

# **Apprenticeship FAQ**

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## Is it possible to apply for an apprenticeship on this website?

Apprenticeships in the NHS are often advertised on the <u>NHS Jobs</u> website where you can also sign up to receive relevant notifications and make applications.

Or you can browse the live vacancies (includes apprenticeships in all sectors) and apply through the Government's Find an Apprenticeship website.

You can also search for apprenticeship vacancies on the UCAS website: <a href="https://careerfinder.ucas.com/jobs/apprenticeship/">https://careerfinder.ucas.com/jobs/apprenticeship/</a>.

The <u>Find apprenticeship training for your apprentice</u> website lists which training organisations are offering each apprenticeship standard. You may find it helpful to contact your local college or training provider directly to make enquiries about the apprenticeships they offer.

#### APEL and RPL - does previous experience count?

Accreditation of Experiential Learning (APEL) and Recognition of Prior Learning (RPL) is normally arranged on a case-by-case basis. Each apprentice will need to discuss their APEL/RPL request with their chosen training provider.

Where APEL/RPL arrangements are in place, the apprentice must still meet the minimum duration and minimum off the job learning requirements set out in the Apprenticeship Funding Rules.

#### Do apprenticeships include a qualification?

Apprenticeship Standards can only include a qualification where the qualification is required for registration, regulatory or license to practice purposes or if the apprentice would be significantly disadvantaged in the job market without a qualification. Please visit the Skills England website for further information.

You can see if a qualification is mandated in the apprenticeship by downloading the standard document. If a qualification is included, apprentices will have to meet the entry requirements for the qualification as well as the employer's selection criteria. Very often the selection process will be carried out in partnership between the employer and the education provider to make sure that the apprentice is suitable for both the practical and the academic progression they will be expected to make during the apprenticeship.

#### Are apprentices paid?

Yes, all apprentices must be aged 16+ and will receive a wage of at least the minimum apprentice wage rate. Pay is determined locally so it may be higher but cannot be lower than this rate.



## Read more about apprentice pay here.

#### Is it possible to apply if someone already holds a degree?

Yes, it is possible to apply for an apprenticeship even if someone already holds a degree. However, to receive funding the employer must prove that the training provided is developing skills that the apprentice has not already learned at university when taking their first degree.

#### Does the apprentice have to pay for their apprenticeship?

No, the employer will pay the salary and any course fees for the apprenticeship. But the apprentice will need to pay for their own travel and subsistence.

## Does my local university offer apprenticeships?

Universities make a decision on which apprenticeships to offer based on a number of local factors including demand for places from employers. The Apprenticeship Provider and Assessment Register (APAR) lists apprenticeship education providers, use the <u>Find apprenticeship training for your apprentice</u> page to find providers. You may also wish to contact your local universities and ask directly if they plan to offer the apprenticeship you are interested in. They may still be in the process of applying to the Register and therefore not yet be visible on the list.

#### How do I get my employer involved?

If you are currently employed in a healthcare role, you may find it helpful to speak to your training department and find out about the organisation's approach to apprenticeships. Your employer will need to have an apprenticeship vacancy and much like other job vacancies, applying for apprenticeships is a competitive process. You would have to meet the entry requirements of both your employer and the training provider and be successful through the application process.

#### How long does an apprenticeship take?

An apprenticeship must be at least 8 months long. You can see the typical duration of the apprenticeship in each standard document. Some apprenticeships last for longer and, typically, degree apprenticeships last 36-60 months. Even if an apprentice has relevant prior learning the apprenticeship must still provide at least 8 months of new learning for them to be eligible for an apprenticeship in that occupation.

Find out more on the Skills England website: https://skillsengland.education.gov.uk/



#### Is there an age limit?

Apprenticeships are open to anyone over the age of 16 who is living in England and is not in full-time education. There is no upper age limit.

#### **Maternity leave**

An apprentice may be eligible for maternity leave if they meet the service and earning conditions. You can find information on apprenticeships and maternity leave on the <a href="Working Families website">Working Families website</a>.

## What are the entry requirements?

Entry requirements are set by individual employers and training providers. Unfortunately, we are unable to give you individual advice about your circumstances so you should check what the entry requirements are for each apprenticeship vacancy that you apply to. You should be able to find these details in the job advertisements, job descriptions or person specifications that the employers provide or in the training provider's prospectus. Entry requirements typically include things like: your work experiences to date, the academic qualifications you hold or are working towards, international qualifications you have taken and your levels of English and maths. Many health occupation apprenticeships are at degree level. For these you will usually need to have already achieved your English and maths and attained a certain academic level prior to applying. Your employer and university provider will be able to give you more details about the exact requirements for the apprenticeship you are interested in.

#### What are the requirements for English and Maths?

Skills England set the minimum requirements for all apprentices.

Apprentices aged 16-18 are subject to the following mandatory requirement to study towards and achieve English and maths.

(unless they have already achieved these levels prior to starting their apprenticeship):

- For level 2 Apprenticeships, apprentices must achieve level 1 English and maths (similar to a GCSE at grade D to G).
- For level 3 to 7 apprenticeships, apprentices must achieve level 2 English and maths (similar to a GCSE at grade A\* to C).
- For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3



(below GCSE level) and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language

Apprentices who began their apprenticeship training when aged 19+ are not subject to the above mandatory requirement to study towards and achieve English and maths. However, for apprentices aged 19+, the apprentice or their employer can still choose for the apprentice to study towards an English and maths qualification. Further information can be found here or here, English and maths requirements in apprenticeships.

## What is a 'degree' apprenticeship?

At the end of a 'degree' apprenticeship, apprentices will receive a full degree, equivalent to those awarded to students on a full-time academic programme. Degree apprenticeships enable individuals to be employed as an apprentice whilst completing their degree programme. This may appeal to people who may not otherwise have seen university as a viable option. Apprentices will still need to meet the academic entry requirements set by the university as well as being selected by their employer to do the apprenticeship. This is because they will have to study academically at the same level as all other students as well as managing the practical demands of the apprenticeship. A common misconception is that a degree apprenticeship is not as challenging as a 'normal' degree. This is not the case – apprentices will have to work equally hard to get their degree!

#### When will the apprenticeship be ready?

Apprenticeship standards usually take about 9 to 12 months to develop. They are only ready for delivery once Skills England has approved the standard and the apprenticeship assessment (end point assessment) plan and assigned a funding band. After that training providers and assessment (end point assessment) organisations need to register. Then the training providers need to put together their course content and employers need to advertise vacancies. This can often mean there is a delay between a standard 'being approved for delivery' and being open for starts. Vacancies are usually advertised locally, on <a href="NHS jobs">NHS jobs</a> or the government <a href="Find an Apprenticeship">Find an Apprenticeship</a> website.

#### How are the funding bands decided?

Each apprenticeship is allocated to one of 30 funding bands, which range from £1,500 to £27,000. For further information about the allocation of funding bands, please <u>visit the Skills England website.</u>



For more information on funding bands or the levy, visit gov.uk's guidance <u>How to register and use the apprenticeship service as an employer</u>. Please email funding enquiries to nationalhelpdesk@apprenticeships.gov.uk

### Who is offering the apprenticeship?

There is usually a delay between apprenticeship standards being developed and providers being ready to deliver the programme. This is because they need time to apply to <u>Apprenticeship Provider and Assessment Register (APAR)</u> and prepare the course content and resources. Employers also need time to prepare for the apprenticeship and recruit apprentices.

Once available vacancies are usually advertised locally, on <u>NHS jobs</u> or the government Find an Apprenticeship website.

## Who provides apprenticeship assessment (end point assessment)?

Assessment Organisations (End Point Assessment Organisations) provide apprenticeship assessment (end point assessment). Usually this will be an independent organisation who has not been involved with apprenticeship training. For registered healthcare occupations however the university or training provider that offers the degree or on-programme training may also be the Assessment Organisation. Visit gov.uk's <a href="Find an End Point Assessment Organisation page">Find an End Point Assessment Organisation page</a> to find the currently registered Assessment Organisations. Please note that there is often a time delay between a standard being approved for delivery and the Assessment Organisation list becoming available.

#### Who provides on-programme training?

Training providers for apprenticeship standards must meet the requirements to join the <u>APAR (Apprenticeship Providers and Assessment Register)</u>. Normally the training provider will be a higher or further education provider although sometimes an employer will be registered as both an employer and a training provider. You can search for apprenticeship training in your local area using the government <u>Find</u> <u>apprenticeship training for your apprentice</u> website. You can also find an apprenticeship or view vacancies on <u>NHS jobs.</u>

#### Who provides quality assurance?

Quality assurance of assessment organisations (end point assessment) is carried out by named external quality assurance (EQA) providers. Their job is to make sure that apprentices receive an equivalent apprenticeship assessment (end point assessment) experience, irrespective of the assessment organisation (end point assessment organisation) they are with.



Visit gov.uk's <u>Apprenticeship end-point assessments – rules and guidance</u> where you can read rules and guidance for Ofqual-regulated apprenticeship end-point assessments.

For further information please also visit the Skills England website – <a href="https://skillsengland.education.gov.uk/">https://skillsengland.education.gov.uk/</a>