate apprentices for advice!

what to expect from your EMPLOYER & TRAINING PROVIDER

The main parties involved in an apprenticeship are: your employer, your training provider, and most importantly, you. You work for your employer and your training provider may be a college/university or independent training provider.

Your employer and training provider have set requirements that must be met for your role to be considered an apprenticeship. However, beyond these requirements there are other expectations that apprentices may have before undertaking an apprenticeship. Each individual's expectations will differ but on the whole apprentices are looking for an opportunity to learn new skills, build experience and professional networks, and kickstart a long term career.

What to expect from your employer: Legal requirements

- **Pay and employment rights**

All apprentices must be paid at least the minimum wage. Apprentices also have the same employment rights as any other employee, including the right to sick pay, holiday entitlement, and access to employee benefit schemes. Your employer will also cover the full cost of all your training.

- **Access to training or study during your working week**

Apprentices must spend a consistent baseline figure of six hours per week completing off-the-job training. Your employer will agree on a suitable training schedule with you and your training provider.

- **A genuine job with a relevant role**

There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship. The role must help the apprentice gain the knowledge, skills and behaviours they need to achieve the apprenticeship. Before you start, you will need to sign an apprenticeship agreement and a commitment statement.

What to expect from your employer: Other expectations

- **Support and mentoring**

Apprentices will require support in the workplace. A workplace mentor can support an apprentice, passing on their knowledge and answering questions as they arise in day-to-day tasks and activities.

- **Amazing onboarding**

Employers should take time to help you settle into your new role. During your first few days, expect to learn more about your role and your work schedule, meet your new team mates, and start your training. Your employer should give you all the information you need about the company, health and safety, the company policies, your apprenticeship and their expectations of you. They should also answer any other questions you may have - so don't be afraid to ask.

- **Real tasks and responsibilities**

As an apprentice you should be given real tasks and responsibilities in relation to your apprenticeship programme and job role. Your employer should trust you to try new tasks and support you to gain the skills required to complete the tasks to a high standard.

- **An Interest in your development**

Your employer should take interest and understand your apprenticeship programme and its content. This will help you get the most out of your apprenticeship, drive your development and ensure you are competent.

What to expect from your training provider:

- **Your course and support team**

You may not start training as soon as you start your employment - sometimes it'll depend on the next start date for your training. When you do start, expect to find out more about your training, what you'll learn, when you'll learn certain topics and anything else you'll need to be aware of.

You will also be introduced to your course leader and anyone who may play a role in supporting you throughout your apprenticeship such as the mental health support team, and the disability and dyslexia support team (other terms could be coach or tutor).

- **Progress reviews and target setting**

You'll likely set a schedule to complete progress reviews. A progress review is a regular discussion that should take place between the employer, training provider and apprentice, to review the your progress of the apprenticeship in relation to the planned programme of learning set out in the commitment statement.

Progress reviews give you an opportunity to establish clear links between on- and off-the-job training; set and review links; monitor your welfare; and raise any issues you may be having.

- **An explanation regarding your end-point assessment (EPA)**

A formal EPA has to be carried out towards the end of the programme in order for the apprenticeship to be successfully completed. Your training provider should go into more detail about what your EPA looks like and how you can prepare for this throughout your apprenticeship.

Note this is different to assessment in Scotland, Wales and Northern Ireland.

what your employer and training provider will

expect from you

Your employer and your training provider don't expect you to be an expert or to have a huge list of work experience. They're both committed to helping you become the best version of yourself, however, they do expect a few things from you.

Don't worry too much - you've got the apprenticeship, so it's likely you've already demonstrated most of the below characteristics and soft skills throughout your interviews.

Be interested and passionate about the subject you're studying and the role you're working in. Again, this is probably the reason you've made it so far already. Be sure to keep this passion throughout the apprenticeship though, it demonstrates you're interested but also makes your apprenticeship more enjoyable.

Be willing to learn. You don't need to have an extensive knowledge of your industry to get in the door for an apprenticeship, but you need to want to know everything to succeed. You should push yourself to learn as much as you can every day. Having a hunger to learn shows your employer and your training provider that you're committed but also means you get the most from your apprenticeship.

Be resilient. Apprenticeships can be demanding, and at times you may have to deal with these challenges independently. Having resilience helps you thrive in difficult situations and learn from tasks that may be new to you.

Be curious. Being curious means asking questions all the time. This helps you learn but also allows you to seek help when you may need it, which is key to apprenticeship success.

Be responsible for your own time and learning - time management is extremely important. Navigating the world of work, studying and managing your outside life requires structure and management. Planning ahead and sticking to a schedule allows you to meet deadlines or to speak to the relevant people in a timely manner when a deadline may need extending.

Be yourself. Employers and training providers want to see the real version of you. They hired you because you're a great person who fits their organisation's values and culture.

Off -the-job training in apprenticeships

Off-the-job training is an essential aspect of your apprenticeship. It is defined as an activity that is not part of an apprentice's day-to-day role which supports their apprenticeship training.

The minimum volume of hours no longer links to working hours (previously there was a 20% off-the- job training rule). Off-the-job training now consists of a minimum of six hours per week – a consistent figure, irrespective of the hours worked by the apprentice.

All off the job training must be recorded and evidence retained. Your training provider will support you to do this.

Examples of off-the-job training

The training can consist of a range of activities, which will help you develop.
Here are a few examples:

- Shadowing other members of the team to learn new skills.
- In-house training programmes relevant to the apprenticeship.
- Writing reflective journals.
- Attendance at workshops, training days and webinars relevant to the apprenticeship.
- Completion of online learning modules on AoA Learn, the Association of Apprentices online learning platform.
- AoA Masterclasses (live or on-demand)
- Self-study that includes reading or watching videos.
- Training in new working practices or on new equipment.
- Role-playing or simulation exercises.
- Industry visits/conferences relevant to apprenticeships such as the online and in-person events run by The Association of Apprentices designed especially for apprentices.
- Writing assessments, assignments and completing projects or activities.
- Practical training or training in the workplace relevant to the apprenticeship.

Benefits of off-the-job training

- Provides a better understanding of overall knowledge, skills and behaviours required in the wider industry.
- Promotes a flexible, practical and creative approach to learning – and an opportunity to gain new, transferable skills.
- Provides an environment where learning can be explored in various ways through real-life learning.
- Allows contact with inspiring and highly experienced trainers.
- Lets you network with other apprentices and expand your knowledge.

You might have come across some technical jargon that you're just not sure about. Here, we break down what each term means so you can confidently navigate the world of apprenticeships.

GLOSSARY

ADDITIONAL LEARNING SUPPORT (ALS)	Methods used to support apprentices with learning difficulties, disabilities, or disadvantages.
APPRENTICESHIP STANDARD/FRAMEWORK	An apprenticeship needs to have an approved 'standard' in England that defines what you do and learn while you're an apprentice. In Scotland, Wales and Northern Ireland, apprentices work towards an apprenticeship framework. These are how an apprenticeship is structured and details what an apprentice is expected to be competent in by the end of the apprenticeship .
COMMITMENT STATEMENT	At the start of an apprenticeship, you, your employer and training provider all sign a statement, like a contract, that includes the details of your apprenticeship. This includes how the training will work and what's expected of you. It's designed to make sure you and your employer benefit from your apprenticeship.
EMPLOYER	Your employer is the organisation you work for.
END-POINT ASSESSMENT (EPA)	EPA is an assessment which you take at the end of your apprenticeship, carried out by an independent body (End Point Assessment Organisation). You'll have to demonstrate you can carry out your job responsibilities and that you have the knowledge and skills for your role. This is usually the last step before you get your qualification. If you are studying an apprenticeship framework in Scotland, Wales and Northern Ireland, your assessments will be structured slightly differently.
INDIVIDUAL LEARNING PLAN (ILP)	An ILP is a collaborative document that outlines your academic, personal or employment goals. It is created at the start of an apprenticeship to ensure all parties are clear on your needs so they can provide the optimal training environment to help you achieve results.
KNOWLEDGE, SKILLS, AND BEHAVIOURS (KSB)	These are things you need to learn and demonstrate throughout your apprenticeship and during your final assessment to be awarded your qualification. These will be set out at the start of your apprenticeship.
MATHS AND ENGLISH	Maths and English are a key part of an apprenticeship programme. Your Training Provider will confirm what maths and English study assessment you will need as this depends on your previous attainment in these subjects.
PORTFOLIO	Throughout your apprenticeship you will build a Portfolio of Evidence. This is a record of your work that best demonstrates that you can apply the knowledge and skills, and demonstrate the behaviours identified in the apprenticeship standard.
TRAINING PROVIDER	Your training provider is the organisation that delivers the study part of your apprenticeship. For example, a university or college that is partnered with your employer to provide the apprenticeship.

advice from your peers in the AoA

COMMUNITY

'Keep a log of positive feedback to reflect on and use as evidence' - AoA Member, Level 6 Chartered Manager Degree Apprenticeship

'Don't get overwhelmed by the work ahead. Break it down into one piece of work at a time. Get on with it, give it your all, get it submitted then forget it and move on to the next piece. Even if today you only manage a sentence or two keep at it, one step at a time and before you know it you will get there. ' - AoA member, Level 5 Coaching Professional Apprentice, DWP.

'Try not to rush into everything. Don't expect to know everything and have everything understood, it's all part of the learning process 😃. I feel sometimes we forget that we are still students and not full-time experienced employees yet! So my advice would be slow down take your time and don't be afraid to speak up if you feel your journey isn't going as planned or you need some support. End of the day, you are there to learn and employers love to see it. It's also fine to make mistakes. I have made a few mistakes here and there and I have learned a great deal from them! Nobody's perfect we all make mistakes. Go out there and enjoy it' - AoA Member, former Level 4 Software Developer Apprentice, BT

'Determination - it will be hard and you will have to make sacrifices but it will be worth it. Don't give in at the 1st hurdle'- AoA Member, Level 6 Project Management Apprentice, Coventry University

Take feedback constructively (this is a skill in itself) and use the fantastic courses available for free on AoA Learn to develop your soft skills' - AoA Member, Level 2 Retail Apprentice

'Don't be afraid to ask questions - Apprentices should bug people with questions - What is this? How do I do this? Who do I ask for this? Can you show me that? Also, plan the Apprenticeship. Individual Learner Plans have plans in them, but add more plans, plan your Case Studies/Assignments, plan your study periods, plan your revision schedule' - AoA Member, Level 6 Chartered Manager Degree Apprentice.

'Be focused, have positive attitude. As an apprentice in a workplace remember you are part of the team and they expect you to behave like a normal employee but with less experience. So, ask questions, be enthusiastic and show willingness to learn and to develop yourself as you progress through your apprenticeship' - AoA Member, Level 4 Rail Engineering Apprentice, Network Rail

'My top piece of advice is remember that you are an apprentice so you're not expected to know everything! I've found that I've forgotten about that at times and beaten myself up over not understanding something as quickly as I would like or when I've made a mistake. You've got to be patient and kind with yourself and let yourself learn, don't feel guilty about asking for help! Also remember to keep your portfolio up to date and capture as much as you can' - AoA Member, L6 Digital and Tech Solutions Apprentice, Pebblepad

'Make sure you are learning, have a proper development plan and support, and make sure you actually get the off the job training' - AoA Member, Level 3 Business Admin Apprentice, NHS

'Never give up; starting again is a new opportunity to be the best you can be. I have decided as a mature apprentice to continue pursuing a positive mindset and keep working hard, being determined and disciplined' - AoA Member, Level 2 Supply Chain Apprentice, Amazon

'Apprenticeships and hard work are inextricably linked. Keep going, be positive because the prize at the end is priceless!' - AoA Member, L7 CIMA Management, Department of International Trade

ADVICE FROM NGTU AMBASSADORS

When starting out as an apprentice, my top tip is to not be afraid to ask questions. You are not expected to know everything, and it is such a good learning opportunity to ask those around you and learn from your colleagues. Another tip is one I was told by my first manager – 'focus on breadth of knowledge not depth of knowledge'. A good way to do this is always say 'yes' to any opportunities, don't put too much pressure on focusing on what you want to pursue as a career, and instead focus on the here and now, absorbing as much information as you can from different people, teams and roles. – Erin Purewal, Data Analyst Degree Apprentice in Digital & Technology Solutions at Jaguar Land Rover

Don't put unnecessary pressure on yourself to get the hang of things right away. No one is expecting you to know everything - after all, you're there to learn! Be enthusiastic, stay positive and get involved in as many things as possible. - Aditi Anand, Level 6 Professional Economics Apprenticeship at Roche

The most important thing is to show your passion for the scheme and company you've joined! Nothing shows a better impression than someone who is inquisitive, confident and open to talk to everyone they encounter. You've been hired for a reason, so be yourself and don't be shy in making the best impression you can. - Gabriella Goddard-Palmer, Management Consultant Degree Apprenticeship at Atkins

Focus on building really meaningful connections with your peers, teammates and employees in your company! It will get easier after the first few times you put yourself out there! - Amelia Pilkington, Technology Degree Apprentice at Accenture

Be Curious. Embrace a curious mindset to learn as much as you can about your field and the tasks you're given. Remember, apprenticeships are valuable learning experiences so make the most of them and don't be afraid to ask questions! - Iqra Metlo, Finance Apprentice at BP PLC

Don't be afraid of losing your social life. As an apprentice you are still able to have a sufficient social life and a successful apprenticeship. Without this social life, being an apprentice can become a very lonely place. Ensure you make an effort to keep your social life alive and blooming. - Ethan Woolsgrove, Level 6 Digital Marketing Apprenticeship at Accolade Wines

NGTU
NOT GOING TO UNI

Who do you ask if you need help or support?

You can contact the National Helpline for Apprentices by phone (0800 015 0400) 8am to 10pm, 7 days a week or via email on nationalhelpdesk@apprenticeships.gov.uk

You can also go to AoA Connect . There are plenty of apprentices on AoA Connect that have walked in your shoes and who are ready to offer support.

MENTAL HEALTH SUPPORT

- **Mind**
  - Information including taking care of your mental wellbeing and finding support for benefits or housing
- **Rethink Mental Illness**
  - Online hub of practical support and information for people living with or supporting people with mental illness
- **Student Minds**
  - Guidance on looking after your mental health, including ways you can support friends and family, guidance for those experiencing xenophobia and racism, and for those with ongoing mental health difficulties
- **Support Connect**
  - Apprentice learning support is available for people who have Specific Learning Differences (SpLD). The term SpLD refers to any difference or difficulty you may experience with particular aspects of learning including: Dyslexia, Dyscalculia, Dyspraxia, Dysgraphia, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), Autism, Long COVID, Anxiety, Physical Impairments, Mental Health, Hearing/ Visual Impairments and more.

WORK ISSUES

Try to talk to your line manager in the first instance or your HR manager or call ACAS for free HR Support on: 0800 470 0611

TRAINING PROVIDER ISSUES

Try to resolve these directly with your provider – you can go via their complaint's procedure if necessary

Your line manager at work may be able to help (your training provider is paid by your employer)

The National Apprenticeship Helpdesk may be able to help:
helpdesk@manage-apprenticeships.service.gov.uk
Telephone: 08000 150 600

EVERYONE ELSE IS DOING IT

So should you...

Now that you've accepted your place on your apprenticeship, it is time to join your peers.

The Association of Apprentices is your exclusive community. Events, off-the job training, a bespoke professional networking platform, and peer-to-peer support means you'll have all the tools you need get the most out of your apprenticeship. **Unlock your free membership here**

WITH THANKS TO

All of AoA's Founding Partners, Advisory Partners and Corporate Partners
The Apprentice Voice (TAV)
NGTU Team
NGTU Ambassadors
AoA's Apprentice Council
AoA Members

Gain access to:

1. AoA Connect – A vast online community connecting you to your peers, nationwide. With social and professional networking, industry news and topical discussions, you'll have access to peer-support at your fingertips through a compact app available on both android and iOS, or a browser on your desktop, too.

2. AoA Learn – An online learning platform full of innovative training resources. Designed to help you enhance your soft skills, this app is crucial for career success. From Communicating Under Pressure to the Resilience EDGE Model, there is a wealth of knowledge to learn from experts in their fields. You can also complete the 10-step Career Development Programme for certification.

3. AoA Events – We run both virtual and physical events, including AoA Masterclasses, created specifically for apprentices. These events are a fantastic way to learn interactively whilst networking and building professional relationships. All our past online events are available to stream on AoA On Demand so you can catch up anytime, anywhere.