

Welcome to Apprenticeships and busting the myths

Agenda

Welcome and introduction

Apprenticeships in a nutshell

Levy sharing

Employer experience of apprenticeship

Apprenticeship quiz

Questions and Answer from the Panel

Apprenticeships in a nutshell



What is an apprenticeship?

- An apprenticeship is a job with build in training
- So a learning programme to develop knowledge and skills, related to a job role
- 80% on the job learning, 20% off-the-job training. This time away from their normal working duties allows them to gain the knowledge and develop the skills needed for their new role –
- Combines theoretical knowledge and competency based assessments
- In adult care this leads to a nationally accredited qualification
- Apprentices are open to anyone over 16 years old – exciting and new employees
- Minimum 30 hours per week

An apprenticeship programme must:

- run for a minimum of 12 months (before doing the end point assessment)
- be independently assessed at the end (end-point assessment).

www.skillsforcare.org.uk/apprenticeships

Apprenticeships

- “A job with training” - Government-funded, work-based training programmes
- For people aged 16 and over
- Apprentices can be new or current employees.



Visit: www.skillsforcare.org.uk/apprenticeships

Benefits of apprenticeships

- A cost effective and low risk way for you to grow your workforce
- A useful learning and development route for current employees – across all ages and experiences
- offer employers a structured learning programme adaptable to meet the needs of your service.
- attract lots of funding so there is little cost to your organisation
- offer confidence in the quality of learning due to the robust assessment process
- develop skilled and competent workers due to the mix of on and off-the-job learning.
- You can create and manage tailored apprenticeship programmes to meet the needs of your business
- Apprenticeships improve the recruitment and retention of staff by developing a more motivated and satisfied workforce
- For apprentices, it gives them a chance to gain work experience, achieve nationally recognised qualifications and earn a wage

The apprenticeships currently available for adult 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



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

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

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

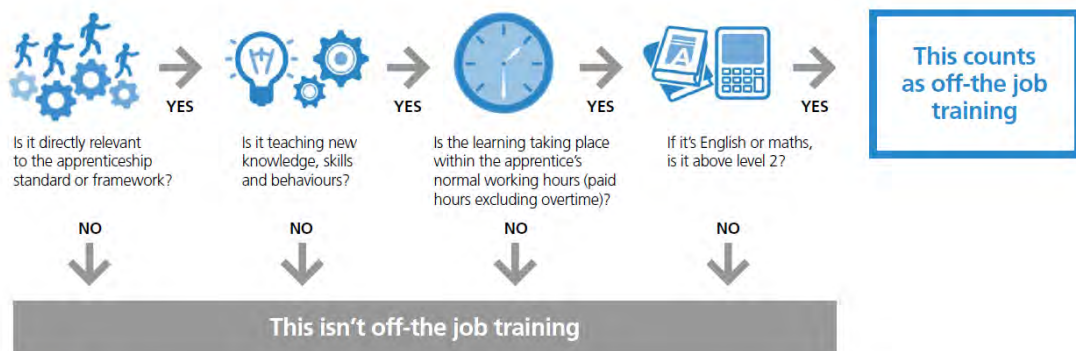
- Being showed by more senior colleague how to do a new part of the job they are not currently doing.
- Attendance of conferences
- Workplace 1-2-1 performance review by line manager
- Role plays or simulations of workplace situations
- Completing of coursework
- To complete workplace reflection diary
- 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.

Brought to you by National Apprenticeship Service

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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Apprenticeship funding

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](#)

However

You can also 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](#)



Workforce Development Funding

- It will be possible to claim WDF alongside the levy
- Workforce Development Fund (WDF) for learners on the Adult Care Worker, Lead Adult Care Worker, Lead Practitioner in Adult Care and Leader in Adult Care apprenticeship standard – upon completion of the diploma and after the end-point assessment has been passed
- You can claim WDF towards any other associated costs of the apprenticeship up to the advertised funding value. For example, the learner is required to complete 20% off-the-job learning to fulfil the criteria of the apprenticeship, WDF can be used to cover wage replacement costs (if required)

www.skillsforcare.org.uk/wdf

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>



Next steps

- Choose your apprenticeship
 - Find a learning provider that offers the apprenticeship you've chosen (Government Register of Apprenticeship Providers:
<https://roatp.apprenticeships.sfa.bis.gov.uk/download>)
 - Select your apprentice and make an apprenticeship agreement and commitment statement with them
 - www.skillsforcare.org.uk/apprenticeships
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HEE support for apprenticeships in Social Care



Elaine Lancaster, SE Apprenticeship Relationship Manager

HEE Apprenticeship Team

Part of national Talent for Care team, 7 regional Relationship Managers, supported by two national programme managers, headed up by Jane Hadfield.

Working with more than **665 employers**, **142 HEIs** and **213 stakeholders** on all things apprenticeship including:

- Direct, operational support to health & social care employers to meet Public Sector Apprenticeship target
- Influencing and organisational and regional workforce plans to promote apprenticeships
- **Maximise use of the apprenticeship levy including levy sharing**
- **Support regional and national procurement**
- Supporting **more than 70 new healthcare specific Trailblazers**
- Encouraging and directly supporting collaborative working across professional groups, regions and STP/ICS's to produce system wide approaches to apprenticeship development
- Navigating employers around apprenticeship partners such as DHSC and ESFA
- **Support Skills for Life agenda**

Procurement

If you are receiving levy funds, either directly or levy transfer you need to follow a formal procurement process when selecting a provider, as you are using public funds.

OR you can join a procurement "framework" of preferred providers, which you can select a provider from.

If you still need to undertake a procurement process, or want to, we can still support you. Procurement toolkit here:

<https://haso.skillsforhealth.org.uk/procurement/#procurement-toolkit>

Apprenticeship levy...and how to access it!

All employers with a wage bill of over £3m pay into the apprenticeship levy but also have their own allocation of apprenticeship levy.

ALL apprenticeships are funded by the apprenticeship levy.

The levy only funds the teaching/academic costs – not salary, equipment or any other on-costs.

Non-levy payers can still access the apprenticeship levy, either via a **reservation** from the ESFA or via a **levy transfer** brokered by HEE.

NB: Levy reservation pays 95% of standard cost, levy transfer pay 100%.



<https://haso.skillsforhealth.org.uk/funding/>

ESFA Digital Account

Funding for all apprenticeships are managed via an ESFA **digital account service** (aka the DAS)

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?>

Guidance videos from ESFA: <https://youtu.be/ZHRyxyem8hU>

Functional Skills equivalence

Functional Skills Maths & English L2 pre-requisite for majority of TNA providers.

Needed if you don't have or can't evidence:

- GCSE Maths & English A*-C or 9-4
- A Level/AS Maths & English at any pass mark
- O Level English Lit/Lang & Maths, E or above
- GCSE A*-C obtained in Northern Ireland or Wales
- Scottish Standard Grades, grade 1-2
- Access to HE Diploma **IF** Maths & English have a minimum of 12 credits at Level 2
- Key Skills Level 1, Certificate in Adult Literacy, Certificate in Adult Numeracy

Overseas secondary level quals can be checked by HEE for equivalence – contact elaine.lancaster@hee.nhs.uk

Support for managers setting up FS activity

Dedicated pages on HASO including how to make a case to management, how to find a provider and case studies from other employers.

<https://haso.skillsforhealth.org.uk/support-for-managers-and-networking/>

Details of how to join a Skills for Life network

Useful links

Healthcare Apprenticeship Standards Online (HASO)

<https://haso.skillsforhealth.org.uk/>

Employer focused website to support employers with all aspects of managing apprenticeships includes

- Implementation toolkit: <https://haso.skillsforhealth.org.uk/toolkit/>
- Social Care resource pack:
<https://haso.skillsforhealth.org.uk/news/apprenticeships-in-primary-and-social-care-updated-resource-pack-published/>
- Functional Skills resources: <https://haso.skillsforhealth.org.uk/skills-for-life/>

**Q&A? What next? What do you need
from HEE?**

Let me know!

elaine.lancaster@hee.nhs.uk

Sharing Levy

- Since summer 2018 all levy paying employers have been able to share up to 25% of their levy contributions with other employers to support apprenticeship training
- KCC sharing since 2019 – now supporting 133 employees 51 employers
- 84 employees 31 employers in Adult Social care

Professional Area	Number on programme
Adult social care - L2+3	73
Adult social care - L5	3
Administration	1
Customer care	2
leadership/management	1
Nursing	4
total	84

Apprenticeship Level	Number on Programme
L2&L3	76
L4	0
L5	7
L6	0
L7	1
total	84

Caleb C – Registered Manager - 4Life Healthcare Services Ltd

KCC funded two members of staff to undertake the Adult Care worker Level 2 and Business Administrator Level 3 in January 2020

‘We at 4life healthcare have been fortunate enough to get onto the apprenticeship program as this has helped us offer the opportunity for personal professional development to all our new and current staff. This funding was very timely as it came at a time when the industry was struggling to cope with the huge cost and pressures from the pandemic which we are all too familiar with.

Enrolling staff was very easy and straightforward. Hopefully this support continues’.

Chloe F – Manager of Care in Kent (Community Nursing and Care Agency)

KCC supported 14 staff on Lead Adults Care Worker Level 3 or Adult Care worker Level 2 starting in January 2020

‘Some individuals are doing really well but it has been dependent on the tutor. Overall though it has made a difference to the organisation and they are taking on more responsibility and owning it. I am really proud of what they have achieved during covid and how regardless of that they’ve carried on. The training provider has been really helpful working with all their different needs and whilst some were sceptical as they were not academic. With support from the team and the provider they’re smashing it and all are nearing the end and just waiting for their EPA’

Sophie Aiken - HR Manager, KASBAH - Supporting Disabled People Towards Independence

'KASBAH has really benefited from the apprenticeship levy as this means we can put many more staff through their level 3, 4 and 5 diplomas. KASBAH strives to invest in staff development and upskill staff where possible.

One individual – Courtney – is a life skills coach and studying for her apprenticeship has made her feel valued with a positive mindset which has given her the confidence to apply for the Sports Lead role for the organisation. She is doing a marvellous job and all the service users thoroughly enjoy their sporting activities with Courtney.

George E – Business Development Manager - Anchor Support Services limited

KCC agreed to support 18 members of staff to undertake the Lead Adults Care Worker Level 3 or Adult Care worker Level 2 in February 2020

‘The training provider has been great - they really helped a lot with applying for the funding and getting everything set up. We are keen to develop staff and have them going from L2-L5 and whilst some struggle (mainly with the Maths and English) the majority are fine and just go for it and want to continue to achieve. We’ve noticed the difference it makes and see how staff are now competent, taking on more complex work and use their own initiative. Those that struggle additional support from both the organisation and the training provider. We hope to be able to get back to doing graduation ceremonies.

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
- You will need to know the type of apprenticeship training that you need and you will need to set up an apprenticeship service account
- More information and support can be found [here](#)

Medway Apprenticeship Advice Service

Supporting Medway businesses by supporting Medway people into apprenticeships

Medway Council's Apprenticeship Advice Service helps businesses understand what can be a complex and confusing apprenticeship landscape.

This service will help Medway businesses with apprenticeship recruitment. It will offer tailored support to help find the right apprenticeship and apprentices for your business.



- End to end bespoke support for businesses to recruit apprentices
- Will help you to understand the Levy, Standards, 20% off the job requirements and end point assessments
- Support will extend to assisting with sourcing training providers and assisting with recruitment
- Medway Council have Grant funding available alongside national funding.
- www.medway.gov.uk/skillsgrants

We hear from an employer

Apprenticeships Quiz





What is an Apprenticeship?

- A. A programme for young people to get a qualification while being at work
- B. A way of developing new staff and providing new skills for existing staff by studying and learning through work.
- C. Something just for hairdressers and chefs – not social care



What is an Apprenticeship?

B A way of developing new staff and providing new skills for existing staff by studying and learning through work.



What are the benefits of introducing Apprenticeships into your organisation

- A. A cost effective and low risk way for you to grow your workforce**
 - B. A useful learning and development route for current employees – across all ages and experiences**
 - C. You can create and manage tailored apprenticeship programmes to meet the needs of your business**
 - D. Apprenticeships improve the recruitment and retention of staff by developing a more motivated and satisfied workforce**
 - E. For newly recruited apprentices, it gives them a chance to gain work experience, achieve nationally recognised qualifications and earn a wage**
-



What's the minimum length of an apprenticeship programme?

- A. A minimum of 6 months plus an end point assessment.
- B A minimum of 12 months plus an end point assessment
- C A minimum of 18 months plus an end point assessment



What's the minimum length of an apprenticeship programme?

B. A minimum of 12 months plus an end point assessment



What can be used as 20% off the job learning?

- A. Being shown by more senior colleague how to do a new part of the job they are not currently doing.
- B. To complete workplace reflection diary
- C. Visit another service or another part of your workplace they don't normally access.
- D. Training sessions e.g. manual handling or first aid.



Can an apprentice be a manager working in social care?

- A. No –
- B. Yes – a manager can but they need to start by doing Adult Care Worker (level 2) first
- C. Yes – a manager can be an apprentice doing a Level 5 Diploma in Leadership and Management for Adult Care



Can an apprentice be a manager working in social care?

C - Yes – a manager can be an apprentice doing Level 5 Diploma in Leadership and Management for Adult Care



What can be claimed to cover the cost of an apprenticeship training?

- A. Fully funded using your levy
- B. Fully funded using another organisations levy
- C. A&B plus you can claim backfill staff costs
- D. A,B and C plus government funding for new apprenticeship



How do you choose a training provider to deliver the apprenticeship programme?

- A. Go to you normal training provider
- B. You can only use training providers that are registered to deliver an apprentice.
- C. Wait for a training provider to contact me as they will have the funding



How do you choose a training provider to deliver the apprenticeship programme?

B - You can only use training providers that are registered to deliver an apprentice.

Questions??????

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

Join 3 further bitesize apprenticeship sessions

- Tuesday 2 November at 13.00 - 14.00 – Recruiting external apprentices - join [here](#)
- Tuesday 23 November 12.00 – 13.00 - Apprenticeship 'Practical information' – join [here](#)
- Tuesday 7 December 13.00 -14.00 – Functional skills – join [here](#)