

Apprenticeships

Protected Time for Learning

Richard Taylor
Primary Care Workforce Coordinator for N&W.

5th December 2019



Checklist of documents

- Setting up an Apprenticeship Service Account
- Form to request a levy transfer
- What is off-the-job training reference sheet
- Off-the-job myth busting sheet

How the funding works

1) Education and Skills Funding Agency (ESFA). The government co-funds ESFA registered course providers at 95:5%. Meaning you only have to pay a 5% contribution to the course fees.

Caveat: limit e.g. Buttercups.

2) When an organisation e.g. a trust has a staff payroll of over £3m some of the money on the amount over £3m is given back to the organisation as “levy funds”. These levy funds can only be used to pay for apprenticeship course fees only. They can be gifted to other organisations e.g. general practices.

“So what route of funding should I use?”

It depends.....



Apprenticeship Service Account

There is extensive, well-written guidance on the government's apprenticeships website.

To set up an account you will need:

1. your organisation's Government Gateway user ID and password
2. Your organisation's PAYE Scheme number.

(Your payroll or finance department should have these)

Mandatory by April 2020.

See step by step guide hand out

What is a Government Gateway user ID?

A Government Gateway user ID is a series of 12 digits that you use - alongside your password - to access the UK government's secure online services.

In the past, your user ID authorised access to the Government Gateway, but this was closed and substituted with replacement services in March 2019. However, your Government Gateway ID is still active and can be used to access government services. services, including the HMRC online services

More info [here](#)

Case studies

- Buttercups
- West Suffolk College – Level 2 Pharmacy Services Assistant apprenticeship
- Lighthouse Training – Leadership and Management level 3 Diploma.
- Level 3 Junior content producer – depending on the size of your practice you may find it advantageous to get an apprentice who can produce and manage all of the digital content, posters, information leaflets etc. in your practice.
- Level 2 Accounting apprenticeship, suitable roles include accounts assistant, accounts clerk, finance assistant.
- £3.90 p/h x 37.5 = £146.25 / week. Grow your own.
- If a course provider tells you they don't have enough people to run the course. Let us know, we will communicate with the other practices and gather sufficient interest.

Challenges and misconceptions

Age of an apprentice?

Level that apprenticeships go to?

“Does the wage drop to £3.90?”

What is “off the job training?”



Restrictions on Apprenticeships and Age

To qualify for funding the apprenticeship must be in a different area. E.g. management apprenticeship and then an accounting apprenticeship is fine.

But 2 level 3 business and admin apprenticeships a few years apart is not.

Who can apply

You can apply for an apprenticeship while you're still at school.

To start one, you'll need to be:

- 16 or over living in England
- not in full-time education

What level do apprenticeships go up to?

Levels range from 2-7, covering topics from customer service and business admin through to Senior Leader Master's Degree Apprenticeships.

Course providers very helpful at determining the right level for your would be apprentice.

Name	Level	Equivalent educational level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

“Does the wage drop to £3.90p/h?”

No.

From 1st April '19

If under the age of 19 (or 19+ but in their first apprenticeship),
minimum of £3.90p/h.

Example 1. 22 y/o, first year of apprenticeship, min. £3.90.

Example 2. 22 y/o, has completed 1st year of apprenticeship,
min. £7.70.

Employer can maintain them on their current contract.

Further, more extensive guidance on the government's [website](#).

“What is off-the-job training?”

Protected time away from normal core duties.

Importantly:

- This is paid time
- Apprentice learns new knowledge, skills and behaviour, that are directly relevant to the apprenticeship standard or framework,
- That are taking place within the apprentices normal (contracted) working hours.

“Can functional skills in Maths and English count towards the 20% off the job training?”

No. If functional skills in Maths and English are needed. These are on top of the 20% off-the-job training requirement.

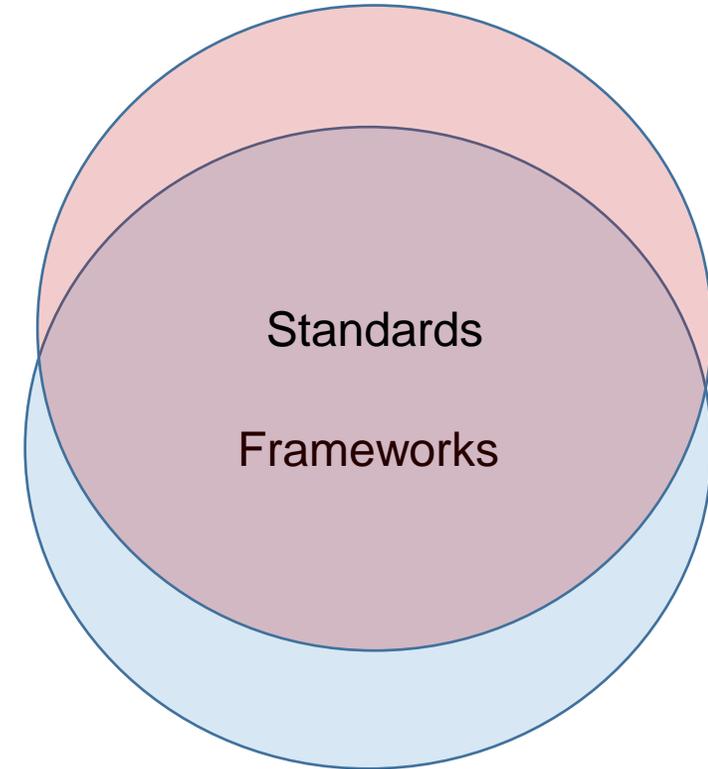
- Handouts

Frameworks and standards: what's the difference?

- The important parts to know is that by 2020 all frameworks are to be replaced by standards.

Why? Because frameworks are “tick box” **qualification-focussed**.

- Apprenticeship standards are **occupation-focused**; they are not qualification-led. The learning happens throughout the apprenticeship.
- Standards have been developed in conjunction with employers.



Other general guidance

Each apprenticeship is placed into a funding band. For example the Team Leader / Supervisor level 3 Apprenticeship is capped at £4,500. Meaning you cannot be charged more than this amount. This includes course costs, materials and end-point assessment.

“What is end point assessment?” It’s essentially a final test done by an external assessor, similar to how a driving test works.

Good questions to ask: How is the apprentice and my practice supported throughout?

Do you have feedback from other learners and employers?

How many people have you supported with this course previously?

Can I talk to the trainer?

How is this tweaked to be suitable for Primary Care?

Can you share your Ofsted report?

If needed, what support do you have for help with functional skills?

Can the CCG help advertise and recruit? No, but course providers sometimes do.

National Apprenticeship Helpdesk

helpdesk@manage-apprenticeships.service.gov.uk

Telephone: 08000 150 600

8am to 10pm, 7 days a week

How to find an apprenticeship course provider?

“Find apprenticeship training gov”

Link [here](#)



Comments, requests or suggestions?

Please email

Richard.Taylor29@nhs.net

Primary Care Workforce Coordinator
Norfolk and Waveney STP

Supported by Mandy Wegg
Interim Deputy Head of Primary Care
South Norfolk CCG

