

7 Steps to apprenticeship success



STEP 1

Identify/recruiting the apprentice

- Why couldn't your next role be an apprenticeship?
- When advertising a role; ask yourself. Could this be an apprenticeship?
- When talking to an existing staff member about their learning and development; could the development be apprenticeship.
- What are the barriers stopping your organisation having an apprenticeship programme?

www.skillsforcare.org.uk/apprenticeships



The apprenticeships roles within Social Care

- Adult Care Worker (level 2)
- Lead Adult Care Worker (level 3)
- Lead Practitioner in Adult Care (level 4)
- Leader in Adult Care (level 5)
- Nursing Associate (level 5)
- Social Work (level 6)
- Occupational Therapist (level 6)
- Physiotherapist (level 6)
- Registered Nurse (level 6)

You can also recruit apprentices in other roles within your service such as business administration, assistant accountant or chef



STEP 2

■ Costs

- There are 3 different costs when doing an apprenticeship
 - The cost of the qualification
 - The cost will vary depending on the apprenticeship and the training provider.
 - The cost of the salary of the person doing the apprenticeship (if its an exciting employee you will already be paying this)
 - The cost of replacing apprentice while they are learning



The cost of the apprenticeship

- Use the Apprenticeship levy to pay

Funding available to contribute towards the cost of apprenticeships is different depending on whether you're a **non-levy payer** or a **levy payer**

Levy Payer

If you're a UK employer with an annual payroll of more than £3m, you must pay a levy which can only be used for the training and assessment of apprentices in your organisation. You'll fund your apprenticeship through a digital levy account to which Government adds 10%. More details [here](#)

Non-levy Payer

If you're a non-levy paying organisation, you'll pay for 5% of the cost of the apprenticeship, up to the Government funding rate, and the Government will pay the rest of the cost to the learning

provider. More details [here](#) –

You can claim funding to cover the cost of the 5% - Workforce development fund – more about this later

Alternatively you can access other organisation's levy. This is called a **levy transfer**.



The cost of the apprenticeship

3 ways to access a levy transfer in Kent and Medway

Kent County Council Levy

You can access a 'Levy Transfer' from large organisations such as KCC and others. This means that large employer will give you some of their levy for you to use for your employees. – for more details on KCC levy transfer [here](#)

Kent and Medway Apprenticeship Board

The Kent and Medway apprenticeship board is made up of the NHS trusts in Kent and Medway who have joined together to share their levy with health and social care providers. You can apply to access the levy via this [form](#)

Sharing Apprenticeship levy

Government launched new online service to connect Employers pledge funding and specify types of apprenticeship, location & sector they are prepared to fund
Government website will list employers willing to share levy to cover the cost of apprenticeship training & assessment
More information and support can be found [here](#)

ESFA Digital Account

- Funding for all apprenticeships are managed via an ESFA **digital account service** (aka the DAS account)
- Funds for your apprenticeship will come into your organisation and out to the training provider via the DAS.
- Apprenticeship progress is also monitored via the DAS – this is how you record progress or breaks or completion.
- You will need to have a DAS set up to receive levy transfer or request a transfer.
- Set up your DAS here: <https://accounts.manage-apprenticeships.service.gov.uk/service/index?>
- <https://www.youtube.com/watch?v=NC3RzRrvqoc>

The cost of salary and replacement salary

- Use the Workforce Development Funding to fund
 - You can claim WDF towards any other associated costs of the apprenticeship (up to the advertised funding value)
 - WDF can be used for
 - employees' salaries whilst they are undertaking training
 - coaching and mentoring costs
 - venue costs for the training
 - wage replacement costs
 - WDF is claimed retrospectively.

www.skillsforcare.org.uk/wdf



The cost of salary and replacement salary

- Use the Workforce Development Funding to fund
- The amounts that can be claimed

Adult Care Worker level 2	£600 + £400 toward end point assessment – Total £1000
Lead Adult Care Worker level 3	£800 + £500 towards end point assessment – Total £1300
Lead Practitioner in Adult Care level 4	£1,050 + £500 towards end point assessment - £1550
Leader in Adult Care level 5	£1,500 + £500 towards end point assessment

www.skillsforcare.org.uk/wdf



The cost of salary and replacement salary

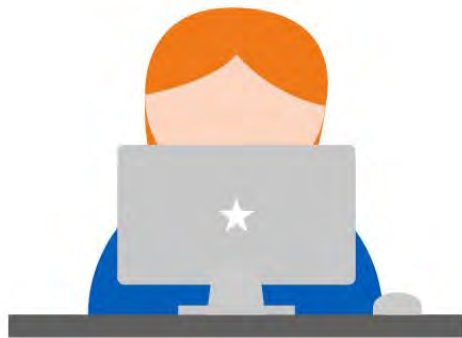
- Use the **Workforce Development Funding to fund**
 - To claim WDF you need to have an [ASC-WDS account](#)
 - An ASC- WDS account is account where you upload your workforce data. To [set up an account](#) you need some basic details of your workplace.
 - Once you have an account you need to upload your workforce data so its WDF requirements (by 31 March 2022)
 - You can claim either directly to Skills for Care or via a partnership – more details [here](#)
 - [Workforce Development Fund eligibility criteria](#)

www.skillsforcare.org.uk/wdf



The Adult Social Care Workforce Data Set

ASC-WDS is a data collection service, commissioned and funded by the Department of Health and Social Care. It is the leading source of intelligence for the adult social care workforce.



It helps you to **manage your team** and provides crucial **information to decision makers.**

www.skillsforcare.org.uk/ASCWDS



Other funding

New support available for employers to hire apprentices

As part of the Government's response to the COVID-19 pandemic and the impact this has had on employment and skills, new payments have been introduced for employers in England for each new apprentice they hire between 1 October 2021 and 30 January 2022 .

- £3,000 for each new apprentice, regardless of age

This payment is in addition to the existing £1,000 employers receive to support 16-18 year old apprentices and those under-25 with an Education, Health and Care Plan. This is only for new employees.

For more information visit:

<https://www.skillsforcare.org.uk/apprenticeships>

Salary for your apprentice

- Apprentices are entitled to the apprentice rate if they're either:
 - aged under 19
 - aged 19 or over and in the first year of their apprenticeship
 - The current rate is £4.30
- However we don't recommend to use these. They are minimum rate and you are more likely to get good quality applicants that you will retain if you pay more than the minimum rate
- Apprentices are entitled to the minimum wage for their age if they both
 - are aged 19 or over
 - have completed the first year of their apprenticeship

In general you will pay your existing their current rate.



STEP 3

■ Finding a Training provider

Your training provider can help you:

- recruit and interview apprentices if you are recruiting externally
- prepare your apprentice for the workplace – if you are recruiting externally
- make sure your apprentice is learning the relevant skills for your business
- You need to make sure that the learning provider is registered on the Government Register of Apprenticeship Providers
<https://www.gov.uk/guidance/register-of-apprenticeship-training-providers>



Finding a Training provider

The questions you may ask:

- Does the training provider offer training needs analysis, and do they have proven experience in developing apprenticeship programmes to meet your needs?
partners?
- Can the training provider develop programmes which deliver against apprenticeship standards but also meet needs of the care sector, your organisation, and the apprentices?
- What blended approaches to learning and development can the training provider offer and how will they integrate classroom, remote and on and off-the job training into a coherent and logical development training plan?
- What platforms (for example, learning management systems or virtual learning environments) are available for remote training, assessment and reviews?

Finding a Training provider

The questions you may ask:

Learner support

- How does the initial assessment ensure that the individual learner's needs are established, recorded and managed (including any additional or special requirements and reasonable adjustments needed)?
- How will they help with any literacy and numeracy learning needs and what resources are available to the provider to assist in this development?
- How will the provider support the apprentice throughout the on-programme training stage?
- Will the training provider help apprentices understand on/off the job training and what will be involved in this?
- Will the learner be regularly reviewed, and will the outputs of these reviews be used to update training, assessment and support plans on a regular basis?
- Will meaningful feedback on apprentice performance be provided, to help you support the apprentice and to let you know how they are progressing?

Finding a Training provider

The questions you may ask:

Supporting you, the employer

- Can the training provider help you understand the apprenticeship standard and assessment plan requirements?
- Does the training provider understand your sector and industry 'drivers' and 'culture' and can they review training and assessment material to make it relevant to your organisation, your learners and programmes?
- Will the training provider help line managers understand on and off the job training, and what will be involved in this?
- Can the training provider meet your requirements, and support any of your organisational and corporate social strategies and responsibilities, for the promotion of equality and diversity, safeguarding or sustainability?

Finding a Training provider

The questions you may ask:

The commercials

- Can the training provider give you a clear breakdown of how much the training will cost, and detail what is included?
- Does the provider have a service level agreement or contract available for review?

Training provider and competence assurance

- Is there evidence that the learning and development teams are occupationally competent (competent in the role described in the standard) and competent and credible as trainers?
- Will it be the same trainer or development teams for all parts of on-programme phase? Or are there specialists available to support different aspects of the provision including soft-skills training, literacy and numeracy, and any specialist skills?
- Are there any current clients of the training provider that you can discuss quality of service and expectations with?

Finding a Training provider



Where can you find more help?

- [Skills for Care Endorsement framework](#)
 - A mark of quality for learning and development providers in the adult social care sector
 - Learning and Development providers go through a robust and transparent quality check
- [Medway Apprenticeship Advice Service](#)
 - End to end Bespoke support for business to recruit apprentices
 - Support to source training providers
- [Kent Association of Training Organisations \(KATO\)](#) represents the major training providers in K&M
 - KATO can introduce you to the best provider for you.
 - Complete their [employer request form](#) and a member of the team will be in touch.
- Skills for Care - [Guide to developing your staff](#)
 - Section on choosing your training provider
 - Tips and hints to help you
- [Goverments 'Find apprenticeship training'](#) tool - It lets you search for:
 - apprenticeship training by job role or keyword
 - training providers in your area

STEP 4

■ Initial meeting your chosen Training provider

- Initial meeting - Training provider and employer:
 - Delivery- How, When, Where? Is this suitable for your staff and business needs?
 - Content - Is it the correct level and qualification for that job role?
 - Funding - Where is it coming from? How much are they drawing down? Do they need that much?
 - Other funding and incentives available - Do they know their stuff?
 - DAS account - It's Important and a useful tool
 - Enrolment - What is involved? Getting it right...Skills scan, Prior learning, BKSB
 - Who are they - Case studies, research, and endorsements
 - Health and safety, Safeguarding, Service level agreements



EMPLOYER CONFIDENCE & READINESS and SELF-ASSESSMENT FOR EMPLOYERS FOR APPRENTICESHIP STANDARDS tool



EMPLOYER CONFIDENCE & READINESS

**PLANNING AND ASSESSMENT:
SUPPORT FOR APPRENTICESHIP STANDARDS**

ETFOUNDATION.CO.UK



Employer

Organisation

Contact/Role

Provider

Organisation

Contact/Role

Standards

List your apprentice standards details

Title	Level
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What does an apprenticeship include?

Job role	Adult Care Worker	Lead Adult Care Worker	Lead Practitioner in Adult Care	Leader in Adult Care
Training and testing needed	The Care Certificate	The Care Certificate		
	Level 2 Diploma in Care	Level 3 Diploma in Adult Care	Diploma in Adult Care at level 4	Level 5 Diploma in Leadership and Management for Adult Care
	Maths qualification at level 1	Maths qualification at level 2	Maths qualification at level 2	Maths qualification at level 2
	English qualification at level 1	English qualification at level 2	English qualification at level 2	English qualification at level 2
	End-point tests			
	Situational judgement (multiple choice)	Situational judgement (multiple choice)	Professional discussion	Professional discussion
	Professional discussion	Professional discussion	Observation of Leadership	Observation of leadership

Functional skills

- Functional Skills exist in English, Maths and ICT at Level 1 and 2
- They represent an equivalent to GCSEs
- Each apprenticeship has them as a mandatory requirement if the apprentice doesn't have them or their equivalent already.
- Generally:
 - All Level 2 apprentices require Level 1 Functional Skills in English and Maths
 - All Level 3 and above require Level 2 Functional Skills in English and Maths

Free Support obtaining Functional skills qualifications

HEE funded access to bksb Live2 platform

- Online assessment, diagnostic, learning and exam practice for FS Maths and English
- Support for apprentices who don't have functional skills to study towards a functional skills exam.

bksb overview: https://youtu.be/SFnFQT6XG_I

Sign up details: <https://www.bksb.co.uk/bksb-for-nhs/>

Functional Skills resources: <https://haso.skillsforhealth.org.uk/free-online-learning-tools>

Off-the-job Training Time

Must be 20% of the apprentices contracted work time. It is a mandatory requirement.

Guidance from GOV.UK

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship.

The off-the-job training must be directly relevant to the apprenticeship

Off-the-job training does not include:

English and Maths

Progress reviews or on-programme assessment

Training which takes place outside the apprentice's paid working hours

Off-the-job training and apprentices all you need to know

What is off-the-job training for apprentices?
Training that is delivered outside of their normal working duties.

Is this a new feature of Apprenticeships?
No
Off-the-job learning formed part of the requirement under the previous frameworks, although the requirement had been recently dropped for Higher Apprenticeships (level 4 and above).

How much time should be dedicated to off-the-job training?
The apprentice must receive off-the-job training for a minimum of 20% of the time that they are paid to work.

Can we use our apprenticeship levy or Government funding to pay for extra on-costs and salary payments?
No
They can only be used for training and assessment of an apprentice.

How should it be recorded?
The Education and Skills Funding Agency (ESFA) don't prescribe the type of evidence that should be retained as they prefer learning providers and employers to use naturally occurring evidence where this is available.

Is it a requirement?
Yes
All apprenticeships in England must include 20% off-the-job training.

How will this be checked?
Learning providers, including employers who are also their own learning providers, will be subject to Ofsted inspections and ESFA audits.

What is the benefit?
It reinforces practical, work-based learning with technical and theoretical learning.

Are there different rules for small and large employers?
No
The same rules apply equally to all employers - large or small, private or public sector.

For more information visit www.skillsforcare.org.uk/deliveringapprenticeships

What could be used as off-the-job training?

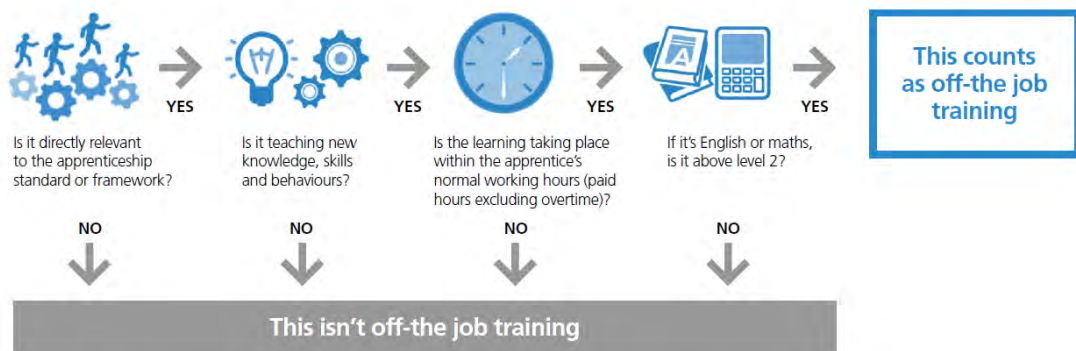
- Being showed by more senior colleague how to do a new part of the job they are not currently doing.
- Attendance of conferences
- Workplace 1-2-1 performance review by line manager
- Role plays or simulations of workplace situations
- Completing of coursework
- To complete workplace reflection diary
- Research tasks
- Visit another service or another part of your workplace they don't normally access.
- Training sessions e.g. manual handling or first aid





The Government have some helpful guides; you can access here

Off-the-job training: steps to help you determine whether an activity counts as off-the-job training



Key facts

1 Off-the-job training must make up at least 20% of the apprentice's normal working hours (paid hours excluding overtime) over the planned duration of the apprenticeship.

2 You can deliver off-the-job training in the apprentice's normal workplace or at an external location.

3 Progress reviews and on-programme assessment do not count towards 20% off-the-job training.

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You can find further details about off-the-job training including best practice examples in the [apprenticeship funding rules 2019 to 2020](#), and the [apprenticeships: off-the-job training guidance](#) on GOV.UK

Off-the-job training



MYTH VS FACT

- MYTH:** "My apprentice will spend a lot of time away from the workplace"
FACT: Apprenticeships are about upskilling an individual. Reaching occupational competency takes time. Many employers and apprentices have praised the positive effect off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training. Off-the-job training must be away from the apprentice's normal working duties and must teach new knowledge, skills and behaviours relevant to their specific apprenticeship. It can be delivered flexibly, for example, as a part of each day, one day per week, one week out of five or as block releases. You may already have existing training programmes or materials you can use to deliver elements of the apprentice's off-the-job training.
- MYTH:** "Off-the-job training must be delivered by a provider in a classroom, at an external location"
FACT: This is not true. Off-the-job training can be delivered in a flexible way. This can be at the apprentice's usual place of work, or at an external location. It can include for example, the teaching of theory, practical training and writing assignments. Providers have developed a range of delivery styles to suit employer and apprentice needs. Employers should work with them to decide when and where off-the-job training should take place and who is best placed to deliver it.
- MYTH:** "I need to document all of the apprentice's off-the-job training"
FACT: A commitment statement must be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice's evidence pack needs to demonstrate what training has been delivered against the commitment statement.
- MYTH:** "English and maths counts towards the 20% requirement for off-the-job training"
FACT: This is not true. English and maths (at level 2 or below) does not count towards the 20% off-the-job training. Apprenticeships are about developing occupational competency and they are designed on the basis that the apprentice already has the required level (level 2) of English and maths. Training for English and maths must be on top of the 20% off-the-job training requirement.
- MYTH:** "Off-the-job training can be done in the apprentice's own time"
FACT: An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice's normal working hours*. If planned off-the-job training is unable to take place, it must be rearranged. Apprentices may choose to spend additional time training outside paid hours, but this must not be required to complete the apprenticeship. *excluding overtime

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STEP 5

- Your ongoing relationship with the training provider
 - Funding changes/Course updates - How do they keep you up to date
 - Learner and employer reviews - Important
 - Access to portfolios
 - Celebrating Success - Certificate presentations/Apprenticeship graduation ceremonies
 - Ongoing support with Recruitment and training - Advertising, needs analysis meetings



STEP 6

■ End point assessment

- The apprentice has to be assessed at the end, and the result graded.
- Employers have to select an end-point assessment organisation to assess their apprentices. This is called an end-point assessment organisation (EPAO)
- This end-point assessment must be carried out by an organisation independent to the one which trained the apprentice and must be on the Government Register of Apprenticeship Assessment Organisations (RoAAOs). [Find out more and download the list of approved Assessment Organisations.](#)



STEP 6

- End point assessment - Choosing an EPAO
 - Is the EPAO ready to offer assessment?
 - How much will the end-point assessment cost?
 - •What are the resit arrangements and are they included in the price?
 - Is it clear how you book end-point assessments for your apprentice/s?
 - How will the EPAO manage the relationship with you? Will you have someone to contact about EPA?
 - •What guidance is available to help employers and apprentices?

https://www.nsar.co.uk/wp-content/uploads/2019/07/NSAR-Employer-Briefing_Selecting-an-EPAO-V1.0.pdf



STEP 7

- Graduation
- Congratulation your apprentice has finished –
- You can nominate them to be part of the Kent and Medway Apprentice Graduation Event.
- There are two ways of nominating a learner; employer or training provider.
- This is the website: <https://www.appgradkandm.org>



If you would like to find out more....



Join next bitesize apprenticeship session

- Tuesday 7 December 13.00 -14.00 – Functional skills – join [here](#)