



Apprenticeship Toolkit

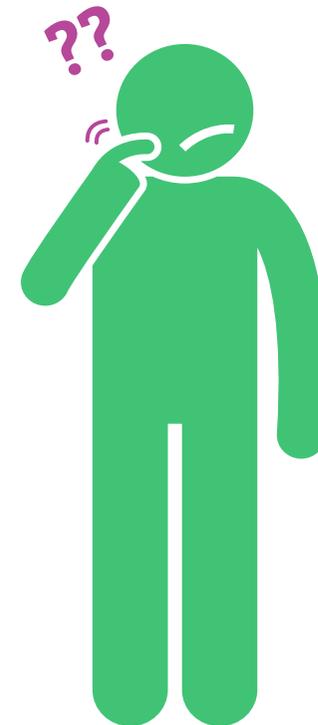
A breakdown of what you need to know to kick start your apprenticeship recruitment process!

1

Introduction

Providing apprenticeships to those eager to start a career in the care sector is a rewarding way for you to develop and retain talented staff. As your apprentice earns their qualification and progresses with you as their employer, it also provides you the opportunity to develop and maintain your own dedicated and skilled workforce.

We know that getting started with apprenticeships can be confusing, so this brochure contains a breakdown of what you need to know to kick start your apprenticeship recruitment process!



2

What apprenticeships can I offer?

There are many apprenticeship options available including Health and Social Care, Business Administration, Customer Service and Kitchen/Chef.

The most common apprenticeships in the adult care sector are in health and social care.

These are known as:

The Intermediate
Apprenticeship in
Health and Social Care
(Level 2)

The Advanced
Apprenticeship in
Health and Social Care
(Level 3)

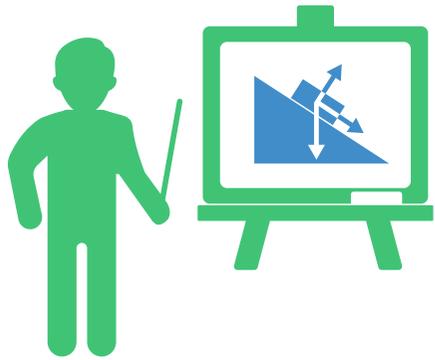
Level 4 & 5
are currently in
development and will
be available soon

As well as attracting new staff into the sector, this is also a great way to up-skill existing staff in your organisation.

There are also more specific types of apprenticeships available such as Nurse Associate and Degree Apprenticeships that are becoming available. You can read about these via www.herts.ac.uk (search for Degree Apprenticeships).

3

Choose a training provider



Choosing the right training provider is extremely important. You can directly contact HCPA to help you find a training provider at jobs@hcpa.info.

When choosing a training provider, it is important to check that they are on the Register of Apprenticeship Training Providers (RoATP).



[Click here](#) for further guidance on this. Once you have made contact with the training provider, they will be able to guide you through the registration process.



4 How much does it cost to take on an apprentice?

There are two categories; as a company you will fall into one of the below:

LEVY	NON-LEVY
<p>Levy paying companies are companies that have an overall wage bill of more than £3 million. If you fall into this category, you will already be automatically paying 0.5% of your wage bill into an apprenticeship fund.</p> <p>This money is for you to spend on taking on apprentices or it will be forfeited by HMRC. See the Skills for Care Levy Payer's journey</p>	<p>As a non-levy paying company, the government will fund 95% of your apprentices training. The average cost of training is £3,000, so you would need to contribute £150. For further information on funding click here.</p> 

5 How much should I pay my apprentice?

There is a minimum wage for apprentices between the ages of **16 and 19 years old**. From April 1st 2019, employers are to **pay the National Apprenticeship Wage but are encouraged to offer more**.

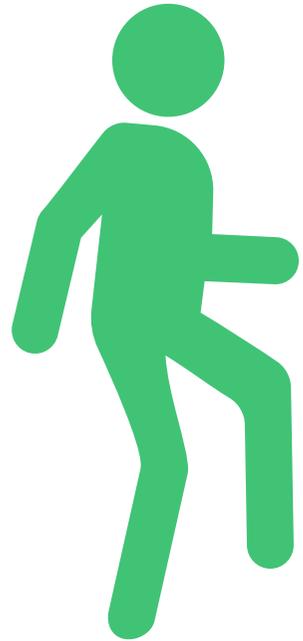
If an individual is over 19 and in the first year of their apprenticeship, they can also be paid the National Apprenticeship Wage. After the first year of their apprenticeship, they must be paid the National Living Wage for their age group.

Anyone from the age of 16 all the way up to 65 can become an apprentice. This can also include either new or existing staff.

As the apprentice will be carrying out the same role as your other care and support staff, **we recommend paying apprentices close to, or equal to, your other care and support staff.** Not only is this fair but it also helps with the retention of staff, staff motivation, and higher success rates of apprenticeship completion.



One way to implement this fair pay is to gradually increase it based on apprenticeship milestones...



12 months completion of apprenticeship programme including end point assessment - Equal to your care & support staff

12 months completion of Level 2 Diploma element - £7.50 per hour

6 -12 months achievement of key skills - £7 per hour

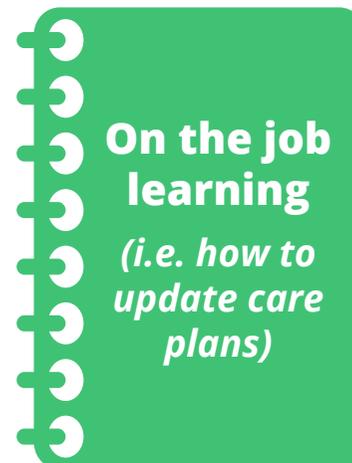
3 - 6 months following successful probation - £6.50 per hour

3 month probationary period - £6 per hour

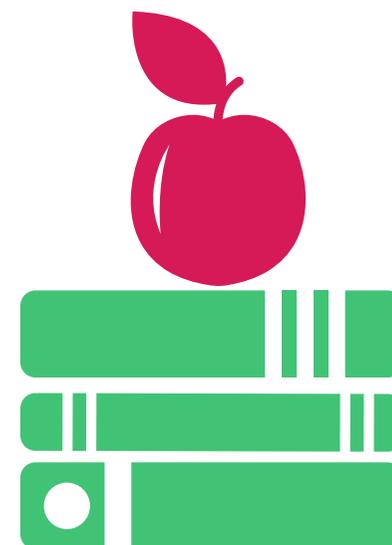
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What does the 20% study time involve?

There are various things that constitutes study time:



Study time counts over the whole period of the apprenticeship and is flexible, which means that a week of shadow shifts can count towards the overall 20% study time. All study time, in whatever form, will need to be logged. You can ask your chosen training provider for further information on logging study time.



7

How many hours should my apprentice be contracted?



30

Hours

Ideally, an apprentice should be contracted to a **minimum of 30 hours per week**. This is so that they have the opportunity to complete their qualification in a reasonable time-frame. **A Level 2 Health and Social Care apprenticeship on a minimum of 30 hours per week will take about a year to complete.**

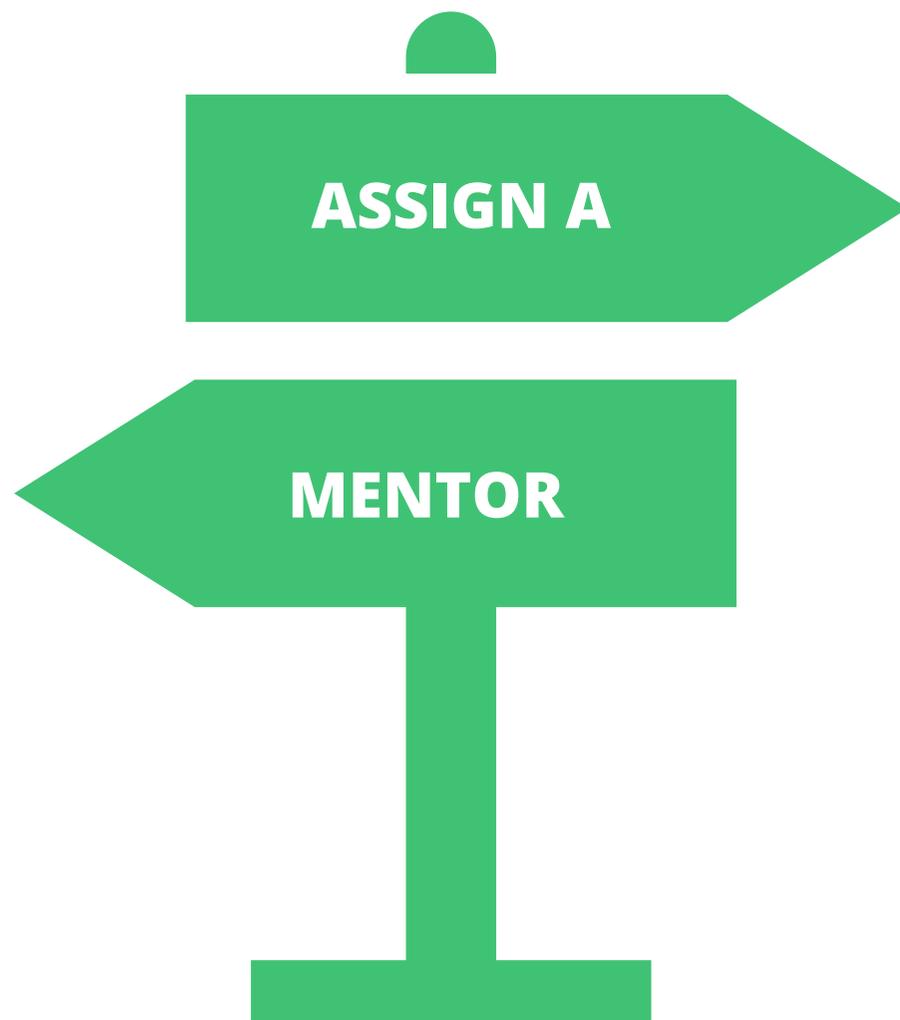
However, some training providers are able to take on apprentices with a minimum of 20 hours per week. Consequently, this extends the duration of their course to around 18 months.

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What support should I provide my apprentices?

Assigning a Mentor within the workplace will ensure that the apprentice feels supported and has someone they can go to if they are unsure about any part of their studies or role.

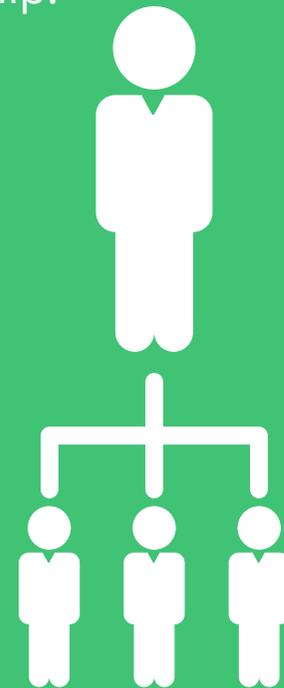
Choosing a mentor for your apprentice is an opportunity to give someone who has the potential to be a good leader the chance to help with the apprentice's development. **The mentor should have previously completed a CPD course on mentoring.**



Ensure that the apprentice has regular supervisions, ideally monthly throughout their apprenticeship to ensure they are on track, and to resolve any questions or issues that may arise.

Ensure that there is a quiet space in the office where your apprentice can study. This should also serve as a place where the apprentice has access to support and resources that you are able to provide.

The End Point Assessment (EPA) is an exam and discussion at the very end of the apprenticeship. The training provider should prepare the apprentice for the EPA, but, you can also hold practice discussions around the role, their studies, and the overall apprenticeship to help the apprentice prepare for their EPA. Your chosen training provider will go through this with you when you set up the apprenticeship.



9 How can apprentices improve my business?

Improve Retention

Show staff that you are supportive of their career development whilst **improving your own staff retention.**

86% of employers with an established apprenticeship programme reported that **apprenticeships have helped to develop skills** that are relevant to the **needs of their organisation.**

Apprenticeships are a great way to up-skill your existing staff by giving them additional skills and qualifications that will, ultimately, **help contribute to the future success of your business.**

Financial Benefits

If you employ an apprentice who is between the ages of 16 -18 years old, **you will receive a £1,000 grant.**

You are not required to pay National Insurance Contributions for apprentices who are under 25 years of age and on the lower tax rate.



Existing Staff

Did you know that your existing staff can become apprentices?

If you are looking to develop your staff, why not register them on an apprenticeship course and receive great benefits whilst you train them?



10 What do the apprentices have to say?

"I prefer to learn as I work. Not only am I getting a qualification out of doing an apprenticeship, I have the opportunity to earn some money at the same time. In full time education, getting an income isn't always possible; I am very lucky to be doing an apprenticeship. At the beginning of my apprenticeship, I would have at least one study day a week; if I needed more than that was alright. This is paid study time as well as when the assessor comes in to check my progress and ensure that I am on the right track."

- Emily, Level 2 Care Apprentice, Grace Muriel House

"The whole process was really easy; much easier than we thought it would be! I met with somebody from the apprenticeship team who talked me through the whole process and directed me to the right places regarding funding, grants and what courses would be suitable. She arranged for the sign-up and mentor allocation so we didn't have to do anything other than send over the learner details and confirm the dates!"

- Rhianna, HR, City Care Welwyn

Ready to take on an apprentice?

Visit www.hertsgoodcare.com to advertise your apprenticeship positions for FREE.

Alternatively, if you are not quite sure and would like more information, email jobs@hcpa.info or call **01707 536020** to speak to a member of our recruitment team.

11 Employers' Action Plan

Before the apprenticeship

- Identify how apprenticeships can support new and existing staff
- Understand the costs and how to measure if training is adding value to your business
- Identify training provider(s) that can become long term partners
- Advertise using language and channels that will give you a diverse mix of talent applying
- Select applicants that have the right values to succeed in a job
- Work with your training provider to make the training as bespoke as possible
- Sign an apprenticeship agreement with your apprentice
- Let the training provider carry out a thorough initial assessment with your apprentice
- Agree additional time off-the-job for English and Maths training if required
- Agree on a training schedule. All parties to sign a commitment statement
- Agree payment procedures with the training procedure
- Appointment a workplace mentor for your apprentice
- With your provider, plan a comprehensive induction process for your apprentice

Your staff start learning the knowledge, skills and behaviours needed to be a real asset to your business.

During the apprenticeship

- Provide high-quality-on-the-job learning
- Support the apprentice with their off-the-job training
- Troubleshoot questions and concerns with your providers as early as possible
- Meet regularly with your training provider and the apprentice to discuss progress
- Support the training provider if Ofsted or Advance HE needs to inspect their organisation
- Receive incentive payments where applicable

Towards the end of the apprenticeship

- Agree timing of the end-point assessment with the training provider
- Support the end point assessment process
- Ensure settlement of final funding payments
- Confirm certification of the apprenticeship and any qualifications
- Recognise the apprentice achievement through an internal or external awards ceremony
- If suitable, and an opportunity arises offer a permanent job and promote your employee

After the apprenticeship

- Reflect on the apprenticeship performance, impact on the business and adjust needs for next intake



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