



**Learning & Skills Darlington**

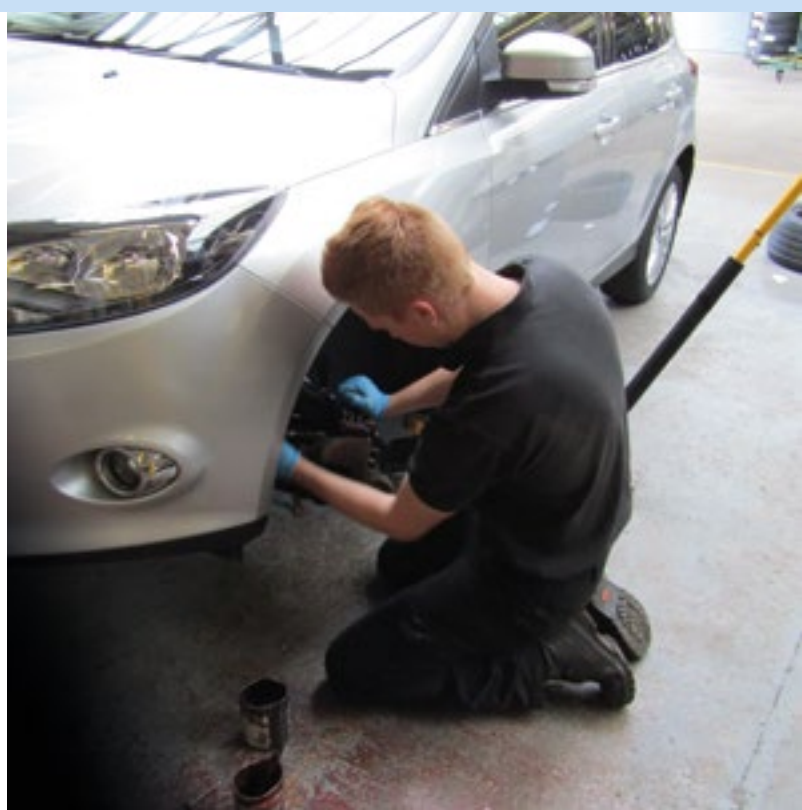
- ADULT LEARNING**
- Functional skills
  - GCSEs
  - Distance Learning
  - Continuing Professional Development
  - Family Learning
  - And many more
- STUDY PROGRAMME**
- Employability
  - Personal development
  - Customer service
  - Maths / English / ICT
  - And many more
- APPRENTICESHIPS**
- Motor Vehicle mechanics
  - Site joinery / carpentry
  - Business administration
  - Customer service
  - Teaching assistant
  - Early years educator
  - Adult care worker
  - Healthcare support
  - Team leader/supervisor
  - And many more
- 

# Employer's Guide to Apprenticeships

**Learning & Skills**



**DARLINGTON**  
Borough Council





# Introduction



This guide provides information that you will need during the course of taking on an Apprentice. It can be used as a reference point throughout the duration of the Apprenticeship. It covers everything from providing help with the recruitment and development of Apprentices to explaining the roles and responsibilities of taking on an Apprentice.





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# What is an Apprenticeship?



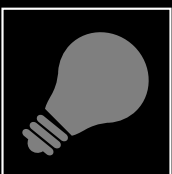
An Apprenticeship combines practical training and study in an occupational area. It is a genuine job vacancy where a learner will spend the majority of their time in the workplace and also spend time in training at a Learning & Skills centre to work towards the theory of the Apprenticeship.

An Apprenticeship allows the Apprentice to gain valuable skills and knowledge in a specific job role, practicing and developing skills and behaviours in a real-life work environment. Apprenticeships are an effective way of enhancing the skills of the workforce to increase productivity and allows businesses to grow their own talent by developing a motivated, skilled, and qualified workforce.



## The benefits of working with Learning & Skills

- Learning & Skills is a small service that works closely with employers to ensure high quality Apprentices are placed in businesses
- We have experienced trainers who have many years of experience in their subject area and work closely with employers
- Most courses have a number of pathways, meaning the course can be tailored to match the needs of your business
- The process is led by us and driven by you - you can input as much or as little as you choose

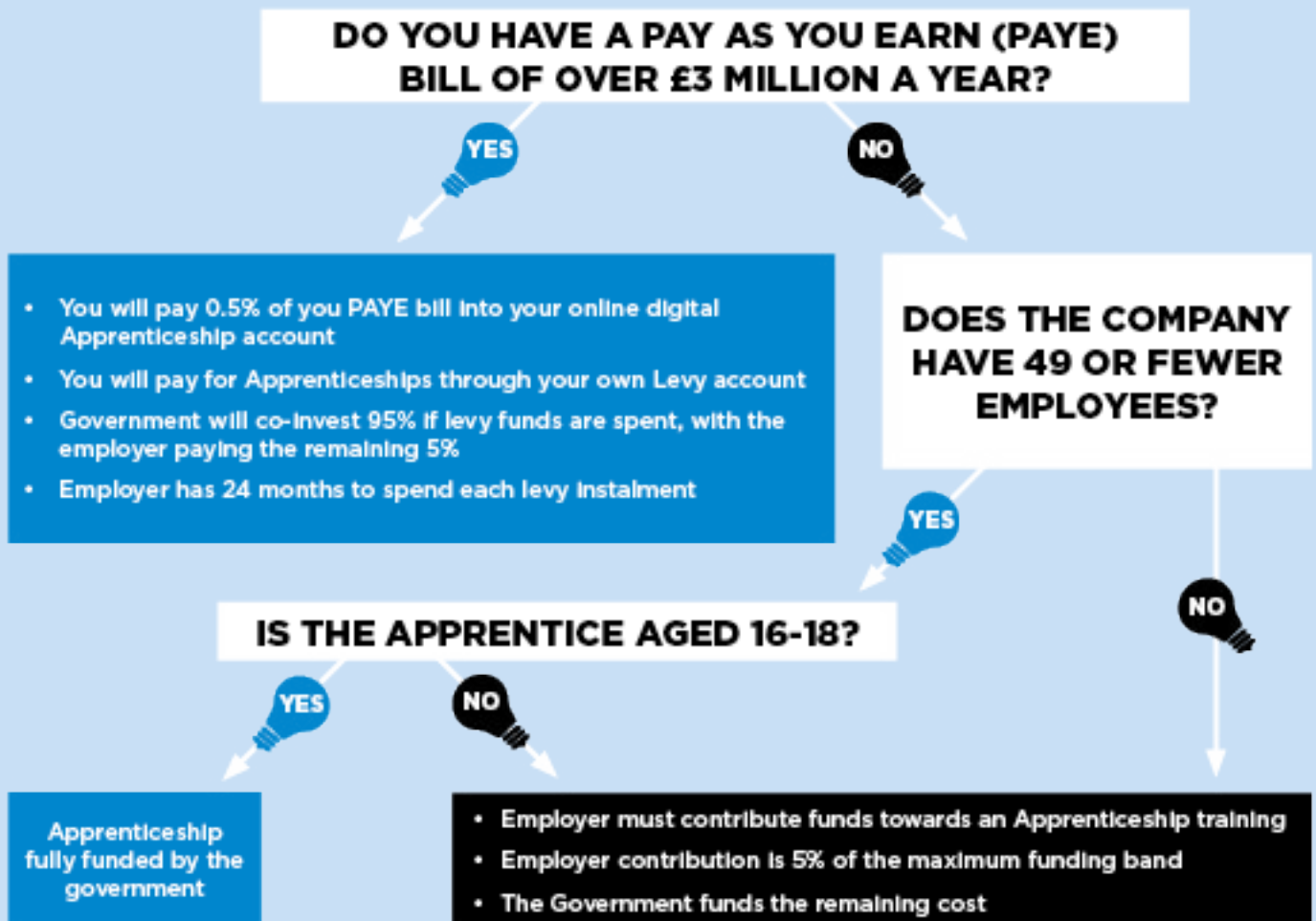


## What are the requirements of taking on an Apprentice?

- Apprentices need a contract of employment with the same conditions as other members of staff, including holidays and sick pay
- Employers must pay Apprentices at least the National Minimum Wage for Apprentices. If the Apprentice is aged 19+ and has completed the first year of their Apprenticeship, they must be paid the National Minimum Wage for their age. More information can be found at [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)
- Apprentices must be paid for time they spend training. They must have at least 6 hours per week off the job training time which could be in the workplace, college, or training organisation
- An Apprenticeship must have a minimum duration of a year and a day
- The Apprentice must have a minimum of 30 contracted hours per week
- Under certain circumstances National Insurance payments are not required. More information can be found at [www.gov.uk](http://www.gov.uk)



## What are the costs of taking on an Apprentice?



## What funding support is provided?

- £1,000 incentive payment for Apprentices aged 16-18. This is paid in two instalments, 50% after 3 months and 50% after 12 months
- £1,000 payment for taking on a 19-24 year old Apprentice who is a care leaver or has a Local Authority Education, Health and Care Plan. This is paid in two instalments, one at 13 weeks and one on completion of the Apprenticeship
- Learning & Skills will inform employers of other incentive grants, which may be available, during the recruitment process
- The Tees Valley Combined Authority offers grants for taking on Apprentices. More information can be found at [www.teesvalley-ca.gov.uk](http://www.teesvalley-ca.gov.uk)



# Apprenticeship Standards

**All occupational areas now follow the Government Apprenticeship Standards. These standards have been written by employer-led groups and include specific Knowledge, Skills and Behaviours (KSB) needed for each occupational area.**

## Standards

Standards are based around giving Apprentices the skills, knowledge and behaviours that are required to be competent in their job, so Apprentices are work ready by the time they complete their training. Standards are employer-led and were created by trailblazer groups to ensure they match employer's requirements. Standards can be made up of:

- A knowledge test
- A professional discussion
- An interview
- A presentation
- A project
- A competency check in the workplace
- An End Point Assessment completed by an independent assessor

The end point assessment is paid out of the negotiated price, however if elements of the End Point Assessment are failed, employers will pay for the resits.

## Available Apprenticeships

LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Adult Care Worker	Lead Adult Care Worker	Lead Practitioner in Adult Care	Leader in Adult Care
Customer Service Practitioner	Customer Service Specialist	Associate Project Manager	Operations/Departmental Manager
Carpentry and Joinery (Site Joiner)	Advanced Carpentry and Joinery (Site Joiner)	School Business Professional	
Healthcare Support Worker	Senior Healthcare Support Worker		
Healthcare Cleaning Operative	Business Administrator		
Property Maintenance Operative	Teaching Assistant		
Wood Product Manufacturing Operative	Early Years Educator		
Supply Chain Warehouse Operative	Motor Vehicle Service and Maintenance Technician		
	Team Leader		

## Initial Assessment

**Identification of the Apprentice's 'starting point', which is used to personalise the course and ensure it is the appropriate training programme.**

## On-Programme Training/ Off-the-Job Training

**The taught/ self-study elements of the course delivered in the workplace or training centre (depending on Apprenticeship standard), including:**

- Development of the knowledge, skills and behaviours
- Creation of a portfolio to showcase knowledge, skills and behaviours
- Qualification achievement linked to apprenticeship standard (if required)
- Maths and English qualifications (if required)

## Gateway

**Uploading of the relevant information to allow entry to the End Point Assessment, including:**

- Employer and provider declaration to sign off learner
- Proof of English and maths at minimum required level
- Showcase portfolio of evidence

## End-Point Assessment

**A final assessment of Knowledge, Skills and Behaviours developed during Apprenticeship using a variety of methods, including:**

- Online knowledge assessment
- Practical observation
- Professional discussion based on showcase portfolio
- Presentation

## Completion and Certification

**Successful End Point Assessments are graded as Pass, Merit or Distinction with the certificate being sent to the employer**

**Proof of Occupational Competency Achieved**







# How to take on an Apprentice



1. Contact Learning & Skills on 01325 405601 / 07932 869325 or email [LSEmployerEngagement@darlington.gov.uk](mailto:LSEmployerEngagement@darlington.gov.uk)
2. Discuss the requirements of having an Apprentice with the engagement team or the trainers. This can be done in a meeting or through telephone conversations.
3. Learning & Skills will register your business with the Government's Apprenticeship Vacancies website and reserve funding on your behalf. You will only be required to provide us with a personal specification and review the draft advert for the vacancy, support can be given to develop this. The post will then be advertised on Apprenticeship Vacancies website, Darlington Borough Council website, social media and shared with other partner agencies.
4. Learning & Skills will stay in contact throughout the recruitment process. Once the advertisement closes, the Learning & Skills team will shortlist and interview applicants to ensure that they are eligible and suitable for an Apprenticeship. The appropriate candidates will then be sent to you to shortlist. Interviews will take place and you will choose the suitable candidate for your business.
5. A start date will be given and the appropriate Apprenticeship Trainer will be in contact to introduce themselves and complete all necessary checks and paperwork, so the Apprentice can start.





# How do I support an Apprentice?

## Workplace Induction

- Alongside our induction in the training centre
- Set clear boundaries
- Set expectations in regards to appropriate dress code
- Discuss contract of employment / terms and conditions
- Discuss relevant policies and procedures

## Supervisor Role

- Should be a more experienced / trusted member of staff
- Gives the Apprentice support and guidance to reach their full potential

## Health and Safety Vetting

The initial vetting is carried out by Learning & Skills prior to the Apprentice starting and includes looking at:

- Employer and public liability insurance documents
- Health and safety policies
- Risk assessments
- Location of safety signage, first aid kit, emergency exits and fire extinguishers

## Individual Learning Plan

- This will be led by Learning & Skills with input from the employer and the Apprentice
- Each Individual Learner Plan is different for each learner
- Setting targets and includes the planned end date
- The Individual Learning Plan will go alongside the review process
- Describes / identifies the training that will take place
- Significant changes during the Apprenticeship are documented in the Individual Learning Plan
- Employer, learner and training provider all will have a copy of the Individual Learning Plan

## Review Process and Health and Safety Monitoring Checks

- Monitors the training that has taken place both in work and in training, records progress and the performance of the Apprentice
- Takes place every 12 weeks, or more often if necessary
- Monitors any changes, training or updates in the workplace

## Apprenticeship Agreement and Training Plan

- The employer, Apprentice and training provider are expected to sign this which sets out the qualification working towards, dates, minimum off the job hours, roles and responsibilities of employer, Apprentice and training provider
- Must be adhered to
- Under 18s need a parent or guardian's signature



## Equality and Diversity

We need to continue working together to encourage a diverse workforce for the industry. Learning & Skills is committed to eliminating discrimination on the grounds of race, gender, disability, sexuality, age, colour, religion, ethnic origin, nationality, marital status, political belief and unrelated criminal convictions. We are working to ensure that conditions or requirements, which cannot be shown to be justified, will not disadvantage job applicants, employees, trainees and clients.

## Safeguarding

Learning & Skills has a duty to ensure that all Apprentices are safe whilst on the scheme in terms of physical and emotional health and safety.

Alaine McCartney (Lead Safeguarding Officer) - 07816 677851

Graham Curry (Deputy Safeguarding Officer) - 07949 845325

Malcolm Bleasby (Deputy Safeguarding Officer) - 07983 996144

Marian Garland (LADO) Local Authority Designated Officer - 01325 406451

## Prevent

Learning & Skills has a duty of care under the Prevent agenda to ensure that learners are not radicalised or subject to extremist views. Learning & Skills also has a responsibility under British Values to ensure that all Apprentices adhere to them and are challenged should anything occur. It has Designated Safeguarding Officers who can deal with these issues.

We encourage all employers to complete the Home Office's online training on Prevent.

The training can be found at [www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk)

What you do...	What we do...
<b>Complete induction process at the start of the Apprenticeship</b>	<b>Complete Induction Process</b>
Contract of Employment / Terms and Conditions Set clear boundaries Mention dress code Housekeeping	Policies including Health and Safety at Work, Equality and Diversity, Safeguarding and Prevent
<b>Supervisor Role</b>	<b>Experienced Trainers and Information, Advice and Guidance Tutor</b>
More experienced / trusted person Support and guidance to reach full potential	Training towards the theory and support with maths and English Delivery model  <i>Health and Social Care and Childcare - fully embedded with drop-in sessions</i> <i>Site Joinery and Motor Vehicle - training in the workshop / classroom one day per week</i> <i>Business Administration and Customer Service - training in the centre once or twice a month</i>
<b>Safe Working Environment and Training</b>	<b>Health and Safety Vetting and Monitoring</b>
Public liability insurance Risk assessments and Health and Safety Policy	Support throughout the duration of the Apprenticeship Initial Vetting and Monitoring visits
<b>Contract of Employment</b>	<b>Apprenticeship Agreement and Commitment Statement</b>
Same conditions as other members of staff	Qualification working towards Dates for completion Roles and Responsibilities

### NHS

Sara has been an asset to the team and has developed really well, learning lots of new skills and I feel she is now well placed to aspire to a band 4 in the organisation within the near future. She has embraced all learning and been a real team player contributing really well to whole team development, showing initiative where appropriate. Sara has “hit the ground running” since starting with us in a quite frankly very challenging role.

### Prefer Homes

Both apprentices employed through Learning & Skills Darlington have been fantastic, they have been coached by tutors to an excellent standard and are an asset to the company

### Xentrall Shared Services

Daniel has been an excellent addition to our team, blossoming in his confidence and knowledge as his apprenticeship developed. He has taken on board a variety of new skills, from both his time with the team in work and his college days amongst his fellow peers. He has been professional and polite throughout, but it's his self-belief which has been the most rewarding trait to see flourish. Daniel finishes his apprenticeship with a very welcome permanent role in our team, and I can't wait to see what more he can do with us. He is a credit to the apprenticeship scheme!

### Darlington Borough Council

I have found the whole process really good, efficient, well organised and the staff have been really helpful.

### Latimer Hinks

Our apprentices have been an invaluable resource for the company and have helped us to address many key administration functions within the firm as we grow from the post-pandemic climate. It has been incredibly rewarding to see our apprentices developing and maturing within their roles, taking responsibility and, ultimately, becoming important members of our team.

### Moorlands Care Home

At Moorlands we often use Learning & Skills to recruit Apprentices for our vacancies. The reason we use Apprentices is that we have always found them very keen and willing to learn from the outset. It also allows us to train them in our ways of working, in line with our company ethos. Sometimes people with prior experience in the sector already have established ways of working and it can be difficult to incorporate this into our business and practices. The Apprentice wage rate also helps us to ensure more in depth and one to one training is given, without worrying about the financial constraints it has on the business. Overall this leads to a more competently trained member of staff.

### Learning & Skills







**Learning & Skills**

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