

Primary Care Apprenticeships

Employer Toolkit



A guide to apprenticeships within Primary Care

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Introduction

A collaborative project was undertaken across the North West to support apprenticeship provision and implementation within Primary Care, responding to key drivers identified through the NHS Long Term Plan, People Plan and local/system needs around apprenticeships and widening participation.

Through this project, our ambition was to ensure quality, streamlined and consistent bespoke apprenticeship provision, which is contextualised to Primary Care. We have procured education providers who can specifically work with primary care employers to support the increase of apprenticeships.

Through this work we aim to support Implementation at scale - Increasing apprenticeship starts and completions within Primary Care, linked to priority workforce areas as identified via workforce plans and projections.

This guide will also help employers to navigate recruiting and supporting apprentices as well as development new career and development pathways that will be supported via apprenticeship standards to reflect the changing service provision required by Primary Care.

Context

Apprenticeships are a key Government and NHS England priority. With the introduction of the Apprenticeship Levy and Reforms in 2017. Specifically, NHS England (formally HEE) has been mandated to contribute to the development of apprenticeship standards in health and to date has worked with colleagues at the Institute for Apprenticeships and Skills for Health, as well as Trailblazer Chairs to develop over 80 health specific apprenticeship qualifications.

- Leadership
- Coaching
- Adult Care
- Assistant Practitioner
- Health Care Support Worker
- Pharmacy Technician
- Pharmacy Services Assistant
- Community Activator Coach
- Marketing Assistant
- Community health and wellbeing
- Lead Practitioner In Adult Care
- Healthcare cleaning operative
- Accounting and Taxation professionals
- Chef
- Customer Services
- Business Administration
- Project Management
- HR
- Data and IT
- Improvement practitioner

The suite of apprenticeships can support employers to build sustainable employment pipelines and pathways to support progression and development.

What is an apprenticeship?

Apprenticeships are work-based training programmes which are designed to help employers train people for specific job roles. At the same time, apprentices get a paying job with valuable training while they work towards a nationally recognised apprenticeship standard or framework.

Apprenticeship qualifications or standards range from levels 2-7. This is the equivalent of GCSE level up to master's degree level.

Anyone in England aged 16 years old and above, whether employed, unemployed or leaving school, can do an apprenticeship. There is no upper age limit.

What are the benefits?

Apprenticeships bring a number of tangible benefits to the health care sector, they can create skilled, motivated and qualified employees and, if used properly, can help to address skills shortages across the workforce. Apprenticeships allow employers to diversify and freshen up their workforce. 86% of employers say apprenticeships develop skills relevant to their organisation and 78% reported improved productivity.

Increased flexibility of the workforce

Develop your existing workforce

Apprenticeships have lower attrition rates

Attract and recruit from a wider pool of people in your local community

Recruit a more diverse and local workforce

Improve retention

Reduce training and recruitment costs

Create a flexible training route

Recruiting a more local workforce to improve staff retention

Apprenticeship Funding

How to access funding for apprenticeships

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 (you still need to cover salary).

Apprenticeship levy explained

The apprenticeship levy was introduced as a government scheme to fund apprenticeships. Employers with a payroll of more than £3 million must pay a 0.5% levy on their total payroll. The levy is paid monthly through PAYE alongside income tax and national insurance contributions.

Levy contributions appear in a digital account which can be used by the employer to arrange and pay for apprenticeship training. The funds can only be spent on apprenticeship training.

After 24 months any unused levy funds expire and return to the government.

Organisations who don't pay apprenticeship levy

Employers with a payroll under £3million don't pay the apprenticeship levy, they are called "Non-levy-paying employers". They can still access apprenticeship funding though and can pay 5% of the apprenticeship course cost, and the government will cover the remaining 95% through the process of 'co-investment'.

Off the Job Learning explained

What is off the job learning?

Off the job learning is a statutory requirement for apprenticeships in England, off-the-job training is when an apprentice is taught new knowledge, skills and behaviours that will help them complete their apprenticeship. Delivery of off-the-job training should be within the apprentice's paid hours and must be directly related to progressing within the apprenticeship framework or standard.

The amount of required off-the-job (OTJ) training should be set out at the start of the apprenticeship and recorded in the apprenticeship agreement and the commitment statement. This must be a minimum of 6 hours per week for apprentices that work 30 or more hours per week (Working less than 30 hours per week must not be a barrier to completing an apprenticeship, however the length of programme would be extended and the off the job learning hours would be 20% of the apprentices usual working hours).

The full details of what off-the-job training covers can be found in the governmental off the job learning guidance: [Department for Education \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/guidance/off-the-job-learning)

Where is off the job training delivered?

This should be decided by the employer and training provider in partnership and agreed at the start of the apprenticeship.

It can be delivered at the apprentice's usual place of work or at an approved outside location, as long as it is relevant to the apprenticeship. Delivery can be in short bursts, eg allocated time per week at the place of work, workshops or day release, or over longer periods, eg block release.

What are examples of off the job learning?

Many things contribute to off the job learning including -

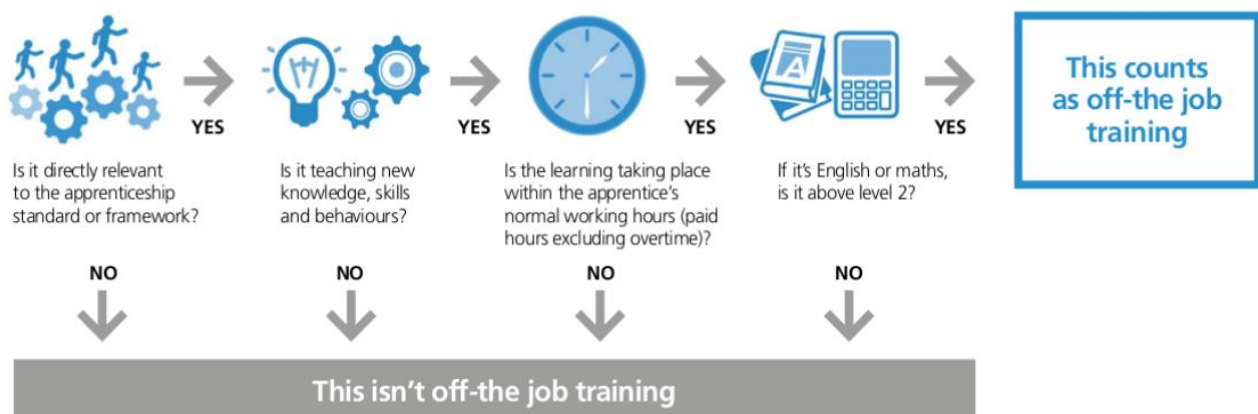
Theoretical teaching, for example attending lectures, taking part in training sessions or following online learning.

Practical training, shadowing or being mentored by an industry specialist.

Project work that is relevant to the apprenticeship standard.

Being supported in learning or writing assessments and assignments

It can also cover other areas, such as health and safety training or employer inductions, but only if the activity imparts new learning towards achieving the knowledge, skills and behaviours required for the apprenticeship.



Apprenticeship eligibility

Apprenticeship training costs are funded, either via the apprenticeship levy (large employers with a payroll over 2 million), levy transfers or government co investment, therefore there is a set of criteria that candidates need to meet to be eligible for apprenticeship funding.

This criterion is outlined in full within the apprenticeship funding rules - <https://www.gov.uk/guidance/apprenticeship-funding-rules>

Some of the criteria that employers need to be aware of includes –

Apprentices must be able to complete the apprenticeship within the time they have available i.e contract length must either be permanent OR fixed term to meet the duration of the apprenticeship.	Whilst there is no upper age limit for apprentices, there are restrictions on minimum age - Apprentices Start their apprenticeship after the last Friday in June of the academic year in which they have their 16th birthday.	Apprentices must not be asked to contribute financially to the eligible costs of training, on programme or end-point assessment (this includes where the individual has completed the programme successfully or left the programme early).
Apprentices must not use a student loan to pay for their apprenticeship.	Apprentices must spend at least 50% of their working hours in England over the duration of the apprenticeship.	Apprentices must have the right to work in England and have an eligible residency status.
Apprentices must have a suitable job role that is relevant to the apprenticeship standard that they are completing	Apprentices must meet the entry criteria for the apprenticeship programme as outlined by the education provider	Employers must pay the apprentice for the duration of the apprenticeship programme (National Apprentice rate as a minimum)
	Maths and English GCSE A-C, 4+ or functional skills L2 - Please check with your training hub to confirm if this is a requirement prior to enrolment OR if this can be completed alongside the apprenticeship.	

Recruiting Apprentices

Recruitment of apprentices can be a fantastic way to attract new talent in to the workforce, apprentices gain new skills on the job and statistics show that apprentices are more likely to stay with the organisation after completion of an apprenticeship.

Our approved Training Providers can support employers with recruitment of apprentices by-

- ✓ Checking job descriptions and person specifications
- ✓ Advertising the vacancy (their website and social media channels)
- ✓ Filtering applications depending on your requirements (optional)
- ✓ Arranging and supporting you with interviews. We advise you to complete your own interview to determine applicant's suitability for the role, plus the interview with training provider to determine suitability for the apprenticeship programme.

Employers can also utilise the below platforms to boost exposure of the vacancy.

- ✓ You can also advertise on NHS Jobs
- ✓ You can use your apprenticeship service account (DAS) to create apprenticeship adverts. By using the 'Recruit an apprentice' service you will be able to create adverts and easily manage applications in one place. There is also a new task list available, supporting you through the recruit journey.
- ✓ Support from training hub to promote vacancies through relevant channels available within your system.

When advertising for this position it is important to;

- ✓ Include the entry requirements for the apprenticeship programme (e.g. qualifications required and minimum working hours)
- ✓ Remember that all apprenticeship places are subject to passing all application stages. Also, some programme intakes are dependent on minimum numbers. Therefore, we advise that offers of employment are conditional until all employer and programme application stages are complete.

Starting your candidate;

- ✓ Include the entry requirements for the apprenticeship programme (e.g. qualifications required and minimum working hours)
- ✓ Ideally, employment should commence about a week before the start of the apprenticeship programme, to allow for induction and settling in. It is recommended that the employment start is as close as possible to the start of the apprenticeship programme, as any learning undertaken prior to the programme commencing cannot be counted as evidence towards the apprenticeship.
- ✓ The employment contract must reflect the apprenticeship role and must cover at least the duration of the apprenticeship. You must be able to extend the contract if the apprentice requires a break in learning, or if the programme is otherwise extended (Re-attempts of failed assignments are usually accounted for within the programme time, however, on occasion, these may extend the programme length).

Finance and Funding

Employers may be eligible for £1,000 funding support if they have a young apprentice who is -

- Aged 16 to 18 years old.
- Or aged 19 to 24 years old and has an education, health and care (EHC) plan or has been in the care of their local authority.

Find out more on the government webpage: [Payments for hiring a young apprentice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/payments-for-hiring-a-young-apprentice)

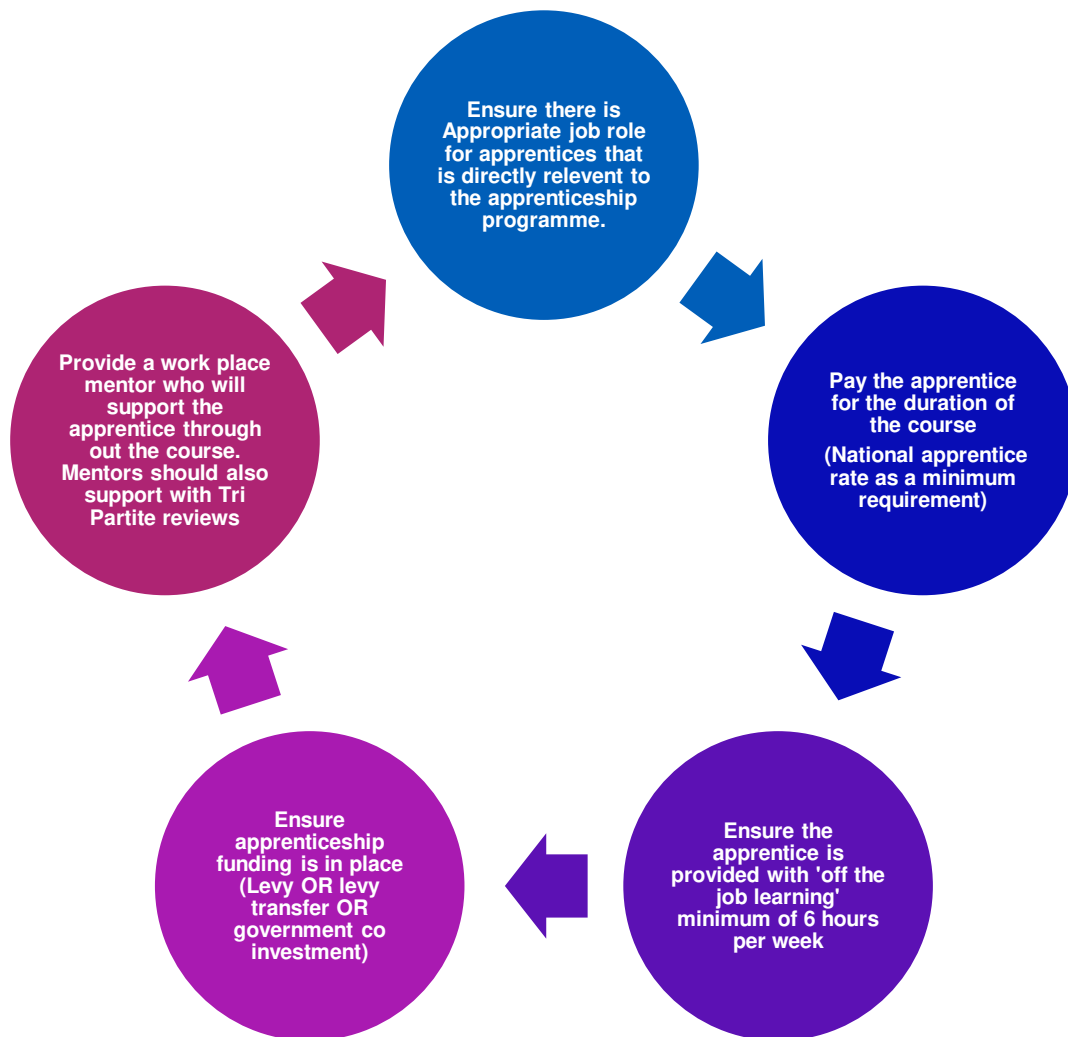
Extra support for small employers

The government will fund 100% of the tuition fee (up to the maximum value of the funding band) for employers who employ fewer than 50 people if recruiting a young apprentice. For more details and criteria, please see the latest [Apprenticeship funding rules 2023 to 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/apprenticeship-funding-rules-2023-to-2024)

Employer National Insurance Contributions If apprentice is under the age of 25, employer may not have to pay Class 1 Employer National Insurance. Full details and criteria are found here [Paying employer National Insurance contributions for apprentices under 25 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/paying-employer-national-insurance-contributions-for-apprentices-under-25)

Employer responsibilities

As apprentices are employed for the duration of their apprenticeship programme, employers are responsible for the day-to-day supervision and mentorship of their apprentice. Some of the things that employers are responsible for include -



Primary Care Training Hubs

Primary care training hubs are available to support primary care employers with advice and guidance around recruiting apprenticeships and upskilling the existing primary care workforce.



Lancashire and South Cumbria Training Hub

Email address - mbpcc.apprenticeships@nhs.net

Contact Number - 07735161775

Webpage - <https://www.lsccthub.co.uk/apprenticeships/>



Greater Manchester Training Hub

Email address - GMTH@GMFeds.co.uk

Webpage - <https://gmthub.co.uk/vocational-learning/apprenticeships>



Cheshire and Mersey Training Hub

East and West Cheshire - falan.barton@nhs.net

South Cheshire and Vale Royal- michelle.boote@nhs.net

The Wirral - rebecca.colyer@nhs.net

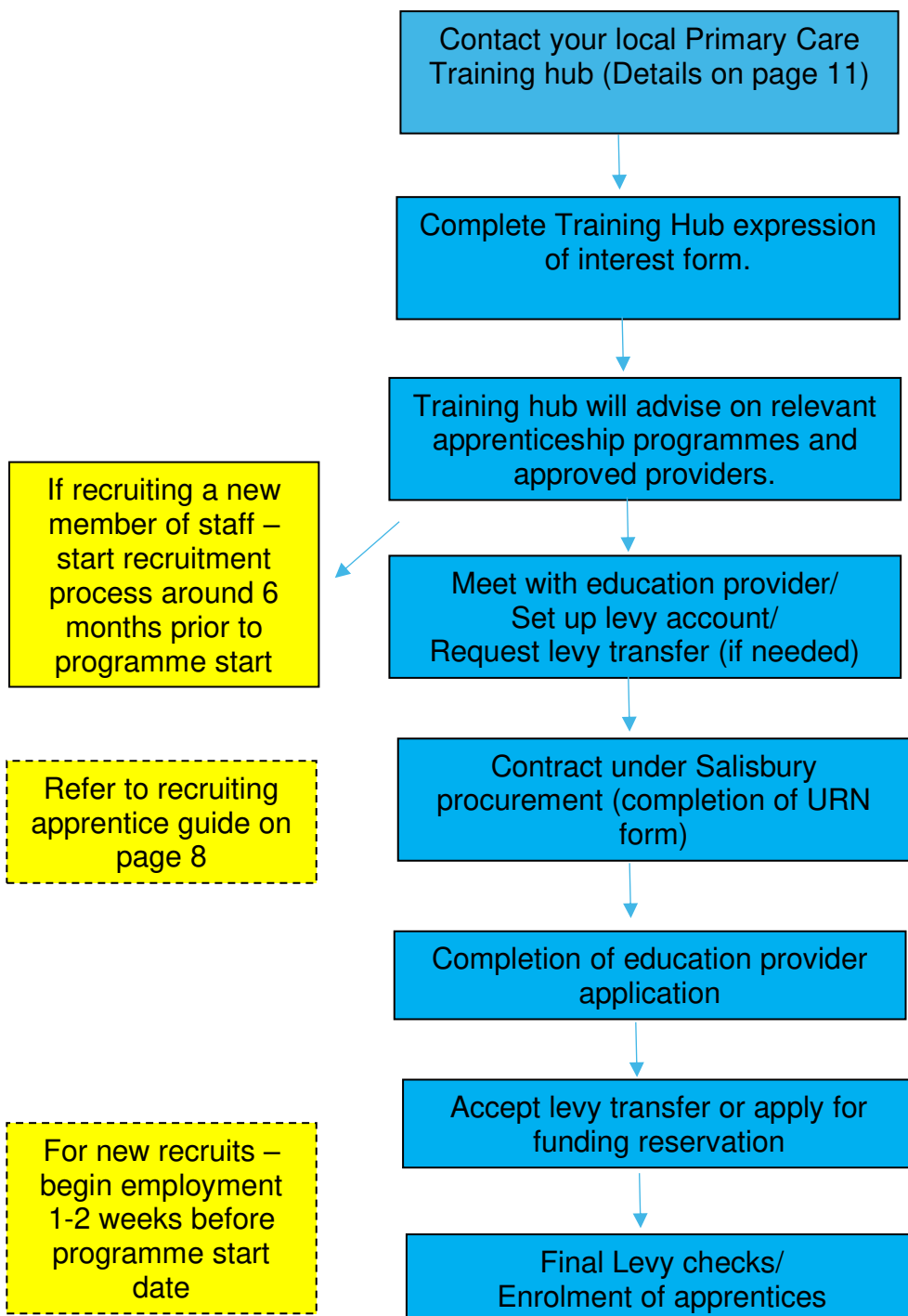
Liverpool - rebecca.stiles@livgp.nhs.uk

Southport & South Sefton- craig.williams11@nhs.net

St Helens, Warrington, Halton, Knowsley- kerry.corscadden@sthelensccg.nhs.uk

Process

This process is designed for employers who are supporting existing staff to complete an apprenticeship OR considering recruiting a new apprentice.



Procurement

The procurement for this project has been led by Salisbury procurement services through a regional collaboration. This procurement process was employer led and tailored to our local and regional needs, putting employers in the driving seat to ensure we get apprenticeship programmes in place that meet the needs of primary care employers.

Why should you use our procured providers?

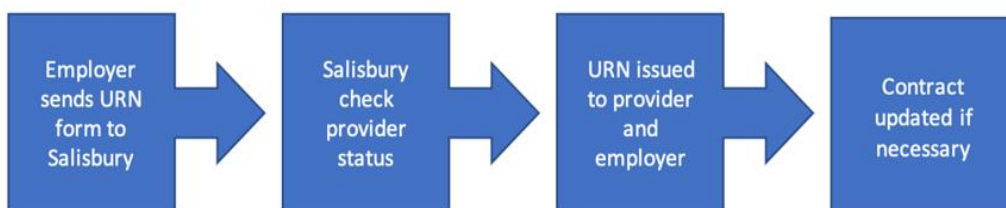
- ✓ Apprenticeship levy funding is counted as public money and therefore demonstration of best value is required.
- ✓ Public spending sits within Public Contract Regulations 2015, the underpinning legislation – a “light touch” regime is in place but this does not mean “no touch”.
- ✓ Procurement enables employers to be protected by the correct NHS / employer contract (DHSC requirement).
- ✓ Procurement is not about the cheapest – it is about selecting the right providers to deliver the right “product” in the best way for both parties.
- ✓ 1 resit per module, and 1 resit at EPA, without additional charge to employers.

Contracting Process

First time with provider or new standard with existing provider



New enrolment / cohort with existing provider



Providers

Clinical Apprenticeships

	Southport College	Training 2000	Capella	Impact Futures	Kendall College	Riverside College	Blackburn College	Hugh Baird	Luminate Education Group
	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes
Leader In Adult Care – Level 5	YES			YES	YES	YES	YES	YES	YES
Senior Health Care support worker Level 3	YES			YES	YES	YES	YES	YES	YES
Health Care Support Worker Level 2	YES			YES		YES	YES	YES	YES
Pharmacy Technician Level 3									YES
Pharmacy Services Assistant Level 2									YES
Adult Care Worker Level 2	YES			YES	YES	YES	YES	YES	YES
Lead Adult Care Worker Level 3	YES			YES	YES	YES	YES	YES	YES
Lead Adult Care Worker Level 4	YES			YES	YES	YES	YES		YES
Assistant Practitioner Level 5	YES							YES	YES

Providers

Non- Clinical Apprenticeships

	Southport College	Training 2000	Capella	Impact Futures	Kendall College	Riverside College	Blackburn College	Hugh Baird	Luminate Education Group
	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes
Accounting or taxation professional Level 7	YES	YES			YES	YES	YES		
Accounts or Finance Assistant Level 2	YES	YES			YES	YES	YES	YES	YES
Assistant Accountant Level 3	YES	YES			YES	YES	YES	YES	YES
Associate Project Manager Level 4									YES
Business Administrator Level 3	YES	YES		YES	YES	YES	YES	YES	YES
Commis Chef Level 2	YES								YES
Community Activator Coach Level 2									YES
Community Health and Wellbeing Worker Level 3				YES			YES		YES
Customer Service Level 2				YES		YES	YES	YES	YES
Customer Services Level 3				YES			YES	YES	YES

Providers

Non- Clinical Apprenticeships

	Southport College	Training 2000	Capella	Impact Futures	Kendall College	Riverside College	Blackburn College	Hugh Baird	Luminate Education Group
	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes
Data Technician Level 3									YES
Digital Support Technician Level 3									YES
Data Analyst Level 4									YES
Health Care Cleaning Operative Level 2									YES
HR Consultant Partner Level 5							YES		YES
HR Support Level 3							YES		YES
Improvement Practitioner Level 4			YES						
Improvement Specialist Level 5			YES						
Improvement Technician Level 3			YES						
IT Solutions Technician Level 3		YES			YES				YES
Marketing Assistant Level 3									YES

Providers

Non- Clinical Apprenticeships

	Southport College	Training 2000	Capella	Impact Futures	Kendall College	Riverside College	Blackburn College	Hugh Baird	Luminate Education Group
	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes	Apprenticeship Programmes
Production Chef Level 2	YES				YES				YES
Senior Production Chef Level 3	YES								YES
Team Leader/ Supervisor Level 3	YES	YES		YES	YES	YES	YES	YES	YES
Operations or Departmental Manager Level 5	YES	YES		YES	YES	YES	YES		YES
Leader in Adult Care Level 5	YES			YES	YES	YES	YES	YES	YES
Chartered Manager Level 6									YES
Senior Leader Level 7							YES		