

# Apprenticeship Guidance – April 2021

Issued by the Human Resources Team



## 1. Introduction

The introduction of the Apprenticeship Levy in April 2017 enabled KCC to access funding for training and provide opportunities to train both new and existing staff up to degree level through Apprenticeship standards.

From April 2017, KCC has paid a Levy equivalent to 0.5% of its staffing budget into a digital apprenticeship account which can be used to fund apprenticeship training programmes for both new and existing KCC staff.

The aim of the Apprenticeship Levy is to improve the quality and quantity of apprenticeships in England and meet a government target to achieve 3 million apprenticeships by 2020.

KCC wish to maximise apprenticeship training and are committed to supporting and increasing the number of apprenticeships. To support this, managers must consider how apprenticeships can be supported when redesigning, recruiting and during staff development discussions.

## 2. Apprenticeships

Apprenticeships are work based training programmes designed around the needs of employers and leading to a nationally recognised qualification.

For new staff Apprenticeships offer a great start to their career as they gain valuable experience and knowledge alongside a work based qualification. For existing staff apprenticeship training provides opportunity to develop skills in the workplace whilst gaining a qualification.

### 2.1 Eligibility

Apprenticeships are available to anyone entitled to work in the UK aged 16 and above; there is no upper age limit. Existing employees can undertake an apprenticeship standard where there is a business requirement for them to study a higher-level qualification or learn a new skill or you can recruit a new Apprentice for a specific role within your business.

NOTE – if anyone undertaking an apprenticeship is currently in receipt of funding for studies e.g. University loan, they will be unable to commence an apprenticeship until that study has been completed or the loan cancelled.

## **2.2 Benefits**

Apprenticeship training provides an opportunity to develop talent whilst helping to achieve organisational goals, reducing skills shortages and offering a way to grow the workforce. Some key benefits include:

- **Return on investment**  
Apprenticeships are cost effective because staff learn whilst working in the job, in effect, growing your own staff with the skills and knowledge required to improve and grow your business.
- **Motivated workforce**  
Apprentices want to work for your business and can stimulate a more positive attitude in other members of the team; promoting staff loyalty, flexibility and commitment to your business and to other partners/stakeholders.
- **Bridges skills gaps**  
Apprentices develop their skills and knowledge around specific business needs, which are vocationally relevant to your sector, keeping staff up to date with the latest technology and work practices to ensure your business is prepared for future advancements.

## **3. KCC Apprenticeship Targets**

Public Sector bodies are required to achieve an apprenticeship target equivalent to 2.3% of headcount; this supports KCC's strategic aim, to increase the number of apprenticeships in Kent for those age 16-24 years old.

## **4. Workforce Planning**

Apprentices should be embedded into workforce planning activity and linked to strategic business goals as a long-term approach to growing the workforce; helping to ensure that the skills required stay in the organisation and inform future needs.

## **5. Terms and Conditions**

Both new and existing staff undertaking an Apprenticeship Standard are engaged on an employment contract; which sits alongside an apprenticeship agreement. The apprenticeship agreement is provided by the training provider and discussed in a face to face meeting at the start of the apprenticeship training where it is signed in triplicate by the employee, employer (usually the manager) and training provider. Managers must obtain a copy of the apprenticeship agreement from the training provider and retain on file.

New Apprentices are engaged on a fixed term Apprentice contract, which is at least equivalent to the length of the apprenticeship-training programme. The post may be supernumerary or held against a substantive post.

KCC has a salary framework for new Apprentices and new apprentices should be appointed to the Apprenticeship rate aligned to the level of study.

The Apprenticeship framework allows for pay progression at key points during the apprenticeship and managers are required to assess performance and notify payroll of any pay increase using a change of contractual details form. See Appendix 1 for KCC's Apprenticeship pay structure.

Apprentices may also be appointed to a specific vacancy and paid in accordance with the Kent Range grade.

Apprentices are employees of KCC and are, therefore, subject to the same policies and procedures, other than pay rates.

Existing staff undertaking an Apprenticeship Standard are required to sign an apprenticeship agreement but will not experience any change to their pay or terms and conditions.

## **6. Apprenticeship Training and Career Pathways**

Apprenticeship standards range from entry level (Level 2) to degree level (Level 7), with a view to offering complete vocational education pathways. Apprenticeship standards exist across a variety of careers and a full list of Standards are available on the [Institute for Apprenticeships website](#).

The Apprenticeship Standard sets out the learning requirement for each apprenticeship as well as the qualification, credit value and length of apprenticeship. A recognised training provider will deliver the training element of the apprenticeship programme and a separate end-point assessment organisation will assess the learning at the end of the programme. The training provider and KCC will agree the exact structure of the learning, which may include:

- Individual and group teaching
- Coaching
- Distance learning
- E-learning
- Feedback and assessment
- Guided study
- Collaborative learning
- Mentoring

Staff working towards an Apprenticeship Standard will primarily learn whilst working in their role alongside colleagues and professionals. The training element of the Apprenticeship Standard will last for a minimum period of 12 months with a requirement for 20% of time focussed on acquiring new knowledge and learning to develop technical skills and test knowledge of theoretical concepts.

At the start of the Apprenticeship the training provider will assess the individuals learning needs and draw up an Individual Learning Plan. The learning plan will detail specific learning requirements identified (e.g. GCSE Maths and English) and include performance indicators based on the job description, which will be used to monitor progress.

KCC has developed Career Pathways that set out career routes for both the employee and organisation to build competence, assist with succession planning and meet future job requirements.

## **7. Apprenticeship Standards for Existing Staff**

Training for existing staff should be delivered through Apprenticeship Standards wherever possible. Apprenticeship training is identified through the personal development, planning cycle and requested in the usual way, via Employee Self Service. Learning and Development can provide assistance to identify the most appropriate Apprenticeship Standard and confirm available funding.

## **8. Recruiting a new Apprentice**

Apprentices should be recruited through the normal recruitment procedure which will include any applicable employment checks e.g. DBS. Vacancies are advertised simultaneously on the Kent.gov.uk, ApprenticeKent and the apprenticeship vacancy matching service website, which is managed by the National Apprenticeship Service (NAS).

## **9. Job description, Person Specification and Advertisement**

It is essential to choose the right apprenticeship training for your service and that the job role allows the employee to meet the competencies required by the Apprenticeship Standard or Framework. The formulation of an accurate job description and person specification is crucial as this also informs the Apprentices individual learning plan.

As with all KCC jobs there must be a clear job description and person specification, which defines the job activity, skill and knowledge to inform the skills. The advertisement for the role should reflect the job description and person specification.

An Apprentice does not need to meet all the requirements of the role and criteria should not exclude potential applicants. The focus is on the capacity to learn, develop and grow through the support of an apprenticeship programme. Maths and English should not be a prerequisite for entry point Apprentices as there is opportunity to undertake these during the Apprenticeship. In general Level 2 and 3 apprenticeships are deemed 'entry point apprenticeships', however, the apprenticeship standard must always be checked for qualification requirements.

## **10. Authorisation**

Authorisation to recruit an Apprentice is obtained at Directorate level through the normal route. Additionally, managers must link in with their Learning and Development Adviser to confirm there is a suitable Apprenticeship Standard and that funding is available prior to advertising the role if the standard is not on the pre-approved list.

## **11. Selection and Values Based Interviewing**

Applicants for apprenticeship vacancies will be shortlisted in the same way as any other vacant post.

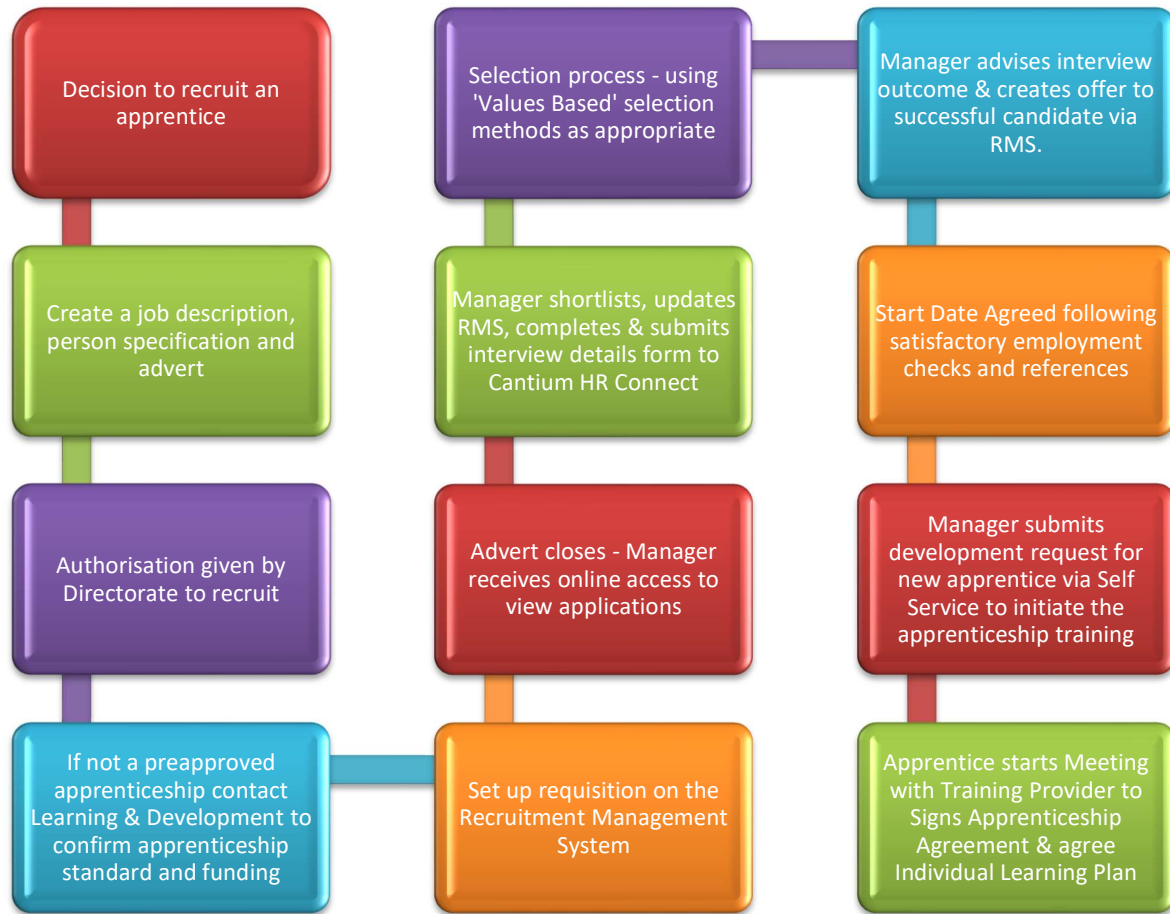
Young applicants or those changing career direction may not be able to demonstrate previous experience due to limited work experience.

To address this, KCC has endorsed the use of Values Based Interviewing (VBI) for apprenticeships. Values Based Interviewing recognises the values and attitudes of potential staff rather than measuring their competency to do the job and this method can help to identify people who are a 'better fit' with the values important to KCC. This, along with demonstrating the required skills, means that the appointed apprentice has the ability to be successful and grow within their role.

To assist with the selection processes a bank of questions have been designed specifically for apprentices which can be obtained from the Recruitment Team.

Details of unsuccessful applicants are passed from the Recruitment Team to the Skills and Employability Service, who will contact potential apprentices with a view to providing additional support through the pre-apprenticeship service.

## The Process for Recruiting a New Apprentice



## The Process for Enrolling Existing Staff onto Apprenticeship Training



## 12. Induction and Mandatory Training

As with all new starters Apprentices should receive an appropriate induction programme including any mandatory training.

## 13. Health, Safety and Welfare

Apprentices are no different to other staff in respect of health, safety and welfare, however where the apprentice is under the age of 18, managers are required to carry out a 'Young Person's Risk Assessment' to assess and address the risks to the young person before they start work.

## 14. Further Advice and Information

For further advice and guidance, please contact your HR Provider or alternatively contact:

Recruitment	<ul style="list-style-type: none"><li>Processing apprenticeship advertisements</li></ul>	Phone: 03000 411121 Email: <a href="mailto:HRconnect@cantium.solutions">HRconnect@cantium.solutions</a>
Skills and Employability	<ul style="list-style-type: none"><li>Pre-apprenticeship activity</li><li>Outward facing activity with schools and Kent Business</li></ul>	Phone: 03000 414005 Email: <a href="mailto:apprenticekent@theeducationpeople.org">apprenticekent@theeducationpeople.org</a>

### Alternative Formats

This document is available in other formats. Call 03000 421553 or email [alternativeformats@kent.gov.uk](mailto:alternativeformats@kent.gov.uk)

## Apprenticeship Pay April 2021

Entry Level & Options	Level Apprenticeship Standard	Level of responsibility/ post completion (KR Grade)	How it works	Weekly Pay	*Cumulative Annual Salary
<b>Option 1</b> New apprenticeship entry point to be agreed	Level 1-2	KR 3	Employed on a fixed term contract for the duration of the apprenticeship against a substantive post or on a supernumerary basis. On successful completion employed in a permanent capacity or continue to Advanced Level Apprenticeship	<ul style="list-style-type: none"> <li>▪ 0 - 8 months: £159.10</li> <li>▪ 9-12 months: £163.01</li> <li>▪ 12 months – completion: £173.91</li> </ul>	£8363.43
<b>Option 2</b> Intermediate Level Apprenticeship	Level 2	KR3 - 4	Employed on a fixed term contract for the duration of the apprenticeship against a substantive post or on a supernumerary basis. On successful completion employed in a permanent capacity or continue to Advanced Level Apprenticeship	<ul style="list-style-type: none"> <li>▪ 0-4 months: £159.10</li> <li>▪ 5-8 months: £163.01</li> <li>▪ 9 months – completion: £173.91</li> </ul>	£ 8620.83
<b>Option 3</b> Intermediate Level continuing into:	Level 2	KR 3 - 4	Employed on a fixed term contract for the duration of the apprenticeship against a substantive post or on a supernumerary basis.	<ul style="list-style-type: none"> <li>▪ 0-4 months: £159.10</li> <li>▪ 5-8 months: £163.01</li> <li>▪ 9 months – completion: £173.91</li> </ul>	£8620.83



Advanced Level Apprenticeship	Level 3	KR 5 - 6	On successful completion of the Intermediate Apprenticeship continue to Advanced Level Apprenticeship.  On successful completion employed in a permanent capacity	▪ KR3 equivalent	KR3
<b>Option 4</b> Advanced Level Apprenticeship	Level 3	KR 5 - 6	Employed on a fixed term contract for the duration of the apprenticeship against a substantive post or on a supernumerary basis.  On successful completion employed in a permanent capacity or continue to Higher Level Apprenticeship.	0-4 months: £173.91 5-8 months: £195.66 9 months – completion: £217.40	£10,201.53
<b>Option 5</b> Advanced Level continuing into:  Higher Level Apprenticeship	Level 3  Level 4	KR 5 - 6  KR 7 - 8	Employed on a fixed term contract for the duration of the apprenticeship against a substantive post or on a supernumerary basis.  On successful completion of the Advanced Apprenticeship continue to Higher Level Apprenticeship.  On successful completion employed in a permanent capacity.	0-4 months: £173.91 5-8 months: £195.66 9 months – completion: £217.40  KR4 equivalent	£10,201.53  KR4
<b>Option 6</b> Higher Level Apprenticeship	Level 4	KR 7 - 8	Employed on a fixed term contract for the duration of the apprenticeship against a substantive post or on a supernumerary basis.  On successful completion employed in a permanent capacity.	0-4 months: £217.40 5-8 months: £250 9 months – completion: £282.60	£13,035

The framework provides clear routes into higher and advanced apprenticeships for those wishing to continue learning through an apprenticeship.  
**Managers are required to assess performance and notify payroll using a change of contractual details form.**

This framework covers all types of apprenticeships except where an apprentice has completed the first year of their apprenticeship and at that point is aged 19 or above, in these circumstances they should be paid the National minimum wage for their age for the remainder of the apprenticeship.

\*The cumulative annual salary set out above is the cumulative amount of pay for the whole apprenticeship taking into account the different rates of pay during the apprenticeship so for example Option 1 would be:

0 - 8 months: £159.10       $£159.10 \times 52.14 = £8295.47 / 12 \times 8 = £5530.32$

9 – 12 months £163.01       $£163.01 \times 52.14 = £8499.34 / 12 \times 4 = £2833.11$

The cumulative total annual salary has been rounded to £8363.43.