

CORNWALL APPRENTICESHIPS

GUIDE TO APPRENTICESHIPS FOR HEALTH & SOCIAL CARE EMPLOYERS IN CORNWALL & ISLES OF SCILLY FEBRUARY 2020

Supported by:

CIOS LEP



Proud to Care
CORNWALL



GLOSSARY OF TERMS

Apprenticeship

A paid job with training to industry standards. It should be in a recognised occupation, involve a substantial programme of on and off-the-job training. An Apprenticeship can be entry level (level 2) and up to degree & masters level (levels 6 and 7).

Apprentice

Employed person (full and sometimes part-time), aged 16 years and older, who undertakes day to day duties as part of their job role, whilst also working towards achieving their Apprenticeship programme. Apprentices can include existing staff, up to retirement age, who are following a programme of Apprenticeship training.

Apprenticeship Employer

Employs, supports and mentors their apprentice(s). Provides real-life work experience, allowing paid time for off the job training, and the support of a structured learning framework driven by the training provider.

Apprenticeship framework

Older style apprenticeship. To be phased out by August 2020 in favour of new Apprenticeship standards.

Apprenticeship standard

New style apprenticeship based on an occupational standard (replaces frameworks). Defines the duties carried out by someone in the occupation and the knowledge, skills and behaviours required to achieve that competence in those duties. The apprentice's occupational competence is tested by an independent, end-point assessment.

Training provider

An organisation that delivers apprenticeship training e.g. college, higher education institution or private training organisation. Training providers delivering training in relation to apprenticeships will be on the register of apprenticeship training providers and subject to Ofsted inspection.

Off-the-job training

20 per cent of the apprentice's paid hours will be off-the-job training. This means time spent on learning activities outside of the normal day-to-day working routine. The activities must contribute to the learning and assessment of the apprenticeship. Typical examples include, interactive webinars, study sessions, work shadowing and completing assignments.

Apprenticeship Levy

Came into force in April 2017. Requires employers with a pay bill over £3 million each year to make monthly payments into an apprenticeship account. Employers use this money to pay for Apprenticeship training for new or existing staff, and/or transfer funds to help other employers pay for their Apprenticeship training (not wage costs).

INTRODUCTION

Apprenticeships are a great way to recruit staff of all ages and upskill existing staff into new roles. Apprenticeships can help diversify your workforce, motivate and develop loyal staff who will then be less likely to look for opportunities elsewhere.

Apprenticeship training provides first-hand experience whilst working towards achieving industry recognised qualifications. The training cost is highly subsidised by the Government or may be free to some employers. Apprenticeships can save employers £000s compared to paying for the same or similar stand-alone qualifications.

By being an Apprenticeship employer, you can offer an entry route to individuals seeking a rewarding and long-term career in the health & social care sector and/or upskill and motivate existing staff - helping the whole sector to attract, skill and retain the workforce of the future.

Through advertising Apprenticeships in the sector, young people will be more aware of the opportunities a career in health and care has to offer. They will also be able to experience for themselves how rewarding a caring career can be, whilst also seeing the numerous pathways and potential for career progression.

Apprenticeships can also be a useful tool to encourage adults to enter the sector. Knowing they will have the right training and opportunity to develop their skills in a supportive environment, whilst also earning a wage from day one. Or, you may have existing staff you wish to develop into higher level roles. Again, Apprenticeship training often offers a solution.

Perhaps Apprenticeships should form part of your organisation's workforce development and recruitment strategy? Supporting your organisation's workforce to get qualified and skilled, whilst reducing your recruitment and staff turnover costs.

Apprenticeships have changed considerably over the years. This Guide provides an overview of current health and care apprenticeship programmes, talks about the benefits, available funding and costs and tells you how you can get involved and seek any support you may need along the way.

Cathie Kessell
Apprenticeships & Employment
Lead at Cornwall Council

HOW CAN APPRENTICESHIPS HELP YOUR BUSINESS?

Some of the most common examples of staffing needs are set out in the diagram below. But did you know Apprenticeships can be a solution for all these situations?

Apprenticeships can offer a training route to a fully competent individual in a large range of health & social care job roles.

Some ways in which employers are using Apprenticeships in their business:

RECRUIT & ATTRACT

- Recruitment to fill a vacancy
- Succession Planning for retirement of key staff in 12 months or succession plan 2 years ahead.
- Targeted recruitment to support a range of ages and experience across workforce.
- Targeted recruitment to attract applicants who may have not applied if position wasn't supported a structured training programme.
- Recruitment planning for extra resource for future growth, including newly developed job roles.

RETAIN & DEVELOP

- Retention planning to retain key staff and support a workforce development culture.
- Supporting staff with aspiration and ambition to keep learning new skills - grow your own future.
- Retaining staff looking for new challenges.
- Demonstrating a training & development focussed organisation culture.
- Progression planning to support additional responsibilities or moves into new/more senior roles.

RETRAIN & REFRESH

- Skills planning to update skills or train existing experienced staff with the latest knowledge and skills needed in their role.
- Recognising, formalising and growing the skills of long-serving staff.
- Increasing efficiency and quality care through new techniques and skills.
- Boosting confidence and encouraging innovation.
- Expanding the number of staff with key qualifications.

Apprenticeship benefits to employers including:

- Widening the pool of prospective applicants for your vacancies - attracting candidates who might not previously considered or thought a career in health or care could be for them. Cost effectively upskilling and training your workforce in a wide variety of qualifications and skills from level two to degree and masters level.
- Addressing skills gaps and helping succession planning.
- Attracting new, motivated, keen staff who will generate new ideas and challenge current practices - where they can see improvements can be made.
- You and your Apprentice are supported along your Apprenticeship journey by your chosen training provider. Your training provider can help undertake free Apprenticeship recruitment and, in many cases will, if you wish, pre-screen/select candidates for interview.
- The Apprenticeship training plan is tailored to your staff and organisation, it's not one size fits all.

Benefits to individuals include:

- Being trained in a supportive environment where they are given time to develop their knowledge, practice their skills, work alongside more experience staff and bring new ideas.
- The opportunity to earn a wage whilst gaining industry recognised qualifications. Offering individuals, the chance to enter a career in the sector and explore the future pathways open to them.
- Apprenticeships are now available to anyone aged 16 and over. There is no upper age limit, so it can be attractive to someone looking for a career change or returning to work.
- Many employers in the sector will pay much more than the Apprentice minimum wage, so choosing an Apprenticeship in health and care can provide a good starting wage for a new entrant.
- It can be possible to undertake an Apprenticeship working part-time hours. This may interest those with their own caring responsibilities and those who choose to work part-time. It can also be possible for individuals on zero hours contracts to do an Apprenticeship.
- Existing employees can undertake Apprenticeship training, helping them to progress their careers, take on new responsibilities and gain higher level qualifications.

But....did you also know individuals who already have a degree qualification are eligible for an Apprenticeship. As long as the Apprenticeship is in an unrelated subject area to the degree or the Apprenticeship is at a higher level e.g. masters level.

Case study - kareena parkes, saltash health centre



“

As a trainee nursing associate apprentice I feel I have been able to grow and develop as a person. This inspiring new course, available to health care assistants, is a positive move and rewarding role, even if the academic side is tough. Hopefully, in turn, it will provide the Trust with highly trained staff in all aspects of nursing and bridge the gap.

”

SO, WHO ARE APPRENTICES?

Anyone aged 16 years and over, including up to retirement age

Full, part-time or zero hours contract

On a permanent or fixed term contract that allows time for the apprenticeship to be completed

Existing staff or a new recruit

In all levels of seniority from new to work to senior & strategic staff

Working in a range of different occupations or roles

Newly promoted - temporarily or permanently

Looking to develop new skills or extend existing ones

From an entry level role for their first job....

.... to a strategic role at the most senior level

Pursuing a professional route to 'qualify' or to become a registered professional

Someone with existing qualifications (including degrees) or those without any yet

Apprenticeships are no longer only reserved for school or college leavers. They are available to anyone aged 16 years+, there is no upper age limit. So, Apprentices can be older individuals looking for a change of career, retraining after redundancy, returning to work after bringing up children or upskilling as current employees or managers.

For Apprentices, undertaking an Apprenticeship will equip them in gaining valuable experience, skills and qualifications for existing or new roles. Graduates are also eligible, as long as the Apprenticeship is in an unrelated study area to their degree.

Apprentices work alongside more experienced staff. Depending on the training delivery model, they may attend college regularly. Or for some, the training may consist of a blended programme of online learning, plus training delivery within the workplace.

WHAT DOES AN APPRENTICESHIP INVOLVE AND WHAT TRAINING IS AVAILABLE?

Depending on the level and Apprenticeship job role, the training will vary. Apprenticeships typically consist of:

- An initial assessment looking at the individual's prior learning and the job role.
- An Apprenticeship agreement signed by the employer, individual and training provider which sets out the training programme.
- A minimum duration of 12 months.
- Substantial programme of off and on the job training. Off the job training consists of a minimum of 20% of time spent off the job (paid as part of the Apprentice's working week).
- English and Maths and any digital skills required are included.
- Training and full support delivered by an independent training provider, college or university.
- A rigorous end point assessment undertaken by an independent organisation.
- Certification on successful completion of the Apprenticeship.

Following completion, most Apprentices will continue to be employed by their employer. Or, if they were employed on a contract for the term of their apprenticeship, they will most often be offered a permanent position or encouraged by their employer to apply for one.

The Cornwall Apprenticeship Agency can employ an apprentice on your behalf. This can be a great way of trialling an apprenticeship in your business or perhaps sharing an apprentice with another business and can reduce your time spent on HR and payroll.

Visit www.cornwallapprenticeshipagency.co.uk



20% off the job learning is completed outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship. It can include things like written assignments, shadowing a member of staff in another job role, visiting another employer, attending theoretical or practical training.

HEALTH & CARE APPRENTICESHIPS AVAILABLE INCLUDE:

Health Care Support Worker
Lead Adult Care Worker
Podiatrist
Registered Physiotherapist
Adult Care Worker
Advanced Clinical Practitioner

Registered Nurse
Leader in Adult Care
Occupational Therapist
Pharmacy
Social Worker
Nurse Associate
Ambulance Support Worker

... AND OTHER NON-HEALTH & CARE ROLES:

HR
Management
Recruitment Support
Reception
Payroll
Chef / Cook
Facilities Management
Team Leading
Maintenance Cleaning
Business Administration
Accountancy

FUNDING AND COSTS

Most employers pay just a 5% contribution towards the costs of Apprenticeship training and assessment - Government pays the remaining 95%.

Each Apprenticeship is given a maximum funding band. For example, £3,000 for an adult care worker and healthcare support worker and £15,000 for a nursing associate apprenticeship.

So, for an adult care or healthcare support Apprenticeship the 5% employer contribution would be £150 and £750 for the nursing associate. {Please note, there may be VAT, exam and certification fees on top of this. Ask your training provider for the total amount before you proceed}.

16-18 year olds can be employed in adult social care and your Apprenticeship training provider and Skills for Care can provide more guidance on this.

As well as contributing to any training costs, employers are also responsible for paying Apprentices at least the Apprentice minimum hourly rate. This is currently £3.90, rising to £4.15 from April 2020 - www.gov.uk/national-minimum-wage-rates. Many employers quite rightly choose to pay more than this to attract the right candidates, or for existing staff. Note: 20 per cent of the apprentice's paid hours will include the off-the-job training element.

Any business offering apprenticeship training to an employee under the age of 25, does not have to pay any Employer N.I. contributions. This saving is almost always more than the 5% contribution to training. Plus, the more you pay your apprentice the higher the saving.

Payments of £1,000 are made to employers who employ a 16-18 year old. Payments of £1,000 are also available to employers who employ a 19-24 year old who has previously been in care or has a learning difficulty or disability, recognised with an Education Health Care Plan.

Plus, employers with less than 50 employees who employ a 16-18 year old, or a 19-24 year old with an Education Health Care Plan, will receive 100% of the cost of apprenticeship training.

So, you could be accessing thousands of pounds of training for free!

Skills for Care's Workforce Development Fund may fund some costs associated with Apprenticeships e.g. to help pay for backfill when your apprentice is training.

Visit www.cahsc-cornwall.org.uk/wdf



APPRENTICESHIP LEVY

The Apprenticeship Levy is a tax that larger employers with an annual pay bill in excess of £3m pay and use to fund their staff Apprenticeship training and assessment costs.

Levy employers can, if they choose to, transfer up to 25% of their apprenticeship levy funds to other employers. The transfer pays for 100% of the costs of training for an individual starting on a new Apprenticeship standard. Therefore, the employer receiving the levy transfer does not make any contribution towards the cost of the training.

If you'd like to find out more about Apprenticeship Levy transfers and whether your business could be eligible email Cathie.Kessell@cornwall.gov.uk or phone 01872 322083



WHAT ARE THE **NEXT STEPS** AND HOW CAN I FIND OUT MORE?

IDENTIFY

Identify your workforce development & skills need - Do you have existing staff who'd benefit from training or obtaining relevant qualifications? Do you have vacancies that could be considered as an apprentice role? Perhaps you have members of staff who will be retiring soon. Remember you can advertise for higher level Apprentices, attracting candidates who may already be working in the sector but looking to progress.

SELECT

Select your Apprenticeship training and training provider - Once you have identified the job role(s) for Apprenticeship training you can select the best Apprenticeship standard, choosing one which most closely fits the job role(s) in mind. Talk to a selection of training providers, deciding who provides the right solution for your business and apprentice.

Visit www.apprenticeships.gov.uk/employer/find-apprenticeship-training to search for Apprenticeship training and find training providers who offer the training you want.
Visit www.cornwallapprenticeships.com/local-training-providers to find local training providers.

GET GOING

Set up an Apprenticeship Service account - To reserve Apprenticeship funding and select your chosen training provider(s). You can also use your account to advertise any Apprenticeship vacancies. <https://accounts.manage-apprenticeships.service.gov.uk/service/index>. Your training provider can advise on advertising and can usually provide a free recruitment service. Don't forget you can upload vacancies to the Proud to Care Cornwall website and advertise as you normally would.

SUPPORT

Supporting you, supporting your Apprentice - If you have any questions, want help with the process or setting up your Apprenticeship then email info@cornwallapprenticeships.com, or speak to your training provider. Your provider will provide ongoing support for you and your Apprentices through the whole journey.



LINKS TO FURTHER INFORMATION AND ADVICE

Cornwall Apprenticeships

www.cornwallapprenticeships.com
email info@cornwallapprenticeships.com
or contact Cathie Kessell, Apprenticeships &
Employment lead on 01872 322083 or 07483 328849.

Cornwall & Isles of Scilly Growth & Skills Hub

www.ciosgrowthhub.com/
info@ciosskillshub.com
Telephone 01209 708660

National information on Apprenticeships

www.apprenticeships.gov.uk

Proud to Care

www.proudtocarecornwall.org.uk/

Cornwall Adult Health & Social Care Learning Partnership

www.cahsc-cornwall.org.uk/funding/

Apprenticeships: Guide to 20% off the job training

[https://www.gov.uk/government/publications/
apprenticeships-off-the-job-training](https://www.gov.uk/government/publications/apprenticeships-off-the-job-training)

THANK YOU FOR READING THIS GUIDE

If Apprenticeships have already made a difference to your business and you'd like to share your story, then please email info@cornwallapprenticeships.com