

## Setting up Apprenticeships: Useful tips and information

The below information aims to help you negotiate and set up Apprenticeships for staff in your organisation. The examples given relate to health related Apprenticeships but the advice is equally applicable to non-clinical Apprenticeships

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| Features of Apprenticeships   | Who can be funded to do an Apprenticeship?  |
|---|---|
| <ul style="list-style-type: none"> <li>• A job with a knowledge, skills and behaviours development programme which includes English, Maths and in some cases ICT</li> <li>• A mix of structured learning in the workplace with formal off and near the job training</li> <li>• Available from Level 2 to Degree level and above</li> <li>• No cost or debt for the Apprentice, even with Degree Apprenticeships</li> <li>• If no job available after the Apprenticeship is achieved support must be given to secure one elsewhere</li> <li>• 20% of the training must be off the job; that means away from the direct place of work (this could include coaching at work where work is used as a supervised and planned learning opportunity Funded by the Government or the Apprenticeship levy. (Minimum 10% employer contribution to costs)</li> </ul> | <ul style="list-style-type: none"> <li>• Those aged 16 upwards; there is no upper age limit</li> <li>• Existing or new staff needing to undertake new learning to develop knowledge, skills and behaviours</li> <li>• Those whose development needs are covered by an approved Apprenticeship Standard or Framework</li> <li>• Part or full time staff: The duration of the Apprenticeship must be extended (pro rata) for those who do fewer than 30 hours to ensure they cover the same amount of development as those who are full time</li> <li>• Those with higher level qualifications or degrees are still eligible for funding provided their previous higher level qualification is <b>not</b> related to the Apprenticeship</li> <li>• Funding now remains the same for all those aged 19 plus (it used to halve at 23)</li> <li>• Applicants will have their English, Maths, and in some cases ITC literacy assessed as part of their application to identify their development needs</li> </ul> |

***N.B.*** The term “provider” is used throughout this document to describe the Training Organisation, College or HEI with whom you may contract Apprenticeship delivery

### Frameworks and Standards what is the difference?

Apprenticeship Frameworks are gradually being replaced by Apprenticeship Standards. Apprenticeship Standards are written by employers in Trailblazer groups. The development and approval of Standards is carried out by the Institute for Apprenticeships (IFA)

Standards require an End Point Assessment (EPA) to be carried out by an independent End Point Assessment Organisation (EPAO). This happens after the on programme learning and qualifications (if qualifications are required) have been achieved and the Apprentice is deemed to have met the “Gateway” requirements which signal the end of the “on programme” learning and assessment. EPA tests the application of the skills, behaviours and knowledge gained by the Apprentice as set out in the End Point Assessment plan for each Standard. An Apprenticeship Standard cannot be achieved without passing the end

point assessment. An Apprenticeship *Framework* is achieved when all the component qualifications have been completed: there is no external End Point Assessment

### **So which do we choose, Framework or Standard?**

There may be a choice between a Standard or Framework in the Apprenticeship you need. It will be for you as the employer to decide which you choose. The Framework funding will be lower as the Govt is directing us to Standards so funds them at a higher rate. If the End Point Assessment is established you will want the Standard. You need to know the cost and process of End Point Assessment as ideally you will select the End Point Assessment Organisation before the Apprentice is starts.

### **How are Apprenticeships funded?**

From April 2017, employers whose wage bill is more than £3 million per annum will pay a tax called the Apprenticeship levy. Many hospices fall into this category. The levy will be 0.5% of the employer's wage bill and the employer is responsible for calculating this and paying it directly to HMRC on a monthly basis, you need to register your organisation here <https://manage-apprenticeships.service.gov.uk/>.

The Levy (tax) is held within the employer's dedicated Digital Account to fund Apprenticeships. After 24 months, unused funds will be re-distributed to other organisations. (So month 1 payment is redistributed at month 25: month 2 payment redistributed at month 26 and so on.)

Employer's whose wage bill is less than £3 million per annum will be required to pay approximately 10% of the apprenticeship costs with the training provider's funding covering 90%. The provider will set this up with you. If a levy paying employer uses all that is in their levy account, subsequent Apprenticeships are funded via this same 90/10% split through the training provider's funding allocation

The money will not be paid to the provider until the employer has agreed the details of the Apprenticeship delivery) and an agreement is signed. Payments to the provider will be divided equally across the months the Apprenticeship is delivered and paid in instalments. 20% of the funding is held back to cover End Point Assessment costs and as an incentive for completion of the Apprenticeship

### **Negotiating delivery with a Provider**

As the employer you choose your provider(s). The employer is permitted to deliver aspects of the Apprenticeship as a *subcontractor*. To do this you must have staff with appropriate teaching or assessment qualifications and be equipped to provide some of the Apprenticeship content. You will need to negotiate the delivery model and receipt of the proportion of the funding when setting up the Apprenticeship before the Apprentices starts. Providers can be reluctant to agree co-delivery with employers so you will need to negotiate.

### **Joining the Register of Apprenticeship Providers (RoATP)**

Employers that wish to act as subcontractors need to join the Register of Apprenticeship Training Providers (RoATP) by July 2019. For more information go to <https://www.gov.uk/guidance/register-of-apprenticeship-training-providers#applying-to-the-register-of-apprenticeship-training-providers>

You will need this information from the provider as a starting point so you can plan the best delivery options and agree costs:

| Information: Ask the provider...  | Why you need to know this...   |
|---|--|
| <p><b>Framework of Standard:</b><br/>Is there a choice between Apprenticeship Framework and Standard: What is the content and funding for each?<br/>(You may not have a choice: some areas have only the Framework or Standard)</p>   | <p>The content will differ and you will want to select the best option for you and your Apprentice. Remember funding may be higher for the Standard, but it will require End Point Assessment which incurs a cost</p>  |
| <p><b>Apprenticeship content:</b><br/>When discussing the content of the Apprenticeship, ask the provider:</p> <ul style="list-style-type: none"> <li>• Which qualifications must be achieved and at what level?</li> <li>• What are the optional units available within the main subject qualification?<br/><i>(Optional units are those which you can select to ensure the qualification reflects the context of the Apprentice's role)</i></li> </ul> <p>Are there additional knowledge, skills and behaviours to be achieved as well as, or in place of qualifications?</p> | <p>Adult Care, Health Care Support Worker, Assistant Practitioner and Nursing Associate Apprenticeship Standards contain the Care Certificate. Make sure you ask about this as you may deliver it already and should be paid if you deliver it for Apprentices.</p> <p>There are many optional units within the Health and Care Diplomas. Make sure you are shown the full range from which to choose and not just the ones the provider wants to offer.</p> <p>Standards contain knowledge, skills and behaviours which will be assessed in the End Point Assessment. Make sure you ask how the provider plans to cover these.</p>  |
| <p><b>Delivery process and timescales:</b></p> <p>What is the duration of the Apprenticeship?</p> <ul style="list-style-type: none"> <li>• <u>Recruitment and initial assessment:</u><br/>What is the application/recruitment process for the Apprenticeship and what does the initial assessment involve?</li> <li>• How is this carried out?</li> </ul> <p><u>Teaching and learning:</u></p> <ul style="list-style-type: none"> <li>• What is the training and how will this be delivered?</li> <li>• How does this align to the content of the</li> </ul>                    | <p>Apprenticeships run from 12 to 18: 18 to 24: or 24 plus months. As the employer you can choose the minimum or maximum duration based on the needs of the Apprentice and the workplace. The suggestion is that you ask for the longest time frame if you wish. Many providers aim for the shortest as this compresses the funding and so the total amount is paid to them over a shorter time frame.</p> <p>Even if it is an existing staff member who will undertake the Apprenticeship, you will need a selection process and will want to ensure that initial assessment is carried out to identify the individual's needs and potential. There should also be an assessment of the employer's needs and work patterns to fit the delivery around the real pressures and patterns of work.</p> <p>You will want to make sure that those supporting your staff have relevant and recent industry experience as well as the</p> |

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|---|--|
| <p>Apprenticeship?</p> <ul style="list-style-type: none"> <li>• How is the English and Maths taught?</li> <li>• How is the learning individualised to meet the needs of the Apprentice and the employer?</li> <li>• What qualifications and experience do the provider's teachers have?</li> </ul> <p><u>Assessment:</u></p> <ul style="list-style-type: none"> <li>• How is assessment carried out? (of learning <b>and</b> of achievement)</li> <li>• How frequently will assessors visit and for how long?</li> <li>• What qualifications and experience do the assessors have?</li> <li>• How are assessments and evidence recorded?</li> </ul> <p><u>Progress reviews, quality assurance and ongoing management of the Apprenticeship:</u></p> <ul style="list-style-type: none"> <li>• How frequently will the Apprentice be reviewed and who will be involved?</li> <li>• Who is the Internal Quality Assurer (IQA) and what are the IQA processes for the whole Apprenticeship (not just the qualifications within it.)</li> <li>• Who in the provider has overall responsibility for managing the Apprenticeship?</li> </ul> | <p>right qualifications. It may be that they need to learn more about your business to deliver contextualised learning.</p> <p>There must be approximately 20% off the job training delivered. A <b>small</b> amount of this may be e learning. Remember off the job learning includes learning at work through work which has been planned as a learning opportunity. Skills and behaviours are best developed through learning in work. Ask about the sequencing of learning and qualifications. You may want English and Maths "front loaded" or sandwiched in the middle. Don't leave it to the end!</p> <p>It is important to know the schedule of visits so you can monitor the service you receive against that you were promised.</p> <p>If the provider uses an electronic portfolio your Apprentices are likely to need a fair bit of front loaded training to get them started. Make sure you ask for this. They will not "get the hang of it" without practise and support.</p> <p>Reviews are not the same as assessments. Formal progress reviews should be carried out <b>at least</b> every 8 to10 weeks and should involve a 3 way discussion with the Apprentice, you as the employer and the provider</p> <p>The provider's IQA is responsible for managing the overall quality and should sample the process and Apprentice work throughout the Apprenticeship<br/>You need the main point of contact in case you need to discuss the delivery, payment etc.</p> |
| <p><u>Achievement and progression:</u></p> <ul style="list-style-type: none"> <li>• How is achievement evaluated and what are the opportunities for progression to</li> </ul>   | <p>Always good to know what may come next!<br/>Remember there must be a job for the</p>  |

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|---|---|
| further study?  | Apprentice once they achieve the Apprenticeship.  |
| <u>Input from Employer</u> <ul style="list-style-type: none"> <li>What are the expectations of 'supervision' or guidance from us as the employer for the Apprentice?</li> </ul> | There is a time commitment for the employer'. This needs resourcing and is not covered by Apprenticeship funding. There are costs for the organisation in supporting Apprenticeships. |

### Who will do what and how will the funding be divided?

You have 2 options. The provider can deliver the entire Apprenticeship or you can deliver the aspects you agree you are better placed (and qualified) to provide.

Once you have the details of the delivery (as in the above section) you can see which aspects sit best with you as the employer. Hospices may already deliver learning which forms part of the Apprenticeship and you may choose to teach and assess specialist areas, for example The Care Certificate, end of life care, dementia, communication etc.

### In essence this is how the funding can work:

1. Agree the allocation of delivery and assessment with the provider
2. Agree the fee for the aspects the provider is delivering and the payment you should receive for the areas you are providing.
3. Agree the invoicing/payment schedule in line with what you have agreed
4. If you have chosen an Apprenticeship *Standard*, you will need to select the End Point Assessment Organisation (the provider can help you with this.)
5. The provider draws up a service level agreement with the details of the charge/fee for each component part and who is delivering what. This forms a payment schedule
6. The provider will submit an agreement to the Skills Funding Agency to start the Apprenticeship and release the funding
7. The provider will be paid the funds and then will pass the appropriate amounts to you as the *subcontractor* for the aspects you deliver. You will want to set up a payment/ invoicing schedule.

N.B Remember you will need to be on the Register of Apprenticeship Training Providers (RoATP) by July 2019 if you want to receive payment for delivery

### Fact or fiction

Regulations are frequently revised and updated. Some providers may not know how some of the changes impact on agreements with employers. Below are a few points to note:

1. To deliver aspects of the Apprenticeship as a subcontractor your staff must be appropriately qualified:
  - If they are to teach sessions then they should be qualified to teach
  - If they are providing experiential learning as part of the on programme learning in the workplace then they must be "occupationally competent". This means being qualified and capable of undertaking the work they are supporting the Apprentice to learn.
  - If they are assessing, they need an assessor qualification; this includes the 998, Cert Ed, PGCE and nurse related education qualifications get in touch
  - If staff are to act as "witnesses" to observe elements of practice to hand to the provider's assessor, they must be "occupationally competent" as defined above
2. The employer's management and support for the Apprentice is an expectation and is not funded

3. The Apprentices wages and expenses are not funded. There is a national agreed minimum wage for apprentices but you may choose to pay more if the Apprentice is an existing member of staff or in a role which is particularly difficult to recruit to.
4. You can work with more than one provider and may choose several for different Apprenticeships
5. You can work with other hospices in “collaboration” so that you have a viable number of Apprentices between you to form one “cohort”. This will enable you to work as a group and share delivery aspects. If you do this you will want to set up regular meetings with a representative from each of the involved hospices and the provider. Ask me for more details
6. When setting up meetings with potential providers it is a good idea to:
  - Tell them in advance that you are interested in exploring partnership models where you as the employer deliver some of the Apprenticeship and share the funding. (You need to meet with the person at the provider with the authority to agree this)
  - Make sure the provider comes to you for initial meetings. They need to learn about you as an employer. You can visit their premises if you decide to pursue things.

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