

Hiring Apprentices FAQs

In April 2017, the new Apprenticeship Levy came into effect, which means that for the first time, organisations in the public sector that have an annual pay bill above £3m have to contribute towards funding apprenticeships. As part of the new apprenticeship levy, standards have been developed linked to specific job roles.

What is a new apprenticeship standard?

An apprenticeship standard:

- is a competency-based programme that assesses an individual's ability to carry out a specified job role against nationally recognised standards
- puts employers '**in the driving seat**' in terms of design
- is linked to specific job roles and levels
- combines on-programme training and learning with independent end-point assessment
- must last a minimum of 12 months

Who can be an apprentice?

Existing staff or staff who are new to the organisation

What do managers need to take into consideration when hiring apprentices?

Selecting the right provider:

Selecting the right training provider is essential for the apprentice who needs to consider both as the quality of the training and the quality of the work experience they receive. The training provider must be approved and on the register of approved training providers: <https://www.gov.uk/guidance/register-of-apprenticeship-training-providers> and have proven quality assurances in place.

It is important that the training provider has an ongoing commitment to working collaboratively with organisational managers that supervise the apprentice.

They also need to be registered with a NHS Dynamic Purchasing System. **The apprentice data manager will be able to check this for you.**

Once you have selected a training provider, discuss the curriculum with them and define the learning objectives you would like them to achieve as part of the programme.

How will managers be involved in the recruitment and training of the apprentice?

When a vacancy arises a manager should consider if it is suitable for an apprenticeship position. Many roles can be converted to apprenticeships.

To review the standards available go to:

<https://www.gov.uk/guidance/search-for-apprenticeship-standards> or speak with the apprenticeship team. The job description and specification can easily be converted to a training post and advertised using NHS jobs in the standard way. For further information on this as well as pay terms and conditions for external apprentices please read the Apprenticeships Guidance for Line Managers on the intranet:

<http://sharepoint/policies/Supporting%20Documents/Apprenticeship%20Guidance.pdf>

You can also use apprenticeships to develop existing staff.

What time commitment is expected from managers?

All apprentices must have a minimum 20 percent 'off the job' learning.

This should be supported by:

- regular 1-to-1s between the apprentice and the employer/manager
- agree learning goals that are regularly reviewed
- tracking apprentice progress
- creating a forum for coaching and guidance
- ensuring that 20 percent of the apprentices time is being spent in relevant off-the-job training (see below)

Examples of off the job training

- shadowing or being mentored
- teaching of theory in the classroom session
- simulated exercises and role play
- learning support provided by the employer or the provider
- **some** online learning e.g. webinars or blended learning
- practical training

- time spent by the apprentice writing assessments/assignments
manufacturer training e.g. new equipment or technologies

What is an apprentice paid?

If the apprentice is an external recruit the salary offer is £10,000 for the first year of the apprenticeship with statutory terms and conditions.

For any additional years training apprentices receive the minimum wage. From April 2018 this will be:

For apprentices aged 25 years old plus = £7.83 per hour

For apprentices aged 21-24 years old = £7.38 per hour

For apprentices aged 18-20 years old = £5:90 per hour

Existing staff will be seconded onto the apprenticeship on their existing band and retain Agenda for Change terms and conditions.

What support can I expect from the education department?

- information advice and guidance at every stage
- advice on shortlisting and help conducting interviews
- tutoring sessions for standards that are being delivered inhouse
- help when determining if an apprentice is ready for end point assessment
- quality assurance for both internal provision and that of external training providers

I am interested in hiring an apprentice what do I do now?

- go online and read the register of approved training providers:
<http://sharepoint/policies/Supporting%20Documents/Apprenticeship%20Guidance.pdf>

Contact the apprenticeship team based in the education department via:
HCDU@heartofengland.nhs.uk