

Welcome to Recruitment and Apprenticeships

Agenda

Welcome and introduction

What are the benefits of recruiting an apprentice

Funding and how to claim –

What does good support look like

Where to recruit from

Recruiting under 18s

Case study

NHS Trust model

Career paths for apprenticeships

Opportunities to ask questions to an expert panel

Priority	How apprenticeships could help
Retention of existing staff and attracting new talent	<p>Recruit existing appropriate staff to apprenticeships to develop skills and competence to meet service needs and create career pathways</p> <p>Support engagement with local communities, schools, colleges to market apprenticeships and future employment opportunities</p>
Supporting new roles and skills	<p><u>Standardise</u> and promote new roles through development of appropriate apprenticeship.</p> <p>Apprenticeships development could support new roles and provide opportunities for rotation and flexible workers</p> <p>Development of existing staff to work in community teams across care pathways</p>
Whole system <u>organisation</u> development	Shared understanding of apprenticeships, training education and career progression

Apprenticeship funding and how to claim

There are three ways to access funding to pay for apprenticeship training. This funding does not cover salary costs you will have to fund the apprentice's salary.

1. Apprenticeship Levy.

Employers with a pay bill over £3 million each year, pay the apprenticeship levy. Levy paying employers can spend their apprenticeship levy funding on apprenticeship training.

2. Reserve government co-investment. If you don't pay the apprenticeship levy you can reserve funding, where the government pays 95% of the training costs and the employer pays the remaining 5%.

3. Levy Transfers. Levy paying employers can transfer some of their annual levy to other employers. These transfers cover 100% of the training costs of the apprenticeship.

HEE can support you to navigate any of these options.

Other apprenticeship funding available

1. Govt incentive to recruit new starters to your org as apprentices

Any new starts recruited to your org as apprentices are eligible for additional govt funding, which can be spent on anything:

- 1 April – 30 Sept 21: **MUST BE CLAIMED BY 30 NOV 21**
- 1 Oct 21 – 31 Jan 22: £3,000 per start, claims open 11 Jan 22, close 15 May 22

<https://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice>

2. HEE funding to for those working in LD and following a TNA or Registered Nurse degree apprenticeship

3. HEE funding to support employers with TNA or RNDA.

Ask to be added to Elaine's HEE apprenticeship newsletter to keep up to date with latest support.

What does good support look like?

1. Get familiar with the apprenticeship standard and delivery pattern

Have regular catch up's with the training provider. Make sure your apprentice has a workload that allows them to meet the requirements of the apprenticeship.

Are there any modules you want “front-loaded”?

Does your learner need to attain Functional Skills at the same time?

2. Do you have other apprentices in the organisation?

Can new apprentices “buddy up” with existing apprentices? Even if they are aren't doing the same standard can there be peer support around working and learning at the same time?

3. Build a good relationship with the training provider.

Set expectations early about progress reports, updates and how you will both support the apprentice to achieve.

4. Link to employer apprenticeship networks to share learning, best practice and challenges

Where to recruit from



Find an apprenticeship

Find an apprenticeship in England.

You can apply for apprenticeships in [Scotland](#), [Northern Ireland](#) and [Wales](#).

Search >

You can also:

- [sign in](#) to your account
- [create an account](#) to manage your applications and get alerts about new apprenticeships

Contact

National Apprenticeship Service

nationalhelpdesk@findapprenticeship.service.gov.uk

Telephone: 0800 015 0400

[Find out about call charges](#)

<https://www.gov.uk/apply-apprenticeship>



External recruitment sources

- You can also recruit via a Training provider that offers apprenticeship.
- Contact your [endorsed training provider](#) to speak to them about their recruitment offer
- JCP will work with you to recruit for apprenticeship. They have expert local knowledge and will support you.



Employing under 18s



Employers do's and don'ts

To employ workers aged 16 and 17, an employer should:

- ensure they're undertaking a formal, approved social care learning programme. This is commonly via an apprenticeship .
- Provide the Care Certificate part of the apprenticeship (although be aware that it is not classed as a learning programme)
- Treat the young person as being part of the team. This gives the young person an opportunity to learn from more experienced staff
- ensure that the registered manager assess the young person competency and confidence to carry out all the tasks required of them. **This may include personal care.** Once the young person is assessed as competent and confident, they could begin to work out of sight of experienced colleagues



Employers do's and don'ts

To employ workers aged 16 and 17, an employer should :

- obtain consent from the person who will be accessing care or support directly from the young person
- ensure that young employees receive a 30-minute break once they're working 4.5 hours or more in a shift
- allow the young person to have at least 12 hours break between shifts and at least one 48 hour break each week
- make sure that young employees are being paid the right amount



Employers do's and don'ts

To employ workers aged 16 and 17, an employer should not :

- require the young person to work when they are supposed to be learning
- ask young employees to carry out work they're not physically or mentally suited to
- Required the young person to carry out work that may carry a risk to it, either through equipment or environmental considerations



Employers do's and don'ts

To employ workers aged 16 and 17, an employer should not :

- ask young employees to work between 10pm and 6am (although there are some exceptions to this rule). In some roles employers can ask a young employee to work at night if **all** the following apply:
 - no-one 18 or over is available to do the work
 - it's suddenly busy or the person is needed to keep the service running
 - the young employee's education or training won't be affected by the work
 - they're supervised by an adult - if it's necessary for their safety
 - the person is given time to rest to make up for it - find out more about compensatory rest on [GOV.UK](https://www.gov.uk)



Find out more...

Guidance on employing workers aged 16 and 17



It's both legal and beneficial to employ young people (aged 16 and 17), in social care services, including home care and community-based services. Employing young people gives them the opportunity to start a career in care. The right employee, who has the right values and behaviours, can provide fresh thinking, challenge status quo and support with succession planning. They may also bring with them 'lived experience' that reflects the people employers are supporting.

To employ workers aged 16 and 17, an employer should:

- ✓ ensure they're undertaking a social care learning programme¹. This is commonly via the apprenticeship pathway. Undertaking the Care Certificate is important for all new employees including those aged 16 and 17, however, it can't be classed as a learning programme to cover this requirement
- ✓ where possible treat them as an additional worker within a team. This gives the employee an opportunity to learn from an experienced staff team
- ✓ ensure that appropriate support is offered to them; this could be in the form of coaching, peer support, buddying or mentoring
- ✓ ensure that the registered manager (or a delegated person) will assess their competency and confidence to carry out all the tasks required of them. This may include personal care. Once the employee is assessed as competent and confident, they could begin to work out of sight of experienced colleagues
- ✓ obtain consent from the person (or their advocate) who will be accessing care or support directly from the young person
- ✓ ensure that inexperienced workers are never left in charge of a care setting or to work on their own
- ✓ not require the employee to work when they are supposed to be learning
- ✓ not ask young employees to work between 22:00 and 06:00 (although there are some exceptions to this rule). In some roles employers can ask a young employee to work at night if all the following apply:
 - ✓ no-one 18 or over is available to do the work
 - ✓ it's suddenly busy or the person is needed to keep the service running



¹ A formal, approved learning programme is strongly recommended and will support employers meet best practice within [government guidance](#) and [DCC regulations](#).

- Rest breaks at work
<https://www.gov.uk/rest-breaks-work/young-workers> and
<https://www.gov.uk/rest-breaks-work/compensatory-rest>
- <https://www.gov.uk/know-when-you-can-leave-school>
- <https://www.gov.uk/national-minimum-wage-rates>



<https://www.skillsforcare.org.uk/Documents/Guidance-on-employing-workers-aged-16-and-17.pdf>

We hear from an employer

Case study

Social care: a rewarding career for you

Why choose a career in social care?



Maintaining dignity and respect
Working with others
Willing to learn
Committed to good care
Good listener



Click here to get started



How can I progress in my career?

Step up into senior roles.

Get on into a leadership or management role.

Go further in your social care career.

Get in to social care

2
I want to be a...
■ Care worker
■ Support worker
■ Shared lives carer

Click to see all...

3
I want to be a...
■ Enhanced care worker
■ Senior care worker
■ Activity worker

Click to see all...

4
I want to be a...
■ Team leader
■ Counsellor
■ Care co-ordinator

Click to see all...

5
I want to be a...
■ Manager
■ Registered manager
■ Commissioner
■ Nursing Associate

Click to see all...

6
I want to be a...
■ Social worker
■ Occupational therapist
■ Registered nurse

Click to see all...

Supporting roles

Download it from www.skillsforcare.org.uk/rewardingcareer

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



Nursing Associate

- The nursing associate is an independent role in England that bridges the gap between healthcare support workers and registered nurses to deliver hands-on, person-centred care as part of the nursing team
 - 2 years of study on a foundation degree apprenticeship at University.
 - The apprentice will attend university 1 day a week for academic study (7.5 hrs)
 - The apprentice will work 4 days a week (30 hours) which incorporates protected learning time.
- **** £3000 grant is available per Trainee Nursing Associate (TNA) starting programme between 1st November and 31st December 2021**** (payable to employer) – this is to recognise the short time frame in which we are asking recruitment and selection to occur.
- **An additional £3000 available from government** – if this relates to a new member of staff you have recruited to this role before the end of January 2022. More details available [here](#).
- **£8000 is available per TNA (payable to the employer)** – this funding is to be used to support the education and development of the TNA. It can also be used to support the apprentice with things such as travel, IT, equipment, uniform and the wider deployment and embedding of the TNA/NA role.



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



Join 2 further bitesize apprenticeship sessions

- Tuesday 23 November 12.00 – 13.00 - 7 steps to apprenticeship success' – join [here](#)
- Tuesday 7 December 13.00 -14.00 – Functional skills – join [here](#)