**APPRENTICESHIP**

Guidance for Care Provider Managers

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| 1.0 | 17/01/2023 | Dawn Werra | The purpose of this document is to ensure that managers involved understand   * The structure of an apprenticeship programme * How to prepare for an apprenticeship programme * Support an apprentice * Financial cost and Funding available * Succession Planning and Talent Management * Recruitment * They are provided with a clear guidance on their participation in the programme. |

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# Apprenticeship Programme

## Introduction

This guide has been developed for care provider managers who are considering employing or upskilling their current workforce and the aim is to provide guidance and ongoing support to ensure the apprenticeship journey is a seamless and smooth process.

Apprenticeships offer an exciting option for both apprentices and managers. Apprentices can be employed at all levels, from school leavers to individuals who want to further their careers, change career direction completely or they may be a member of the current workforce who wishes to develop and progress.

To support all employers there are 7 key areas to review

1. The structure of an apprenticeship programme
2. Preparing for an apprentice
3. Supporting
4. Finance and Funding
5. Succession Planning and Talent Management
6. Recruitment
7. Expression of Interest
8. Extra Information

**The** **Project Manager for Social Care Apprenticeships – Lancashire and South Cumbria ICB will support and guide at no cost to the employer through the apprenticeship journey.**

## Structure of an apprenticeship programme

## What is an Apprenticeship?

Apprenticeships are designed to help individuals develop the skills and knowledge required for a rewarding career and employers to build a workforce with future ready skills.

An apprenticeship is a job with training. Through an apprenticeship, an apprentice will gain the technical knowledge, practical experience and wider skills and behaviours that they need for their immediate job and future career. Apprenticeships can be used for current staff development and to recruit and develop a new employee. The main rules governing apprenticeships are:

* 16 years old or older by the end of the summer holidays
* Not in full time education
* Living in England (Spend at least 50% of their working hours in England over the duration of the apprenticeship programme)
* Have the right to work in England
* Have an eligible residency status (A non-UK national (with some exception) is eligible for funding if they have been ordinarily resident in the UK and Islands for at least the previous 3 years on the first day of their apprenticeship and have permission from the UK government to live in the UK)
* Apprentices must be paid a lawful wage for the time they are in work and in off-the-job training. Existing employers remain on their same terms and conditions
* Work enough paid hours each week to undertake sufficient training to achieve their apprenticeship
* The apprentice must be employed in a real job and relevant to their apprenticeship; they may be an existing employee or a new hire
* A contract of employment that is at least long enough to allow them to complete their apprenticeship successfully
* The apprentice must work towards achieving an approved apprenticeship standard with support from the employer
* The apprenticeship training must last at least 12 months
* The apprentice must spend at least 20% of their time in off-the-job training (For apprentices working 30 hours or more per week is an average of 6 hours of off-the-job training – i.e 20% of 30 hours)

**The Training provider is responsible for to make sure the individual and the programme are eligible for funding by conducting an initial assessment of the individual’s suitability, in line with the proposed apprenticeship.**

## Different Levels of Apprenticeships

Each apprenticeship has a level and an equivalent education level. An apprentice can start an apprenticeship at any level. Depending on the level, some apprenticeships may:

* Require previous qualifications such as an English or maths GCSE/Functional Skills
* Extra training in the English or maths skills so the apprentice is at the right level

At the end of the apprenticeship, the apprentice will achieve the equivalent education level. For example, completion of a level 3 apprenticeship, they will achieve the equivalent of an A level.

All apprenticeships last for a minimum duration of **12 months.**

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**Minimum duration of each apprenticeship is based on an apprentice working 30 paid hours a week or more. This includes any**[**‘off-the-job’ training**](https://www.gov.uk/government/publications/apprenticeships-off-the-job-training)**they do but not the end point assessment**.

## What is an Apprenticeship Standard?

Apprenticeships are based on standards designed by employers (employer -led) to meet their needs, the needs of their sectors and the economy more widely. These standards are easy to understand documents that describe an occupational profile, list of duties and the Knowledge, Skills, and Behaviours (KBSs) required to undertake a specific occupation well, and to operate competently within a sector.

## What is a Portfolio?

A portfolio is an essentially a source of evidence. It is a record of activity, progress, and achievement of the apprentice (e.g. projects, reflective journals), showing the apprentice has completed their training and the development of their knowledge, skills and behaviours. Although the portfolio will largely consist of evidence the apprentice has pulled together, it may also include inputs from the trainer and other sources.

In most cases portfolios are electronic (e-portfolio) and play a crucial role in the end point assessment. The end-point assessor can use it to help them decide on the level of competency.

## What is an End Point Assessment?

Some standards may include formal qualifications, but all require an End Point Assessment (EPA). EPA is an independent assessment that takes place at the end of the apprenticeship training. This is to test that the apprentice is competent in their occupation.

Gateway sits between the end of training and the beginning of the assessment period when the EPA will take place. At gateway, the employer and training provider will review their apprentice’s knowledge, skills and behaviours to see if they are ready to take their EPA. Apprentices must meet the gateway requirements set out in the assessment plan before taking their EPA.

All apprentices must complete an EPA to be successful. There are a variety of assessment methods to test apprentices’ competency. Each apprenitceship will have an assessment plan detailing assessment methods required. For further information please contact The Project Manager for Social Care Apprenticeships.

## What is Off -The-Job Training?

Off-the-job training is a statutory requirement for an apprenticeship. It's training which is received by the apprentice during the apprentice’s normal working hours (paid hours excluding overtime), for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship the apprentice is completing.

To be eligible for [government funding](https://lifetimetraining.co.uk/apprenticeship-schemes-explained/knowledge-hub/how-are-apprenticeships-funded/) the minimum off-the-job training requirement for a full-time apprentice is 20% of a 30 hour week (even where the apprentice works more than 30 hours per week for an employer); this equates to an average of 6 hours of off-the-job training per week. The minimum requirement for a part-time apprentice is 20% of their normal working hours over an extended duration. This policy change only applies to new starts from 1 August 2022.

The training provider will discuss the apprentice’s planned programme of learning and help managers and the apprentice identify relevant activities for off-the-job. These activities will be collated into a thorough plan to make sure requirements are met. These will be documented on the [apprenticeship agreement](https://lifetimetraining.co.uk/apprenticeship-schemes-explained/knowledge-hub/what-is-an-apprenticeship-agreement/) and [training plan](https://lifetimetraining.co.uk/apprenticeship-schemes-explained/knowledge-hub/what-is-an-apprenticeship-training-plan/).

Examples of training can consist of a range of varied activities:

* Learning new skills at work through shadowing other members of the team, where this activity has been agreed and documented as part of the agreed training plan.
* In-house training programmes relevant to the apprenticeship
* Coaching sessions
* Writing reflective journals
* Attendance at workshops, training days and webinars relevant to the apprenticeship
* Completion of online learning
* Self-study that includes reading or watching videos
* Training in new working practices or new equipment
* Role-playing or simulation exercises
* Industry visits/conferences relevant to apprenticeships
* Writing assessments, assignments and completing projects or activities
* Practical training or training in the workplace relevant to the apprenticeship

## Educational Audit (NMC)

The Nursing and Midwifery Council require all Education Providers to add any new practice partners to their programme approval. Any provider (Social Care) applying for Nursing apprenticeships who has not previously been validated as a practice partner will need to be approved by the NMC prior to enrolment of an apprentice. The process is only completed once for each approved programme not per apprentice e.g., Nurse Associate or Registered Nurse Degree, you can apply for both programmes at the same time.

It is important to factor this process into any application for a nursing apprenticeship as it can take several months dependent on the process of the individual HEI and the time required to collate the evidence required to meet the NMC standards for approval.

For further information and guidance, the project manager for placement development in regulated care will be able to assist.

## Training Providers

An apprenticeship training provider works with employers and the apprentice to deliver the training element of an apprenticeship programme.

The training provider will offer support to the employer to help recruit a new apprentice by offering to post and managing the apprenticeship vacancies through the official government service [‘Recruit an apprentice’](https://www.gov.uk/recruit-apprentice). For the potential apprentice they use the corresponding website [‘Find an apprenticeship’](https://www.gov.uk/apply-apprenticeship). It is not mandatory for employers to use this service; however, the training provider must offer this service as part of the funding rules. The employer can either create their own apprenticeship advert or they can give you ‘recruitment permission’ to create an advert on their behalf.

The training provider main responsibilities (this list is not exhaustive):

* Eligible to receive government funding to train apprentices
* Are accountable for the appropriate use of government funds
* Are responsible for the safeguarding of apprentices
* Apprentices are enrolled onto the apprenticeship programme that is appropriate to their role and experience
* Deliver a high-quality training programme in line with apprenticeship funding rules that allows apprentices to develop the knowledge, skills and behaviours.
* Hold regular progress reviews with the apprentice and employer
* Provide support and guidance to help the apprentice prepare for End Point Assessment
* Attend a Gateway meeting with the apprentice and employer and ensure all the Gateway evidence has been completed, signed and submitted

The training provider will assign a teaching and learning/assessor coach to support and guide the apprentice and their manager through the apprenticeship journey.

## Procurement

Salisbury NHSFT’s Managed Procurement Services, in partnership with Health Education England and on behalf of employers nationally, have conducted a national competition to appoint a group of providers apprenticeship programmes which have been adapted to the specialist needs of Social Care employers.

The procurement process is: -

• No cost to employers at any time

• No need to employers to conduct expensive and lengthy local procurements –fully managed service where a further competition is requested by employers

• Regularly updated for new standards and providers to join, and fully compliant with Public Contract Regulations

• Stringent entry thresholds and checks on providers to ensure high quality training delivery

• Streamlined, easy process

Salisbury’s Education Procurements work on two distinct levels –a General Apprenticeship Framework, onto which any provider meeting the minimum criteria can list all the programmes they run and a Higher-Level Procurements where Salisbury have worked with partner organisations, such as Health Education England (HEE) or employer groups, to set a more stringent awarding criteria for providers. These are typically profession specific, have asked in depth questions about quality, delivery, and added value available to employers.

The recommendation is to use a provider in this procurement service however, this is only a recommendation and employers are free to choose any training provider they wish to work in partnership with. It is employers’ chance to select the right provider, someone they feel they can work with and who can meet their requirements. Sometimes this may mean moving away from selecting providers employers have used in the past and forging new partnerships. The government are very keen for employers to feel empowered to spend apprenticeship funds effectively so that they get the right training, when they need it, delivered in a way that fits with their priorities.

## What is an Apprenticeship Agreement?

An Apprenticeship Agreement is an agreement between the employer and apprentice only and must be signed at the start of the apprenticeship. It is used to confirm individual employment arrangements between these two parties. A valid apprenticeship agreement has the status of a contract of service, to which employment law applies. It sets out the employer’s commitment to release the apprentice for the number of hours specified on the agreement known as off-the-job training. The employer is ultimately responsible for the apprenticeship agreement, although the training provider will be given a copy. Education and Skills Funding Agency (ESFA) can only fund apprentices who have an apprenticeship agreement.

## What is a Training Plan?

An apprenticeship training plan (previously known as a commitment statement) contains in-depth details about the programme length and content. It also ensures the dedication of all parties (Apprentice, Training Provider and Employer) to the apprenticeship programme and confirms the eligibility of the learner.

The training plan also contains a full rundown of the programme including content and delivery. The apprenticeship training plan template should outline:

* Commitments of employer and training provider and what the learner can expect
* The start and planned end date of the apprenticeship programme
* Expectations and commitments of the learner whilst in training and employment
* Confirmation of eligibility
* Details of the learner, employer, training provider, and [End-point Assessment](https://lifetimetraining.co.uk/apprenticeship-schemes-explained/knowledge-hub/what-is-an-end-point-assessment-for-apprenticeships/) Organisation.
* The process for solving queries or complaints
* Learning schedule, including modules, delivery, and assessment details.

It’s also important to note that the plan of apprenticeship training should be a live document and if any changes are made to it by the apprentice, employer or training provider it would need to be resigned and confirmed by all parties.

## What are Functional Skills?

Functional Skills are the fundamental **English and Maths** that people need for their working and personal lives.

English and maths are an essential part of every apprenticeship course. A requirement of the apprenticeship standard is the apprentice requires to be at either a Level 1 or Level 2 standard depending on the apprenticeship programme, they are unable to sit their End Point Assessment without prior achievement of Maths and English qualifications:

* Apprentices on a Level 2 apprenticeship - without level 1 English and maths will need to achieve this level and take the test for level 2 English and maths prior to taking the end-point assessment.
* Apprentices on a level 3 and above - without level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

If an apprentice has not previously achieved an A\*-C or 9-4 in GCSE English and maths, they must study these subjects alongside their apprenticeship**\*\***. This is completely free. This training is in addition to the off-the-job learning time.

**\*\*Some apprenticeship programmes require Level 2 as an entry requirement** **and cannot be studied alongside an apprenticeship programme. This will be detailed in the entry Industry-specific requirements section.**

## What are the benefits to an apprenticeship programme?

Employers across the UK often struggle to recruit skilled, experienced staff or retain staff and the reasons vary across different areas.

Apprenticeships help bridge the skill gaps and provide opportunities to develop local talent, address technical gaps in the economy and provide a long-term solution.

Here are a few more benefits

* Apprenticeships are aimed at any age group and career level
* Diversity is vital to the future of any organisation, and creating a rounded workforce is key to business innovation. Apprenticeships boost social mobility, reaching people from diverse backgrounds to open opportunities for all and diversifying the world of work.
* Apprenticeships can support the development of new skills for both new and existing staff and help employers with succession planning
* Training and development, including apprenticeships, contributes to a motivated, skilled and qualified workforce, and increased productivity
* Apprenticeships have the potential to improve staff perceptions of career development and progression
* Better talent management and retention reduces recruitment costs, reduces unnecessary turnover and retains expertise in the organisation
* If you’re a levy payer, your apprenticeship levy pot contains the funds to cover apprenticeship training costs
* For non-levy organisations you will only pay 5% of the course cost
* Employers can access government funds and grants to help cover the costs of apprenticeships

## Preparing for an Apprenticeship Programme

Choosing the right apprenticeship programme is a significant decision and one which needs to be made carefully by all involved. Apprentices who go on the wrong programme for them are more likely to disengage, or even withdraw altogether. Choosing the right apprenticeship for the job role and for an individual ensures they can build the essential skills to benefit their career, and your business.

Apprenticeship pathways permit managers to view different apprenticeship career routes and provides an opportunity for managers to understand and develop their workforce, as well as opportunities to recognise potential skill gaps.

Through discussion with employees’ apprenticeships provide development and aspiration opportunities, recognises talent, and allows managers to ‘Grow Their Own’. By understanding the workforce and identifying potential skill gaps, recruiting a new apprentice to an already capable and knowledge workforce can add so many benefits.

Consider the following:

• Does the apprenticeship address skill gaps or would another form of training be more appropriate?

• Would the employee be fully committed to completing the apprenticeship?

• Does the employee have a ‘genuine job’ that will meet the apprenticeship eligibility criteria?

• How will you accommodate the requirements of the apprenticeship e.g. spending 20% of their working hours in off-the-job learning?

• Are there other individuals within your team who would benefit from completing an apprenticeship and would wish to do so?

## [Career Pathways available](https://www.instituteforapprenticeships.org/apprenticeship-standards/?)

**Health and Social Management and Leadership Catering and Hospitality**

** The Project Manager for Social Care Apprenticeships – Lancashire and South Cumbria ICB can provide further information on each apprenticeship pathway available**

## Supporting

To ensure the success of the apprenticeships programme both the manager and the apprentice will require ongoing support. The training provider along with the project manager for social care apprenticeships will develop an excellent working relationship with the manager and provide support and guide through every step of the apprenticeship journey.

The manager will need to put the apprentice at the heart of the programme and build in effective and appropriate support mechanisms. In particular, very young apprentices with no prior experience of the working environment will need extra support and pastoral care. As well as providing ‘off-the-job’ training for the apprentice, managers are encouraged to provide additional support to ensure your apprentice’s success.

Types of support can include:

* Comprehensive induction
* Mentoring or regular one-to-one guidance
* Social enrichment and networking opportunities
* Performance reviews
* Recognising achievements
* Mental health and wellbeing support

## Roles

**Programme Manager, Social Care Workforce**

The programme manager role is to deliver a variety of programmes to improve social care workforce development and strengthen the partnerships between care organisations and the wider ICS system. This is delivered through career pathways development, health and education partnerships, recruitment and retention initiatives and through the Social Care Training Hub as a ‘go to’ place for any information for social care providers about training their workforce, linking closely with careers hubs, primary care and commissioning/ transformation teams.

**Project Manager for Social Care Apprenticeships**

The project manager for social care apprenticeship’s role is to develop career pathways for social care staff within Lancashire and South Cumbria.

This role promotes opportunities and offer guidance to all social care providers to help choose the appropriate apprenticeship standard, training provider, explore funding opportunities and guide and support in recruiting or developing the existing workforce through the many apprenticeship pathways available.   They will support the employer in any related training provider problems.

**Project Manager for Placement Development in Regulated Care**

The project manager for placement development in regulated care will support and guide the placement provider in completing the Educational Audit and work together with placement provider to identify mentor/assessors and any training updating which may be required.

**Training Provider**

The training provider is responsible for the formal training, qualification and ongoing assessment of each apprentice, providing the employer with feedback as to the progress of the apprentice.

The training provider is the first point of contact if there are any problems related to the apprentice or the apprentice programme.

**Teaching and Learning/Assessor Coach**

The teaching and learning/assessor coach is allocated to an apprentice by the training provider and will regularly visit and communicate with the apprentice to provide learning support, carry out assessments and observations and review the evidence gathered by the apprentice.

They will conduct a progress review every 8-12 weeks with the apprentice and workplace manager/team leader to discuss the progress of the apprentice in relation to the planned programme of learning set out in the training plan. It’s the job of the teaching and learning/assessor coaches to make sure that the apprentice remains on track with their apprenticeship and completes it in the timescale they need.

**Social Care Manager**

The manager is the line manager/team leader who oversees the management and development of the apprentice for the agreed period they are with the team. It is their responsibility to ensure that they give the apprentice the appropriate opportunities to the various aspects of the role thereby meeting the requirements of the apprenticeship programme. It is important that they are approachable and understanding and can support the apprentice. They will be expected to attend progress review meetings along with the training provider and the apprentice.

**Mentor**

The apprentice should be allocated a mentor for the duration of the programme. The mentor will provide the apprentice with advice, guidance, support, direction, and an objective view on how they can develop and progress in the work environment, both within their existing role as well as their longer-term career aspirations.

## Recognising Achievements

Apprenticeships can be challenging at times and when your employee passes their end-point assessment they will be proud of their achievements. Recognising their hard work and commitment to their profession is an excellent way to show your appreciation and continue to motivate your staff. You may hold an internal presentation or get involved in **\***apprenticeship graduations around the country. Once the apprentice has passed their apprenticeships they should be taken out of ‘apprentice status’ and offered a job role if one is available or already an existing employee.

**\***Apprenticeship graduation: Consider taking part in a graduation ceremony. The training provider or sector organisations to see if they organise one. It’s a chance for you, your apprentices and their family to celebrate their achievement in becoming fully competent at their role.

National Apprenticeship Awards: The National Apprenticeship Awards challenge top apprenticeship employers, apprentices and those who champion apprenticeships across England to come forward and show how apprenticeships have made a real difference to their organisation and careers.

**The Project Manager for Social Care Apprenticeships – Lancashire and South Cumbria ICB will support and guide in this process.**

## Social Care Ambassador Network

The main role of an ambassador is to act as an advocate of Apprenticeships and promote the benefits to relevant stakeholders. Ambassadors take on their role (on a voluntary basis) by promoting careers within the Social Care Sector, engaging with students and the community, assisting with recruitment and promoting training & retention within the sector.

They champion and support marketing, publicity and events to raise awareness of apprenticeships and mentor other employers.

If you or an employee are

* Passionate about working within Social Care?
* Have you been offered career development opportunities you would like to share?
* Would you like to engage with students and learners?
* Have innovative ideas about how to promote working in Social Care?

For information on how to become a Social Care Ambassador, please contact [iain.hook1@mbht.nhs.uk](mailto:iain.hook1@mbht.nhs.uk)

## Finance and Funding

The Apprenticeship Levy is a UK tax on employers which can be used to fund apprenticeship training. In the current tax year, it is payable by all employers with an annual pay bill of more than £3million at a rate of 0.5% of their total pay bill. The levy is collected by HM Revenue and Customs monthly based on Pay as You Earn (PAYE). It can then be accessed by employers through an online Digital Service Account (DAS) to pay for apprenticeship training, which is limited up to certain maximum **\***funding bands.

| Levy money can be spent on: | Levy money cannot be spent on: |
| --- | --- |
| * Apprenticeship training and progress reviews * Off-the job training * Additional learning and / or the cost to re-sit a mandatory qualification exam * Apprenticeship end-point assessment * Equipment used to achieve the apprenticeship * Accommodation costs for residential modules * Registration and examination (including certification) costs associated with mandatory qualifications | * Apprentice/staff wages * Recruitment / continuing professional development of staff involved in apprenticeships * Employer inductions * Travel and subsidiary costs * PPE / clothing required by the apprentice for their job role * Any training in excess of that required to achieve the apprenticeship. * Any fees to awarding bodies for non-mandatory qualifications. * Accommodation costs where the apprentice is away from their home base * Student membership fees * English and maths up to level 2 * Work placement programmes * Cost of setting up or running an apprenticeship programme * Time spent by managers supporting or mentoring apprentices (non-training time). |

**\***All apprenticeship standards are placed in one of 30 funding bands ranging from £1,500 to £27,000, The upper limit of each funding band sets the maximum amount of digital funds an employer who pays the levy can use towards an individual apprenticeship.

Social care providers that have an annual pay bill LESS than £3million will not need to pay the Levy and are classed as **non-levy payers**.

Non-Levy employers pay 5% towards the cost of training and assessing an apprentice. The government will 95% up to the funding band maximum. If the employer exceeds the funding band maximum, they will need to pay all the additional costs.

Before embedding apprenticeships into your organisation, it is important to recognise all the costs associated with a comprehensive training programme.

* Training costs – non-levy payers pay just 5% of the cost of apprenticeship training. This is between £75 and £1,350 across the length of the apprenticeship. There may be VAT, exam and certification fees on top of this, always check with the training provider
* Wages – Employers must pay the person on the apprenticeship a lawful wage for work and training time. Existing employees remain on the same terms and conditions
* Mentoring – a member of your team must make time to support the person on the apprenticeship and regularly liaise with the training provider. Think about how this could work within existing processes in your company and how being a mentor could also develop your future first line managers
* Off-the-job – The apprentice is training away from their general duties. This means they are not on their workstation doing their day job. Think about how you will see a return on investment for this time
* Company costs – occasionally there are other costs companies face when offering apprenticeships. This could be an increase in insurance for taking on unqualified workers, expenses for overnight off-the-job training, etc. Think about your individual business

**On the next few pages is a list of funding that is available to help with costs mentioned above.**

## Funding

|  |  |  |
| --- | --- | --- |
| **Non-Levy Employers -** **Levy Transfer** | Apprenticeships can be funded by a levy paying employer transferring up to 25% of their unused levy to a different employer. Transferred funds are used to pay for 100% of the training and assessment costs of the apprenticeship up to the funding band maximum. Please note this cannot be guaranteed |  |
| **Non-Levy Employers** **-** **Pledge** | Levy-paying businesses who pay the apprenticeship levy can pledge up to 25% of their unspent levy funds to a business of their choice. Care Providers (employers) can apply to receive a transfer of funds to cover 100% of your apprenticeship training and assessment costs (up to the funding band maximum). Please note this cannot be guaranteed | The employer will need to [create an apprenticeship service account](https://accounts.pp-eas.apprenticeships.education.gov.uk/?_gl=1*82pgqu*_ga*OTM1Njg1Mzk1LjE2NTk5NzA5MzU.*_ga_K76NWV4V41*MTY2MTI0OTg2NS4zLjEuMTY2MTI1MDAyOC4wLjAuMA..) |
| **Non-Levy Employers** **Funding Reservation** | A care provider (employer) that doesn’t pay the apprenticeship levy, pay just 5% towards the cost of training and assessing an apprentice. The government will pay the remaining 95% up to the funding band maximum. The employer will pay the training provider directly and agree on a payment schedule. | The employer will need to [create an apprenticeship service account](https://accounts.pp-eas.apprenticeships.education.gov.uk/?_gl=1*82pgqu*_ga*OTM1Njg1Mzk1LjE2NTk5NzA5MzU.*_ga_K76NWV4V41*MTY2MTI0OTg2NS4zLjEuMTY2MTI1MDAyOC4wLjAuMA..) to reserve apprenticeship funding |
| **Employers with fewer than 50 people** | Employers can train, at no cost, apprentices who are aged 16-18, or apprentices who are aged 19-24 who have previously been in care or who have an Education, Health and Care plan. These employers are not required to contribute the 5% co-investment; instead, the government will pay 100% of the training costs for these individuals up to the funding band maximum. | The employer will need to [create an apprenticeship service account](https://accounts.pp-eas.apprenticeships.education.gov.uk/?_gl=1*82pgqu*_ga*OTM1Njg1Mzk1LjE2NTk5NzA5MzU.*_ga_K76NWV4V41*MTY2MTI0OTg2NS4zLjEuMTY2MTI1MDAyOC4wLjAuMA..) |
| **Employers can apply for an incentive payment** | Apply for a £1,000 for taking on an apprentice who is: aged 16 to 18 years old. Aged 19- 25 and has an education, health and care plan or has been in the care of their local authority. This £1000 payment will be paid to your training provider and you will receive it from them. The first payment of £500 should be paid to the employer by the training provider after 90 days of the apprenticeship training start date. The final payment of £500 should be paid to the employer by the training provider after 365 days of the apprenticeship training start date. | The employer will need to [create an apprenticeship service account](https://accounts.pp-eas.apprenticeships.education.gov.uk/?_gl=1*82pgqu*_ga*OTM1Njg1Mzk1LjE2NTk5NzA5MzU.*_ga_K76NWV4V41*MTY2MTI0OTg2NS4zLjEuMTY2MTI1MDAyOC4wLjAuMA..) |
| **Skills For Care** | Supports the provision of high-quality care and the continuing professional development (CPD) of staff across the adult social care sector by providing a contribution towards the costs of vocational learning. Employers can also claim funding in two stages from the 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 standards. | * [Workforce Development Fund](https://www.skillsforcare.org.uk/Funding/Workforce-Development-Fund/Workforce-Development-Fund.aspx) * Adult Social Care Workforce Data Set (ASC-WDS) [- Create an Account](https://www.skillsforcare.org.uk/Get-involved/Sign-in-or-register.aspx) * Funded Quals - [WDF Funded Quals](https://www.skillsforcare.org.uk/resources/documents/Funding/Workforce-Development-Fund/2022-23/Tender/Funded-qualifications-and-learning-2022-23.pdf) |
| **Functional Skills** | Lancashire Adult learning offer flexible free English and maths courses. To apply the employee will need to create an account. | [Lancashire Adult learning](https://nhscareersnw.co.uk/programme/english-and-maths-holding-you-back/) |
| **Trainee Nursing Associate** | TNAs commencing on the apprenticeship programme within Social Care on or before 31stMarch 2023:   * Each TNA will receive total funding of £8,000 over two years (£4,000 per year) * For trainees that are working at least 50% of their practice time within a Learning Disability field, Autism or both will receive total funding of £15,800 over two years (£7,900 per year). |  |
| **Nation Insurance contributions** | Employers may not need to pay Class 1 National Insurance contributions for an apprentice, if the apprentice is:   * Under 25 years old * On an approved UK government apprenticeship standard or framework (these can differ depending on country)   Earns less than £967 a week (£50,270 a year) | The apprentice, as an employee, will continue to pay Class 1 insurance contributions through their salary, this will only benefit the employer Read HMRC's guidance on [paying National Insurance contributions](https://www.gov.uk/government/publications/national-insurance-contributions-for-under-25s-employer-guide/paying-employer-national-insurance-contributions-for-apprentices-under-25?_ga=2.22815035.1681369685.1665414739-870324509.1663676622) |

The salary backfill element has been cited as a barrier to increasing the number of apprenticeships in social care, however when compared to the long-term return on investment the case can often be made for that initial investment. No one solution works for every organisation, however the below are worth considering when exploring how to fund apprenticeships in your organisation:

Existing Staff

Permanent Apprenticeship Vacancy

Reciprocal Placements

Long Term Saving

**The Project Manager for Social Care Apprenticeships – Lancashire and South Cumbria ICB will guide and support through these processes**

## Succession Planning & Talent Management

Succession planning is a process for identifying and developing new leaders who can replace other leaders when they are promoted, leave, retire, or otherwise become unable to continue in their current role. Succession planning increases the availability of experienced and capable employees that are prepared to assume these roles as they become available. Succession planning enables the organisation to plan for changes and talent management helps retain and develop the key talents that the organisation needs to be successful.

Succession planning and talent management are future-focused activities to identify, develop, prepare, and eventually place the right talent for the right positions. Talent management is a strategy for identifying and developing future leaders in an organisation — not just at the top, but also for major roles and key positions at all organisational levels. Succession planning helps the organisation prepare for all contingencies by preparing high-potential employees for advancement

Skills shortages is one of the biggest threats to the care sector. Apprenticeships can help organisations by offering a route to harness new or existing talent. If you have trained staff with the right skills for the job they can do a wider range of tasks and take on new responsibilities - this can help to reduce skill shortages, minimise staff turnover and increase productivity. Apprentices can also be existing staff members who are looking to progress, so they are an ideal tool for succession planning.

NW ADASS, Skills for Care North West, Health Education England and Integrated Care System partners have worked in partnership and have developed a NW ADASS Registered Manager Succession Planning guide . [NW ADASS Registered Managers Succession Guide October 2022](https://nhs-my.sharepoint.com/:b:/g/personal/dawn_werra_nhs_net/EYAjjZtN4GhHkunvWIuICYgBPNmBXKsUsUgScqsDDcfLwg?e=IDxsan)

This guide was created in response to intelligence highlighted through the Adult Social Care Workforce Data Set, ASC-WDS, conversations with registered manager network chairs and feedback from Adult Social Care Providers.

This guide is for adult social care employers to support with identifying talent and growing their own staff into future managers. The guide will help to:

• Analyse: understand the profile of existing and future workforce to identify when future leaders may be required to be in post

• Plan: consider the functions and skills required to plan to develop new managerial talent in organisations

• Do: practical suggestions about how to identify and nurture talent, access leadership programmes, apprenitceships and qualifications boost resilience to improve retention of managers.

• Review: recommendations of how to review the success of your organisation’s succession planning and ability to identify and grow your own talent

## Recruitment

The training provider will offer support to the employer to help recruit a new apprentice by offering to post and manage the apprenticeship vacancies through the official government service [‘Recruit an apprentice’](https://www.gov.uk/recruit-apprentice). For the potential apprentice they use the corresponding website [‘Find an apprenticeship’](https://www.gov.uk/apply-apprenticeship).

It is not mandatory for employers to use this service; however, the training provider must offer this service as part of the funding rules. The employer can either create their own apprenticeship advert or they can give you ‘recruitment permission’ to create an advert on their behalf.

The careers and engagement team work can support employers by advertising the post on the [Careers in health and Social Care website](https://nhscareersnw.co.uk/about-us/).



The team work across Lancashire and South Cumbria region to provide opportunities for all to be inspired and supported into their dream career working in the Care sector. They work in partnership with a variety of external organisations such as Education Providers, Job Centres, Princes Trust plus many more, to inspire people within the local community to consider a career in social care. This is a **free service**, and the project manager for social care apprenticeships can arrange for the post to be advertised on your behalf.

## Expression of Interest

If you are interested in an apprenticeship pathway/s for your organisation, please can you complete the expression of interest [Expression Of Interest Form](https://forms.office.com/r/2JExGT4KPF)

On receipt the project manager for social care apprenticeships will contact you to discuss your expression of interest.

## Extra Information

**Frequent asked questions**

|  |  |
| --- | --- |
| Question | Answer |
| Do apprentices need a lot of support? | Apprentices may need additional support in the initial stages, especially if this is their first experience of employment but this is likely to decrease as their skills and confidence grow. Providing a mentor they will provide the apprentice with advice, guidance, support, direction, and an objective view on how they can develop and progress in the work environment |
| Are Apprenticeships just for school leavers? | No, apprenticeships are NOT just for school leaves. Anyone over the age of 16 can apply for an apprenticeship and can be offered to both new and existing staff. |
| How long does it take to complete an apprenticeship? | Each apprenticeship is different and vary in length. The minimum duration is 12mths and can take anywhere between one and four years to complete, depending on the level of the programme. |
| Are there entry requirements for apprenticeships? | Different Apprenticeships have different entry requirements and the project manager for social care apprenticeships alongside the training provider will provide guidance. |
| Why do apprentices need 20% off the job training? | The standards include a 20% off-the-job training requirement. Off-the-job training is an important aspect of apprenticeships. It allows the apprentice to learn from external specialists and/or experts and develop a wider range of skills and knowledge. This helps them to become more competent and confident in their role.  This means providers and employers work together to plan learning activities outside of the apprentice's normal working duties. Off-the-job training is mandatory and is audited. |
| Are Apprenticeships only available for new recruits? | No - there is a common misconception that apprenticeships are only for school and college leavers, but in reality, it may surprise you to know that Apprenticeships are available to anyone over the age of 16 and can be accessed by existing employees who are looking to upskill and gain new skills. |
| Existing employees who want to enrol onto an apprenticeship programme will their terms and conditions be affected? | No, by accessing an apprenticeship in your current role your current terms and conditions will not be affected |
| Do apprentices have to be employed full time? | The minimum duration of 12 months is based on an apprentice working at least 30 hours a week, including any off-the-job training they undertake. If the apprentice works fewer than 30 hours a week, or where a  part-time working pattern is needed, you must agree with the training provider to extend the apprenticeship accordingly. |

## Contact Details

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