



Apprenticeship Support Pack

VERSION 3 FEBRUARY 2024

Contents

Contents	1
Introduction.....	2
Benefits of using Apprenticeships.....	3
Apprenticeships in Adult Social Care	4
Summary of the Apprenticeship Process	4
Detailed Apprenticeship Pathway	5
Adult Social Care Apprenticeship Roles & Standards.....	6
Training Providers	7
Independent Training providers.....	7
Colleges & Universities.....	7
Funding an Apprenticeship	8
Option 1: Funding your Apprenticeship – Employer Contribution	8
Option 2: Funding your Apprenticeship – Employer Levy.....	8
Option 3: Funding your Apprenticeship – Levy Transfer	8
Workforce Development Fund (WDF)	9
Summary.....	10
Feedback.....	11
Appendix 1 : Staffordshire and Stoke-on-Trent ICS Adult Social Care Apprenticeship Pathway (February 2024)	12

Introduction

Apprenticeships are a valuable work-based pathway to upskill existing staff, and to recruit and develop new staff. They assist in addressing the challenges of recruitment and retention in adult social care.

They provide nationally recognised development programmes, at various levels, for:

- young people, over the age of 16, starting work
- existing workers, of any age, seeking skills/career development.

“Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young.”

Henry Ford

This support pack considers the benefits of using apprenticeships, the various apprenticeship roles in adult social care and how to navigate the apprenticeship pathway.

GOV.UK links

- [Apprenticeships, 14 to 19 education and training for work](#)
- [Eligibility criteria for become an apprentice](#)
- [Employing an apprentice](#)
- [Search for apprenticeship standards](#)
- [National Apprenticeships Website - Employers](#)
- [Apprenticeships: off-the-job training](#)
- [HSE - Young people at work](#)
- [Paying employer National Insurance contributions for apprentices under 25](#)

Benefits of using Apprenticeships

- Help to address identified skills gaps and support workforce planning, to meet the needs of the service using a structured learning programme with a robust assessment process
- Offer a clear route of skills progression, to develop and support staff whilst ensuring they are familiar with the values, environment, and requirements of the care setting
- Structured to provide a clear career path, which can increase staff loyalty, job satisfaction, and staff retention
- Organisations utilising apprenticeships are viewed as being committed to developing and investing in their workforce, evidencing a long-term commitment to staff, thereby boosting staff motivation/morale, and supporting workforce retention
- Provide a cost-effective recruitment and training route through the use of levy transfer support from local businesses. Enabling organisations to access an established education route at a significantly reduced cost
- By expanding skills and knowledge, through a mix of on and off-the job learning, apprenticeships can create an environment for innovation by developing fresh perspectives, innovative ideas and ways of working
- Apprenticeships may be utilised as a tool for the development of future leaders and managers through a structured education program

"In learning you will teach, and in teaching you will learn."

Phil Collins, English singer, drummer, songwriter, record producer, and actor

Skills for Care links

- [Apprenticeships](#)
- [Apprenticeship Webinars](#) - Embracing apprenticeships
 - How Apprenticeships can help recruitment, retention, and succession planning (7/2/23)
 - Nursing apprenticeships (12/1/23)
- [My journey to becoming the youngest CQC registered manager](#)
- [Why apprenticeships can be a positive addition to your recruitment strategy](#)
- [How to create your own leaders for the future](#)
- [Guidance on employing workers aged 16 and 17](#)
- [The Care Exchange podcast:](#)
 - 2.9 Young people are the future of social care

Apprenticeships in Adult Social Care

Apprenticeships can establish well-defined routes for individuals contemplating a social care career, equipping them with the expertise, competencies, and mindset required to deliver exceptional care and advance their professional journey in the sector.

It is also a structured way in which existing staff can be taken through an established framework to improve their skills.

They offer a legitimate employment opportunity within an organization, enabling individuals of all ages, including current staff and newcomers, to receive compensation while obtaining essential abilities, understanding, and attitudes pertaining to a specific job function.

Apprentices gain this mix of learning in the workplace, formal off-the-job training, and the opportunity to practice new skills.

"Tell me and I forget. Teach me and I remember. Involve me and I learn."

Benjamin Franklin, American Polymath and Founding Father

Summary of the Apprenticeship Process



1 IDENTIFY YOUR APPRENTICE

- Review Workforce Development Plan
- New / existing staff member
- Identify support needs



2 CHOOSE YOUR TRAINER

- Independent training provider
- College or University



3 FUND YOUR APPRENTICESHIP

- Option 1 Employer Contribution
- Option 2 Employer levy
- Option 3 Levy Transfer

Detailed Apprenticeship Pathway

Partner organisations within the Staffordshire and Stoke-on-Trent Integrated Care System (ICS) have developed an Adult Social Care apprenticeship pathway document, to support adult social care providers, within in Staffordshire and Stoke-on-Trent, to understand and navigate the use of apprenticeships in their organisations. It is designed to be viewed online, with hyperlinks to resources / information.

The pathway document considers:

- Who the document is for and its purpose
- What information is included
- Maintaining content currency and additional linked resources for development
- Apprenticeship roles
- The apprenticeship pathway:
 1. Identifying your apprentice
 2. Choosing your trainer
 3. Funding your apprenticeship
- Top tips and additional information

The pathway document can be accessed:

- via the [Staffordshire Social Care Workforce website](#) or by [clicking here](#)
- in the Appendix to this support pack

Skills for Care links

- [Apprenticeships - Getting started](#)
- [Find a learning provider](#)
- [Apprenticeship funding](#)
 - [A levy paying employer's journey](#)
 - [A non-levy paying employer's journey](#)

IfATE links

- [Welfare and Wellbeing in the Apprenticeship](#)

Adult Social Care Apprenticeship Roles & Standards

The [Institute for Apprenticeships and Technical Education \(IfATE\)](#) work with employers to develop, approve, review and revise apprenticeships and technical qualifications. All apprenticeships are based on occupations recognised by employers and there are many occupational standards across different [occupational routes](#), including Care services.

Various apprenticeship roles are available and details of current roles/standards, specific to adult social care, are available via the [IfATE Care services occupational map](#) and on the [Skills for Care website](#):

- [Adult Care Worker \(level 2\)](#)
- [Lead Adult Care Worker \(level 3\)](#)
- [Lead Practitioner in Adult Care \(level 4\)](#)
- [Leader in Adult Care \(level 5\)](#)
- [Nursing Associate \(level 5\)](#)
- [Social Work \(level 6\)](#)
- [Occupational Therapist \(level 6\)](#)
- [Physiotherapist \(level 6\)](#)
- [Registered Nurse \(level 6\)](#)

Details available through the links above include:

- Overview of the role
- Occupation
- Role profile
- Duration
- Qualification level
- Maximum funding
- Pre-commencement qualification requirements
- Industry specific requirements

There are other non-care roles within adult social care where apprenticeships can be utilised (e.g. Chef - Catering & Hospitality, Administration / Human Resources - Business & Administration). IfATE have a role search facility which can be accessed via [their website](#).

Training Providers

Employers are advised to work with a learning provider / trainer, who will deliver the apprenticeship programme. They need not be in proximity to your location, some offer national coverage and provide on-site and online training.

Furthermore, your training provider can provide you and your apprentice with extensive assistance and support as needed during the apprenticeship.

Every apprentice is an individual with their own strengths and weaknesses. It is important to find and use a trainer that will be the best fit for unique needs.

When researching and speaking with potential trainers, don't forget to enquire about other funding opportunities that may be available to support you and your apprentice during training.

Regular meetings with the training provider are necessary for both the apprentice and the manager, make sure you schedule this time well in advance

Independent Training providers

- Skills for Care Accredited Providers are recognised and endorsed as delivering high quality learning and development to the adult social care sector. You can use the Skills for Care [Find a learning provider search facility](#) to identify relevant providers
- GOV.UK provides a search facility to [Find apprenticeship training if you're an employer](#), which allows you to:
 - choose an apprenticeship training course
 - choose a course at the right level and skills
 - check the availability of training providers at the apprenticeship location
 - view employer and apprentice reviews
 - view achievement rates

Colleges & Universities

- [Newcastle & Stafford Colleges Group](#)
- [Buxton & leek College](#)
- [South Staffordshire College](#)
- [Burton & South Derbyshire College](#)
- [Staffordshire University](#)
- [Keele University](#)
- [University of Wolverhampton](#)

Funding an Apprenticeship

There are different options available to cover the cost of apprenticeship training, which option is applicable will depend on whether your organisation is a non-levy payer or a levy payer.

Option 1: Funding your Apprenticeship – Employer Contribution

- **Employers with annual payroll less than £3 million**
- You pay 5% of the cost (10% for apprentices who started before 1/4/19) and the Government will pay the balance, directly to the training provider, up to the funding band maximum
- If you employ less than 50 employees, for apprentices aged 16-18 (or 19-24 with an education, health and care plan provided by their local authority or has been in the care of their local authority) the government will pay 100% of the costs up to the funding band maximum

Option 2: Funding your Apprenticeship – Employer Levy

- **Employers with annual payroll more than £3 million**
- You are required to pay a levy, 0.5% of your payroll, into a digital levy account. It can only be used for the training and assessment of apprentices in your organisation
- The Government adds an additional 10% to your account
- If the cost exceeds the money in your account, the Government will contribute 95% of these extra costs (90% for apprentices who started before 1/4/19), up to the funding band maximum
- Levies not used or donated/transferred are reclaimed by the government after 24 months

Option 3: Funding your Apprenticeship – Levy Transfer

- **Available to employers with annual payroll less than £3 million**
- You can apply to receive a transfer of funds to cover 100% of your apprenticeship training and assessment costs, up to the funding band maximum
- Levy transfers are available to all industries, not just adult social care. This means that funding availability is not guaranteed, so it is important to plan ahead and submit your application in a timely manner
- For providers in Staffordshire & Stoke-on-Trent you may apply for an NHS/Local Authority levy transfer via the Staffordshire & Stoke-on-Trent ICS. You can access the [apprenticeship levy transfer application form here](#)

- You can also seek a business to fund your apprentice costs. Sizeable businesses can pledge up to 25% of their unused levy funds, to the apprenticeship costs of a business they select. [Details of live pledges may be viewed here](#)

Workforce Development Fund (WDF)

You may also claim funding in two stages from the WDF:

- when an adult social care apprentice successfully completes the diploma
- on successful [completion of the end-point assessment](#)

This applies for the following apprenticeships:

- Adult Care Worker
- Lead Adult Care Worker
- Lead Practitioner in Adult Care
- Leader in Adult Care

Access the [WDF](#), to claim funding towards staff training and qualifications. Visit [our CMDT webpage](#) for more information and support.

Skills for Care links

- [Apprenticeship funding](#)
- [A levy paying employer's journey](#)
- [A non-levy paying employer's journey](#)
- [Workforce Development Fund](#)
- [Engaging with End-point Assessment Organisations](#)

Apprenticeships.gov.uk links

- [Funding an apprenticeship for levy payers](#)
- [Funding an apprenticeship for non-levy employers](#)

Summary

Apprenticeships are an excellent, cost-effective method for recruiting and developing new staff and upskilling existing staff, through work-based learning programmes, to develop a motivated, skilled and qualified workforce.

According to the UK government:

- 86% of employers said apprenticeships helped them develop skills relevant to their organisation
- 78% of employers said apprenticeships helped them improve productivity
- and 74% of employers said apprenticeships helped them improve the quality of their product or service

"I never teach my pupils; I only attempt to provide the conditions in which they can learn."

Albert Einstein, Theoretical Physicist

This support pack has reviewed the benefits of using apprenticeships, apprenticeships in adult social care and the various roles / standards available. the various apprenticeships roles in adult social care and how to navigate the apprenticeship pathway. It has also considered identification of suitable training providers and the different funding options available.

"A long apprenticeship is the most logical way to success. The only alternative is overnight stardom, but I can't give you a formula for that."

Chet Atkins, American Country Musician

Feedback

We would welcome your feedback on this support pack and suggestions for any additional content. To access the feedback form you can either scan the QR code below or access the form [directly](#).



Thank you.

Appendix 1 : Staffordshire and Stoke-on-Trent ICS Adult Social Care Apprenticeship Pathway (February 2024)

Adult Social Care Apprenticeships – a guide to support practice

Who is the document for?

This document is designed to support adult social care providers in Staffordshire and Stoke-on-Trent, who are considering an apprentice.

This includes providers of CQC regulated services, for example care homes and home care, but also our community-based support, for example day opportunities.

Why has this document been created?

We want to increase the number of Apprenticeships in social care locally.

Providers have told us that not everyone is familiar with:

- The different levels and types of Apprenticeships
- How to get an Apprentice

Lots of people think that Apprenticeships are just for young people who are new to the workforce.

Apprenticeships are also a great idea for people currently working in social care, regardless of their age, who are looking to strengthen their skills and progress in their careers.

What information is included in the document?

- Definitions
- Apprenticeship roles and levels
- The steps providers need to take to get an Apprentice (including associated funding)

If you see [blue text](#) in the document – this means, there is a hyperlink to take you to the relevant resource / information.

What next?

We will review this document regularly.

If you have any feedback about things we might want to include in this document, please get in touch with us via email:

FSCWProgramme@staffordshire.gov.uk.

We will be developing further resources on:

1. Top Tips for making a Levy Transfer Application
2. Top Tips for employers for successful Apprenticeships
3. Information for our Apprentice's

Apprenticeship roles

There are many different apprenticeship roles available to work in adult social care.

Skills for Care have produced a list of the different [apprenticeship roles](#) specific to adult social care. This includes the different roles, the associated level and what qualifications a person needs before they start their Apprenticeship:

- [Adult Care Worker \(level 2\)](#)
- [Lead Adult Care Worker \(level 3\)](#)
- [Lead Practitioner in Adult Care \(level 4\)](#)
- [Leader in Adult Care \(level 5\)](#)
- [Nursing Associate \(level 5\)](#)
- [Social Work \(level 6\)](#)
- [Occupational Therapist \(level 6\)](#)
- [Physiotherapist \(level 6\)](#)
- [Registered Nurse \(level 6\)](#)

It is really important, that we don't forget about the other roles and functions that make our services successful, for example Chefs, administration, accountancy and human resources to name a few! When thinking about Apprenticeships don't forget these roles and opportunities.

If a person has a degree (recognised in the UK) they can complete any level apprenticeship as long as it is a non-related subject.

If a person has degree in something potentially related, for example social work or a clinical role, it is recommended to check with your trainer before you start the application process.

If you want to learn more about the different Apprenticeships roles (and standards) you can visit the [Institute for Apprenticeships and Technical Education](#).

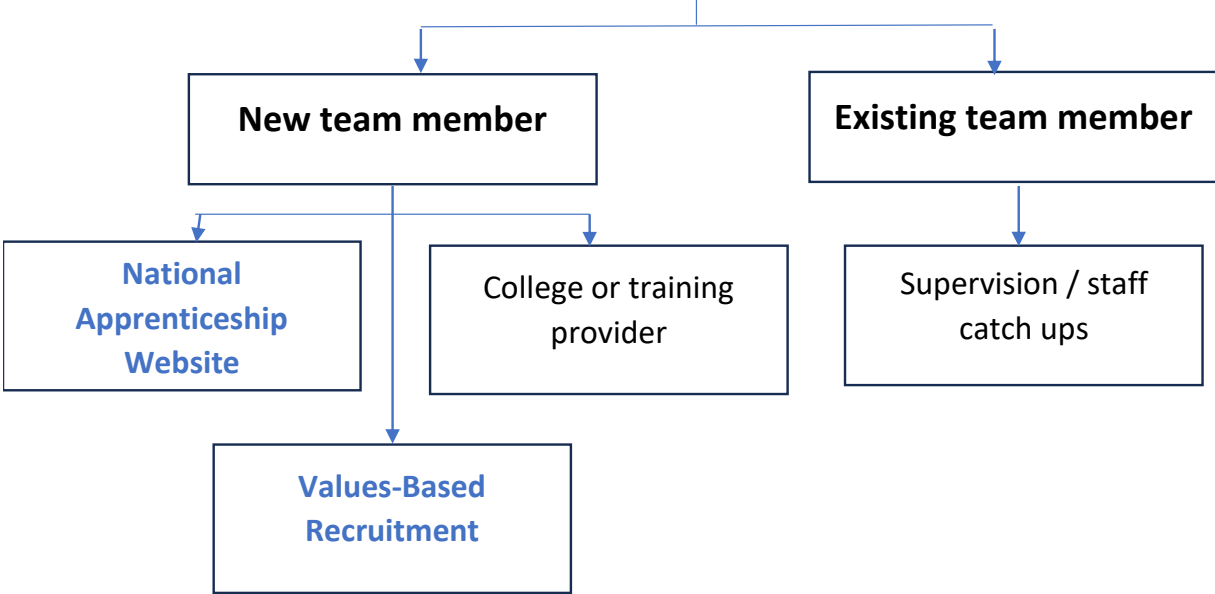
Top Tip 1 – think about the impact on your business

• Identifying your Apprentice



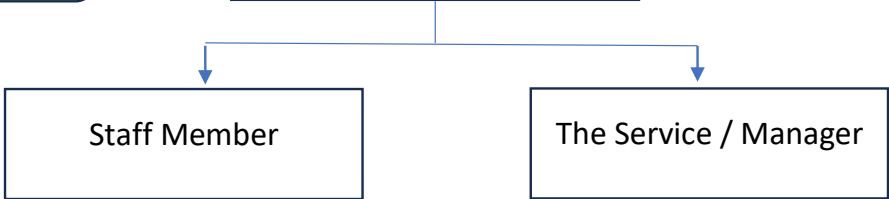
Top Tip 2 – Probationary period

B. Identify your Apprentice



Top Tip 3 – Get a buddy!

C. Identifying Support Needs

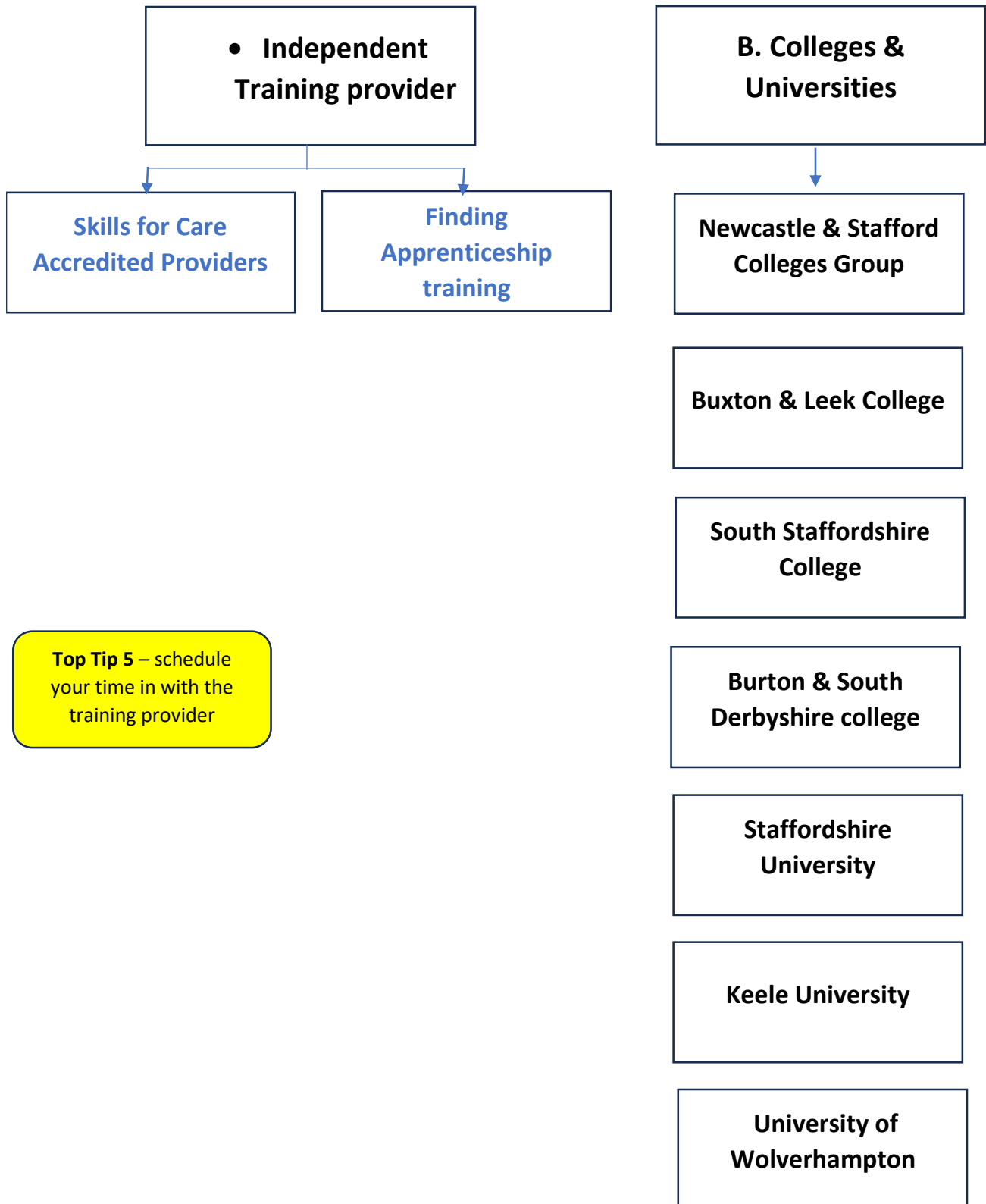


Things to think about & Top-tips	More information
<p>Top tip 1 – think about the impact on your business</p>	<p>How many Apprentices can you successfully support? It might not be the right decision to have more than one apprentice at a time if you do not have sufficient resources to support them or cover their “off the job” training and development.</p> <p>The required amount of paid study time is determined by how many hours a person works each week:</p> <ul style="list-style-type: none"> • 30 hrs or more per week = 6 hours learning. • 30 hrs or less per week = pro-rata learning. <p>Also, make sure the role and learning / training (on and off the job) is relevant, so it enhances the experience and impact for both you and the apprentice.</p> <p>Thinking about ‘off the job’ is really important too! This could include classroom learning, e-learning, shadowing, mentoring and attending conferences and events. Further information and ideas: Apprenticeships: off-the-job training - GOV.UK (www.gov.uk).</p> <p>Having an Apprentice can make a real difference to the quality of care and support with staff retention if you plan well.</p>
<p>Workforce Development Planning</p>	<p>Skills for Care has lots of information to support you with workforce planning:</p> <ul style="list-style-type: none"> • Operational workforce planning (skillsforcare.org.uk) • Workforce change and transformation (skillsforcare.org.uk) • Workforce learning and development (skillsforcare.org.uk)
<p>Succession Planning</p>	<p>With reference to your Workforce Development Plan, it is critical you:</p> <ul style="list-style-type: none"> • Start to plan early and plan for the longer term. • Identify and support our future leaders to grow. • Offer development opportunities to support with retention. <p>Some things to think about when succession planning, include:</p> <ul style="list-style-type: none"> • People who are approaching retirement age. • People who are due to go on maternity leave. • People who may leave to pursue their further career goals.

<p>Eligibility Criteria</p>	<p>Your Apprentice must fulfil the Eligibility Criteria:</p> <ul style="list-style-type: none"> • 16 years old + • Live in England / a resident for 3 or more years. • Not in full time education / receiving funding from other sources for training. <p>Subject to the Level, you need to ensure the apprentice has the required numeracy and literacy skills / qualifications.</p>
<p>Supporting Younger People</p>	<p>Employers may not need to pay Class 1 National Insurance contributions for an Apprentice in certain circumstances:</p> <ul style="list-style-type: none"> • Under 25 years old. • On an approved UK government apprenticeship standard or framework. • Earns less than £967 per week. <p>There is a lot of information about how to support young people aged between 16 and 18 years old in your workplace:</p> <ul style="list-style-type: none"> • https://www.hse.gov.uk/young-workers/employer/index.htm • https://www.instituteforapprenticeships.org/raising-the-standard-best-practice-guidance/welfare-and-wellbeing-raising-the-standards/ • https://www.safeworkers.co.uk/employment-law/apprentice-working-hours/
<p>Top tip 2 – Probationary Period</p>	<p>Level 2 Social Care apprenticeship Roles are not very well paid, so may not be very attractive to lots of people.</p> <p>You could hire a new team member, as you normally would, and during the probationary period consider if an apprenticeship would be beneficial for you both – in this case someone would receive the regular rate of pay, whilst training at the same time.</p> <p>This is also a great time to help with identifying their support needs, especially if they are a new staff member.</p>
<p>Identifying Support Needs</p>	<p>Every staff member, manager and service are different, so understanding everyone’s support needs is critical for success. This will also support your decision when choosing a training provider.</p>
<p>Top tip 3 – find a buddy</p>	<p>Finding a buddy in your service is a great support for the Apprentice and upskills your other staff, as they can provide peer support and get experience of ‘supervision’.</p>

Top Tip 4 – if in doubt,
explore both

2. Choosing your 'trainer'



Top Tip 5 – schedule
your time in with the
training provider

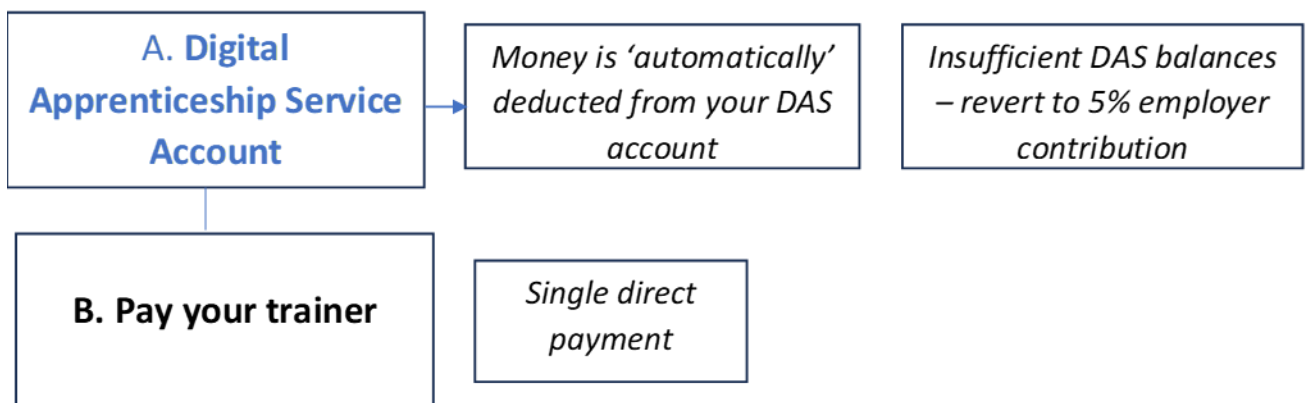
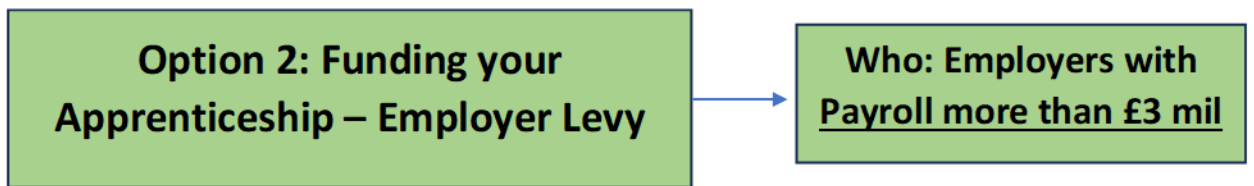
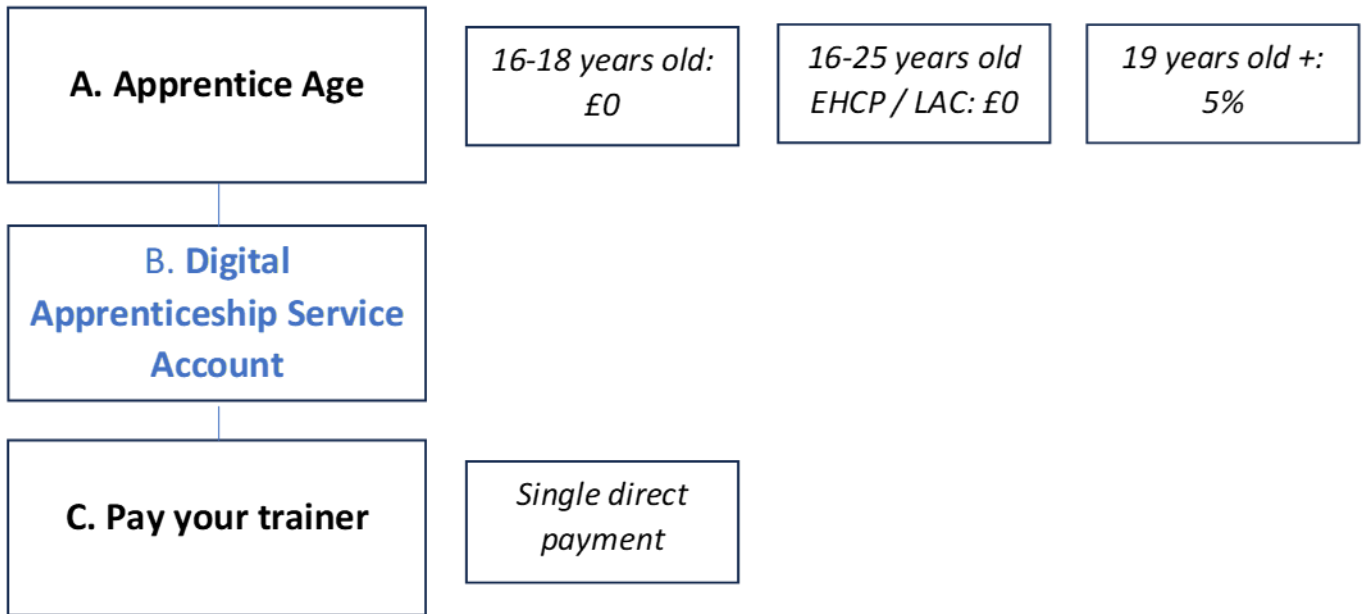
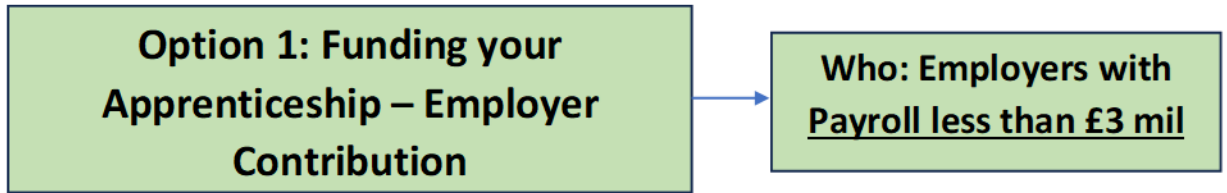
Independent Training Provider		College	
Pro's	Con's	Pro's	Con's
More tailored and flexible to meet the needs of your Apprentice and your business – enhanced levels of 1:1 support.	Apprentice will need to use their own ICT or that offered by the service.	Pastoral Support offer and interaction with peers for support and learning in the 'classroom'.	May be less tailored to meet specific business needs.
Support you and your apprentice to identify the right level (and any further learning required to 'qualify').	Some providers think it offers less pastoral support and opportunities to interact with peers.	College ICT facilities can be accessed.	
Subject to the learner, the apprenticeship may be successfully completed in a shorter timescale.		Established Career Support Offer.	

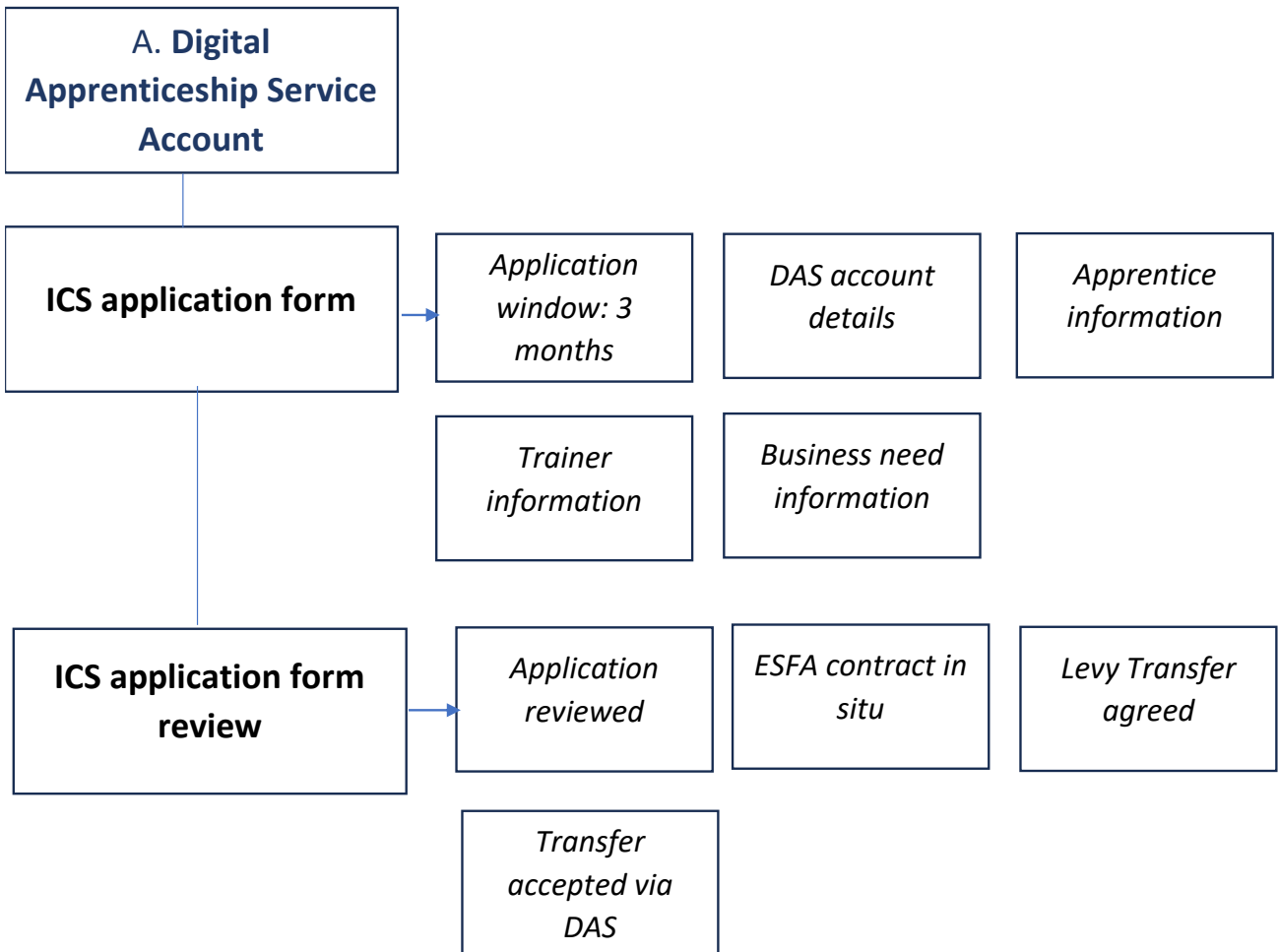
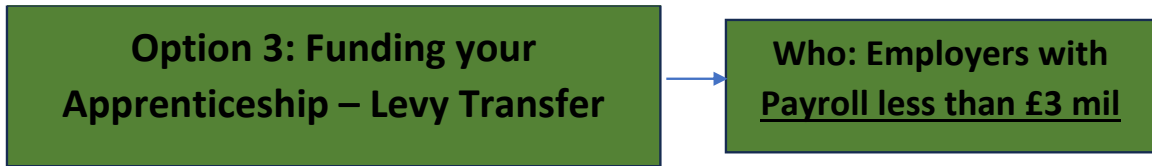
Things to think about & Top tips	More information
Top tip 4 – if in doubt explore both	Whether this is your first Apprentice, or you are a seasoned professional, every Apprentice is different and unique, so shop around for the best trainer to meet your needs! We have named a few local colleges and universities above but don't be afraid to explore other options.
Top tip 5 – schedule your time with the training provider	No matter which option, both the Apprentice and the manager will need to regularly meet with the training provider, so make sure you schedule this time well in advance!
Additional funding streams	As part of your research and conversations when choosing your trainer, talk to them about what other funding opportunities may be available to support you and your Apprentice whilst training.

3. Funding your Apprenticeship

Things to think about & Top-tips	More information
EHCP	An EHCP is an Education, Health & Care Plan .
LAC	Looked After Children – you might also know this as Leaving Care.
ESFA	Education & Skills Funding Agency .
Employee contributions	It is really important to remember, an employee cannot be asked to contribute to cost of their Apprenticeship, nor can this money be claimed back if they leave their employment during their Apprenticeship, or shortly after.
Digital Apprenticeship Service account	<p>It is really important that every provider has a Digital Apprenticeship Service Account – often referred to as a DAS Account – regardless of the ‘funding route’ they choose.</p> <p>There is a short helpful video if you need to create an account.</p> <p>The typical information you will need, when creating your account is:</p> <ol style="list-style-type: none"> 1. Service overview – info on your Payroll, Number of employees etc 2. HMRC information. <p>When you are ready to move forwards with an Apprenticeship, you will typically need:</p> <ol style="list-style-type: none"> 1. Name of the Apprentice. 2. Name of the training providing. <p>Your account will talk you through the required steps relevant to the funding option you choose.</p>
Workforce Development Fund (WDF)	Employers can also claim WDF, in 2 stages, for learners in certain circumstances.

Understanding the different funding routes available	
Employer Contribution (option 1)	<p>This is available to employers with a payroll of less than £3 million per annum – these employers are referred to as Non-Levy Payers.</p> <p>The employer will pay for 5% of the cost of the apprenticeship programme, up to the Government funding rate, and the Government will pay the rest directly to the trainer.</p>
Employer Levy (option 2)	<p>This is for employers with a payroll more than £3 million per annum – these are referred to as Levy-Payers</p> <p>The employer must pay a levy which can only be used for the training and assessment of apprentices in your workplace.</p> <p>The Government will add 10% to our DAS Levy account. If the cost exceeds the credit in your account, the Government will contribute 95% of these extra costs.</p> <p>If you don't use your Levy or donate it, the Government will reclaim after a certain period of time.</p>
Levy Transfer (option 3)	<p>This is available to employers with a payroll of less than £3 million per annum.</p> <p>A Levy Payer can choose to donate up to 25% of their apprenticeship Levy fund to another employer to support their apprentices.</p>





Things to think about & Top-tips	More information
<p>Levy Transfer</p>	<p>Don't forget, the Levy Transfer is available to every industry (not just social care), this means the availability of funding cannot be guaranteed, so planning in advance and getting your application in is critical!</p> <p>At the end of the apprenticeship, you will be asked to submit a 'case study' – this is a great opportunity to share what worked well and the impact the apprenticeship has had, both for the individual and your service.</p> <p>In addition, this case study can be used to support future apprenticeship applications.</p> <p>By promoting good practice, we hope to encourage more people to think about Apprenticeships.</p>
<p>Application Period: 3-month Window</p>	<p>You can make an application to the ICS during the following 3-month windows – this is why it is really to get ahead with your workforce planning:</p> <ul style="list-style-type: none"> • 2 January – 29 March 2024 • 6 May – 2 August 2024 • 2 September – 29 November <p>The applications are not reviewed until the 3-month application window has closed, so you will not hear if you have been successful or not, until after the closing date.</p> <p>We are working on a local process to support providers who need to make an application quicker, outside of this process.</p>
<p>ICS Application: Apprentice eligibility</p>	<p>The apprentice is required to live in the Staffordshire or Stoke-on-Trent area to make an application.</p>

For further information, please
contact
cmdt@staffordshire.gov.uk