

# APPRENTICESHIPS

**APPRENTICESHIPS** are roles with training built in.

At Brookes we use apprentice contracts to:

- upskill staff who wish to develop and stretch in their current roles
- add skills into teams where a gap is identified in the overall skills and knowledge base, and where a person is willing to learn them
- add a training component, right from the start, to posts going out to advertisement

New **APPRENTICESHIP** rules following the introduction of the Apprenticeship Levy in May 2017 mean we can:

- open apprenticeships to people in roles at all levels (so, you don't need to be a beginner in a skill set)
- enable existing staff to participate without any change to their pay
- write job descriptions for new or hard to fill posts that include an apprenticeship from the start - always paid above the National Minimum Wage
- include graduates in the offer (so long as their degrees are not in the same skills theme as the proposed apprenticeship)

An **APPRENTICE** agreement must:

- involve a formal commitment between a learner (the staff member), an employer (OBU) and a provider of a programme of skills development (colleges, institutions, universities registered on the list of approved apprenticeship providers)
- last for at least a year and day depending on the level of study (degrees are 3 years plus)
- allow the learner 20 percent of their work time to engage in learning activity associated with their apprenticeship. (This includes classic coursework, reading, sessions as well as mentored activity whilst learning new tasks, so can happen in the workplace).

**MANAGERS** are invited to explore **APPRENTICESHIPS** as a way of managing succession and developing talent within their teams. Apprenticeships can be an important aspect of career development and form part of the PDR discussion.

**INDIVIDUALS** are invited to explore apprenticeships as ways of getting the skills development they want or need.

# EXPLORE THE APPRENTICESHIP OFFER

## STEP ONE

go to <https://www.gov.uk/government/collections/apprenticeship-standards>

1. This is a catalogue of apprenticeship names, you will see they are named after roles. You can explore the whole list, or you can take a short cut by going to the blue **SECTOR LIST** down the left hand side of the page, to home in on your area of business.
2. See which role title/s for your need, and make a note. From the **SECTOR LIST** you can click behind a title and find out the detailed list of apprenticeships to choose from. For example; IT based apprenticeships are in the **DIGITAL** section; management apprenticeships are in **BUSINESS** and **ADMIN** sections.
3. Click on the document image if you want to explore what the apprenticeship programme will focus on. All apprenticeship titles are backed by a two-page Standard to make it clear what is in the programme.

## STEP TWO

go to <https://findapprenticeshiptraining.sfa.bis.gov.uk/>

1. This follows on from Step one by asking you to input your role titles into the finder: so, if you are interested in “Software Developer”, enter that role title.
2. It will ask you to input level: level 2 describes early skills, and initial building blocks of a professional or occupational path: level 3 is advanced skills with a possible management component; level 4 and 5 are technician level, implying prior building blocks are already in place in the skillset: level 5/6 are degree level programmes; level 7 are Masters level programmes
3. It will ask for a postcode, on the assumption that you will want to explore local providers, but go ahead and look at others, as there are many who can provide at a distance.
4. You will see lists of providers and can explore the way that each provider puts the apprenticeship programme together.
5. There are all sorts of “delivery models”: classic classroom, blended and distance learning are available.

## STEP THREE

### EITHER

1. Use the information you have researched in **STEPS** one and two to contact Learning Providers directly. You will want to check in detail what their programmes offer and what sort of support they give you. They can visit you and should offer you a comprehensive view of what they will do.
2. Then consult with **Kay Tillyer in OCSLD** regarding payment from the Brookes Levy.

## OR

1. Consult with **Kay Tillyer in OCSLD** at any point in the process.
2. If you are devising a new post, and want to embed an apprenticeship right from the beginning, early consultation is important as HR/OCSLD will collaborate on the recruitment and selection process from the start.

## STEP FOUR

1. Apprenticeship programmes are robust and demanding, and require that line-managers of apprentices are supportive. OCSLD can help you to develop talent in your group via apprenticeships but the line-manager/learner relationship is key.
2. The Learning provider explains all the commitments and completes the picture.
3. Then if we are talking about an existing staff member, a **CONTRACT OF COMMITMENT** is signed, which outlines the whole of the agreement, and the staff member begins their programme.

## OR

1. If the apprenticeship programme is being added to a job role, ready for advertisement, the JD and Person Spec are prepared to incorporate information and requirements related to the post. Advertising, shortlisting, interview and selection then follows, and is amended to recognize that the role is now a “training” role.

## STEP FIVE

1. The new role holder joins the team and is inducted as a new member of staff whilst at the same time getting set up as a learner by the Learning Provider.
2. Regular meetings between learner, line-manager and the learning provider happen across the whole apprenticeship period.