Apprenticeship Expression of Interest

Please return the completed form to cppd@southlondon.hee.nhs.uk no later than 5pm 16th August 2012

Developing a sustainable culture of Apprenticeships within the NHS in North West London

Health care provision continues to grow in line with an ageing population and increasing expectations. Since their revival in 1994, Apprentices have increased significantly. However, despite clear areas of excellent practice, the North West London region has not achieved high numbers of younger Apprentices (16-18 or 19-24 years old) seen in other NHS regions and employment sectors.

To this end, Health Education North West London is seeking to invest in and embed apprentices in workforce development and share good practice within the NHS in London during the 2013/14 financial year.

Expression of interest to fund Apprenticeships is invited from all Organisations holding a Learning & Development Agreement (LDA) with Health Education North West London. To submit an expression of interest please complete the questionnaire provided. To ensure organisations receive the apprentice funding as part of the quarter 3 LDA please complete and submit the questionnaire by 16th August 2013.

Successful expression of interest will demonstrate sustainable activity and be aligned to achieving the NW London priority of developing bands 1-4.

Organisation Details

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<tr>
<th>Organisation</th>
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<tr>
<td>Name of Lead</td>
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<td>Job title</td>
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<td>E-mail address</td>
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<td>Phone numbers(s)</td>
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Funding Options

Please indicate the chosen funding option

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<tbody>
<tr>
<td>Bid to fund a number of apprentices that will enrol on existing frameworks (Complete section 1, 2, 4 and 5)</td>
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<tr>
<td>Bid to fund a number of apprentices that will enrol on existing frameworks with additional infrastructure/setup costs. (Complete section 1 -5)</td>
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Section 1
General Overview

Please provide a summary on how the apprentice funding will be utilised outlining the sustainability and justification for funding.

• Include information on how this links back to your organisation band 1-4 training and development priorities and local requirements.
• Also indicate whether this links in with your organisations strategy regarding widening participation for entry into employment, retention within the Band 1-4 workforce or entry into professional training.
• The HEE Mandate sets out that organisations have to increase the number of healthcare apprentices by 2015, please provide an overview how your organisation plan to meet this measure set by HEE.
### Section 2

#### Number of Apprentices

2.1 Number of apprentices this funding will support:

<table>
<thead>
<tr>
<th>Age Band</th>
<th>Number of apprentices to support</th>
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<tbody>
<tr>
<td>Age 16-18</td>
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<td>Age 19-24</td>
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<td>Age 25+</td>
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2.2 Please provide a breakdown of the number of apprentices, age band, framework to be funded, the Education Provider you will be using and level of apprenticeship i.e. Intermediate (level 2), Advanced (level 3) or Higher (level 4)

<table>
<thead>
<tr>
<th>Age Band (as set out above)</th>
<th>Number of apprentices</th>
<th>Framework</th>
<th>Education Provider</th>
<th>Apprenticeship Level</th>
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2.3 Were any of the frameworks listed above developed specifically for your organisation? If so please provide details of the framework.
Section 3
Infrastructure/Setup Costs

Based on the information provided in Section 2 please specify how the funding will be used to set up an apprentice programme within your organisation. Indicate whether an additional costs (admin, reports, IT) will be incurred over and above this and what resources are needed, both internal and external.
### Section 4
#### Breakdown of Funding Requirements

Using the table supplied please provide a breakdown of funding being applied for and where this will be spent. Please include any ‘fixed price’ packages from a supplier.

<table>
<thead>
<tr>
<th>Number of apprentices</th>
<th>Framework</th>
<th>Provider</th>
<th>Amount NHS Funded</th>
<th>*Amount funded from other sources</th>
<th>Total Funding/Tuition</th>
<th>Funding from other sources – Please specify</th>
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<td>Infrastructure/Setup Costs</td>
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<tr>
<td>Total Funding Required:</td>
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*Funding from other sources: Please outline, if applicable funding from other sources i.e. government grants*
Section 5
Benefits of Apprenticeship Funding

Outline the benefit and planned outcome this funding will provide. Please ensure your response links back to the question and information supplied in Section 1.
Additional Information
The following information was taken from the National Apprenticeship website, to view this information online please follow the link:

Types of Apprenticeships
Apprenticeships are available in a wide range of industry sectors with employers from large national companies such as Sainsbury’s, BMW and Orange to smaller local companies.
There are more than 250 different types of Apprenticeships available offering over 1,400 job roles within a variety of industry sectors ranging from accountancy and engineering to veterinary nursing and floristry.
There a whole section of this website outlining the different types of Apprenticeship framework currently available. To view the current list simply click on the 'Apprenticeships' tab at the top of the page or alternatively click on the link below.
View the different types of Apprenticeships »
If you wish to view the technical aspects of each framework, including the different elements involved as well as any employment rights and responsibilities, view the Apprenticeship frameworks library.

Additional Units
Very small (fewer than ten) employers have the opportunity to add up to two business units to a new apprentice’s programme. Full details are available on the Units for Micro Enterprises page.

Training and Employment
As Apprenticeships are work-based training programmes, most of the training is ‘on the job’ – at your premises. The rest can be provided by a local college or by a specialist learning provider, or you could deliver everything yourself.
As the employer you must give your apprentices an induction into their role and provide on-the-job training. You are also responsible for paying your apprentices’ wages.
Employment is expected to be for a minimum of 30 hours per week, except in the minority of circumstances, in these cases employment must be for more than 16 hours per week and the length of the apprenticeship will need to be increased accordingly to ensure the apprentice has gained the required level of skills and knowledge to do the job.
For all Apprenticeships commencing on or after 6th April 2012 the requirement to be employed under an Apprenticeship Agreement is a condition for completion of an Apprenticeship. Without it an Apprenticeship certificate cannot be issued.
The only circumstances where an Apprenticeship can be completed without an Apprenticeship Agreement being in place are covered by the specific occupations in a limited number of frameworks covered by the alternative completion conditions. Apprentice redundancy is also covered under the alternative completion conditions.
A learning provider will provide an employer representative who will be able to support and guide you. They will work with you to:
• help you decide which Apprenticeships is right for you;
• explain the way that Apprenticeships might work for you and if funding is available;
• agree a training plan with your apprentice;
• recruit an apprentice or support your existing staff into Apprenticeships;
• manage the training and evaluation; and
• ensure that national quality standards are met and deliver integrated, coherent training.
If you wish to find a learning provider yourself we have a facility that allows you to search for a provider in your area by sector or Apprenticeship framework.
Search for a learning provider in your area »
Funding
Apprenticeship funding is available from the National Apprenticeship Service. The size of the contribution varies depending on your sector and the age of the candidate. If the apprentice is aged 16–18 years old, you will receive 100 per cent of the cost of the training; if they are 19-23 years old, you will receive up to 50 per cent; if they are 24 years old or over in some cases you, or the individual apprentice may have to pay for the entirety of the training.
This is paid directly to the organisation that provides and supports the Apprenticeship; in most cases this will be a learning provider. Large employers with a direct contract with the National Apprenticeship Service may receive the funding themselves.

National Minimum Wage
A National Minimum Wage for apprentices was introduced on 1 October 2010. The wage applies to all apprentices aged under 19; and apprentices aged 19 or over in the first year of their Apprenticeship.
The apprentice minimum wage is currently £2.65 per hour and applies to time working, plus time spent training that is part of the Apprenticeship. Employers are be free to pay above the new wage and many do so, but employers must ensure that they are paying their apprentices at least the minimum wage.
If an apprentice is on a higher wage, the employer must continue to pay that for the remainder of the training or until the apprentice becomes eligible for the full national minimum wage.
For further information see our Q&As.

Apprenticeship Agreement
An Apprenticeship Agreement is an agreement between an employer and an apprentice under which the apprentice undertakes to work for the employer and is in the form prescribed by s32 of the Apprenticeships, Skills, Children and Learning Act 2009 (ASCLA) and states that the agreement is entered into in connection with a qualifying Apprenticeship framework.
The requirement for an Apprenticeship Agreement between an employer and an apprentice, under the ASCL Act 2009 sections 32-36, came into force on the 6 April 2012. An Apprenticeship Agreement is required at the commencement of the Apprenticeship for all new apprentices who start on or after that date.
For more information see our Apprenticeship Agreement page.

Employer Incentive (AGE 16 to 24)
The AGE 16 to 24 is aimed at helping eligible employers to offer young people employment through the Apprenticeship programme, by providing wage grants to assist employers in recruiting a young apprentice.
The National Apprenticeship Service will provide up to 40,000 Apprenticeship grants to employers with up to 1000 employees recruiting 16 to 24 year olds with a value of £1,500 to encourage employers to take on new apprentices.
The £1,500 is in addition to the training costs of the Apprenticeship framework which are met in full for young people aged 16 to 18 and 50% for those aged 19 to 24.
Find out more about the incentive »

CIPD guides for employers
The Chartered Institute for Personnel and Development (CIPD) has been working with NAS and a working group composed of private and public sector employers, policy-makers, trade unions, think-tanks and business representatives to produce a guide on Apprenticeships - 'Apprenticeships That Work'.
The guide aims to provide practical advice and guidance to employers across the UK on how to design and run high-quality Apprenticeships, and will be available on the CIPD’s website.
Apprenticeships That Work »
The Chartered Institute for Personnel and Development (CIPD) has also developed two further guides for Employers.
The business case for employer investment in young people »
Investing in young people: why your business can’t afford to miss out

**Employer Ownership Pilots**

The Employer Ownership of Skills pilot is a competitive fund open to employers to invest in their current and future workforce in England. Employers are invited to develop proposals that raise skills, create jobs, and drive enterprise and economic growth. Government will invest in projects in which employers are also prepared to commit their own funds in order to make better use of our combined resources. For more information please visit: www.ukces.org.uk/employerownership

**There are three levels of Apprenticeship available:**

1. **Intermediate Level Apprenticeships**
   Apprentices work towards work-based learning qualifications such as a Level 2 Competence Qualification, Functional Skills and, in most cases, a relevant knowledge-based qualification.

2. **Advanced Level Apprenticeships**
   Apprentices work towards work-based learning such as a Level 3 Competence Qualification, Functional Skills and, in most cases, a relevant knowledge-based qualification.

3. **Higher Apprenticeships**
   Apprentices undertake a framework at Level 4 and above which will include a competence based qualification, Functional Skills and in some cases a broader vocationally related qualification which could be a Foundation degree.