

Apprenticeship guide for employees

What is an apprentice?

An apprentice is an individual who takes part in a formalised and accredited training programme in a work based environment. The training programme must be recognised as an approved apprenticeship framework or standard.

The council can use apprenticeship levy funds for new apprentices and for existing staff as part of their workforce development. Individuals can undertake an apprenticeship, provided the training will allow them to acquire substantive new skills. The content of the training must be materially different from any prior training, or a previous apprenticeship.

Frameworks/Standards

As part of the government's apprenticeship reform programme, all apprenticeship frameworks will be phased out by August 2020. Instead, new apprenticeship standards are being introduced. Apprenticeship standards are created by the employers and industry experts, in conjunction with the Institute for Apprenticeships and Technical Education. Standards are up to date qualifications focused on quality learning with a single end point assessment at the end.

Apprenticeships last between 1 and 5 years depending on the level

Levels of Apprenticeship

Intermediate - level 2

An intermediate apprenticeship is equivalent to five good GCSE passes. Apprentices work towards work-based learning qualifications such as a Level 2

Advanced - level 3

An advanced apprenticeship is equivalent to two A-level passes. Advanced apprentices work towards work-based learning qualifications such as a level 3

Higher - levels 4 - 7

Higher apprenticeships offer a work-based learning programme and lead to a nationally recognised qualification at one of the following:

- Levels 4 and 5 are equivalent to a higher education certificate, higher education diploma or a foundation degree.
- Level 6 is equivalent to a degree.
- Level 7 is equivalent to a master's degree.

How is the apprenticeship delivered?

This varies depending on the type of apprenticeship. Some require attendance at a college/ training centre or university. Other methods involve blended learning which takes place in the work place. Much of the learning is online using tools and resources. There are online tests to check understanding. A trainer is assigned to the apprentice who provides contact through face to face/phone/online support. Progress reviews take place around 10 – 12 weeks. You will have an eportfolio which is a personal tool for storing, organising, reflecting and sharing your learning. This can include graphics, videos, presentations and coursework

How much work is involved?

At the start, you will sign a commitment statement and agreement agreeing your individual learning plan and responsibilities including the number of off the job hours. Although you have 20% time allocated during the working day for your off the job, there may be some instances where additional learning in your own time is expected

The apprentice works on their knowledge skills and behaviours and they need to be responsible for their own self learning, study and research with support from their manager working towards being competent in their ability to meet the required apprenticeship standard and assessment plan.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>. When the trainer and manager agree the apprentice is competent and meets all the requirements, they are put in for the end point assessment. This is awarded as fail, pass or distinction

20% off the job training

Off-the-job training is learning which takes place outside of a learner's current normal working duties and practices that leads towards the development of new, or improved, knowledge, skills and behaviours and ultimately the achievement of an apprenticeship.

It is a requirement that learners spend at least 20% of their paid working hours on their off-the-job training (OTJ). The OTJ will not need to be completed during annual leave. The total OTJ hours the learner will need to complete during their practical period is calculated. (The practical period of the apprenticeship is the period of learning which is the full duration of the programme for an apprenticeship framework & the duration up to the point of entering the end point assessment gateway for a standard).

English and maths training does not count towards the minimum 20% off-the-job training requirement; where required this must be delivered in addition to the minimum requirement.

Maths and English

Employees must be able to prove that they have a level 2 qualification in English and Maths with a minimum of GCSE grade 9 – 4, A - C or equivalent qualification. If not, they must complete a functional skill either before starting the apprenticeship or during the apprenticeship.

Things to consider

- You need to have a contract of employment with the council that is long enough to achieve the apprenticeship
- Your job role must be one where you carry out a large amount of that type of work.
- Relevance to the applicant's current/future work and their abilities/skills.
- Applicant must meet, or be willing to work towards, the level of English and maths required for the qualification (usually Grade 9 – 4/A-C or equivalent)
- Whether you have any previous qualifications at the same or higher level. Your prior learning will be assessed
- Commitment to achieve during the agreed time period

Part time employees

Employees who work less than 30 hours will need to have a longer training period to allow time to complete. The 20% minimum off the job training is calculated from the part time hours

How to apply

To take part in an apprenticeship, you will need to talk to your manager first to gain their support and endorsement for your development. The apprenticeship needs to benefit the needs of the service. This may be part of the Great Performance Conversation (GPC) process. Some roles will involve an impact on releasing staff for the required off the job training so the manager must agree how it will work around your daily role. The apprenticeship levy usually covers the costs of all the training. There are some apprenticeships that require additional fees such as registration fees or travel costs. These additional costs would need to be paid by the team's budget

Please read the details of the apprenticeship standards and assessment plans for the apprenticeship you are starting. These are on the website below:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

Support during the apprenticeship

If there is any issue preventing you from the workload, you will need to discuss with your manager/mentor and trainer. The council's apprenticeship team are also able to offer support if you have any questions apprenticeships@derby.gov.uk