



GUIDE

Healthcare

Apprenticeships

**ENSURING
APPRENTICESHIPS ARE
ACCESSIBLE: AN
EMPLOYER/PROVIDER
GUIDE.**

ENSURING APPRENTICESHIPS ARE ACCESSIBLE

An apprenticeship is a real job with training. Apprentices earn while they learn, gaining valuable skills and knowledge of a specific job role whilst achieving the required components of their apprenticeship. Apprenticeships are for **everyone** who is aged 16 or over, entitled to live in England and are no longer in full time education. Apprenticeships can be undertaken by those new to the role and existing staff in any workplace.

This guide is to inform, empower and promote employers and providers to make sure their apprenticeship offer is accessible to individuals who have a learning disability, difficulty and/or autism.

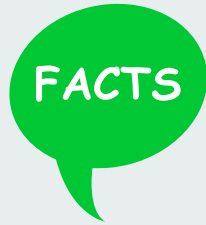
There are some excellent examples from employers who have made adjustments to ensure apprenticeships are accessible to all.

Links:

[NHS Employers](#)

[Essex County Council Targeted employment team](#)





LET'S BUST SOME MYTHS!

Many employer's perceptions around inclusivity in the workplace are compounded by the fact that they 'don't know what they don't know'.

The four most common misconceptions can be quickly addressed:

MYTH 1: COST It will cost my business a lot of money to onboard a person with a disability.

REALITY It doesn't have to cost more to onboard a person with a disability than onboarding a person without a disability.

MYTH 2: EXPERIENCE A person with a disability is not going to bring significant life experience to the business.

REALITY People with disabilities are far more likely to have more life experience and can bring a different perspective to your business, your services and/or your products.

MYTH 3: TIME A significant amount of time will need to be invested in ramping up a person with a disability.

REALITY You can apply for funding to help support a person with a disability in the workplace.

MYTH 4: CONFIDENCE We have had little or no experience in employing a person with a disability.

REALITY Disability awareness training for you and your staff is available. It's a great way to help you all feel more informed and can help to address unconscious bias. Ask yourself about how your brand will be perceived as an employer that embraces inclusivity?



REASONABLE ADJUSTMENTS

Reasonable adjustments for employees with disabilities: As an employer, you will already be aware of the Equality Act 2010 and as part of that act, an organisation is required to make reasonable adjustments for people with disabilities or long-term health conditions, starting at the recruitment process through to the workplace environment. A reasonable adjustment is a change to remove or reduce the effect of an employee's disability so they can do their job, or by providing an accessible recruitment process for a job applicant with a disability or long-term health condition.

An example of a reasonable adjustment is enabling an employee who uses a wheelchair to work on the ground floor. Most adjustments are very low cost and straight forward to achieve.

Look around your work environment from the viewpoint of someone with a disability such as:

- a learning difficulty
- a physical disability, ie. visual impairment/deaf
- an autism spectrum disorder.



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REASONABLE ADJUSTMENTS

Think about the obvious barriers that might be met but could easily be adapted to make that environment more accessible. We can't emphasise enough that communication is the key. All employees are unique regardless of whether they have a disability, their personality, their likes, their dislikes, their strengths, and weaknesses are as individual as they are. By taking the time to have an open dialogue about what would or wouldn't be helpful to an employee for them to be able to do their job more effectively, is common sense and will enable you to obtain a better understanding of the needs of your employee.

Bear in mind however, that not all disabilities are visible, and it is only through open dialogue and an inclusive ethos that some disabilities will come to light.

To recap:

- Every employee is unique and will have different needs regardless of a disability
- Create open communication
- Remove barriers that prevent employees from working effectively
- Think creatively and be open to doing things slightly differently.

For more information: <https://www.gov.uk/reasonable-adjustments-for-disabled-workers>

There is support for apprenticeship providers to ensure the apprenticeships they offer are accessible to all and provides the funding to the provider to enable this.

[Click here](#) for further information.



FUNCTIONAL SKILLS

Under the apprenticeship funding rules: Access to exceptions to the need to study Functional Skills to level 1 or 2

- For apprentices at all levels with formally recognised special educational needs, learning difficulties or disabilities, who struggle to achieve the regular English and / or maths minimum requirement due to the nature of their difficulty or disability, the ESFA will accept achievement of entry level 3 Functional Skills in English and / or maths
- The following must be satisfied:
 - The apprentice has either an existing or previously issued Education, Health and Care (EHC) plan, a statement of Special Educational Need (SEN) or a Learning Difficulty Assessment (LDA). Self-declaration of a learning difficulty or a disability is insufficient. **And,**
 - The training provider and the employer must expect the apprentice to achieve all other aspects of the apprenticeship requirements, become occupationally competent and achieve entry level 3 functional skills in the adjusted subject(s) before the end of their apprenticeship, **and**
 - The training provider must hold or have conducted an evidenced judgement demonstrating that even with support, reasonable adjustments and steppingstone qualifications, the apprentice will not be able to achieve English and / or maths to the minimum level within the timeframe projected for them to complete all the occupational elements.



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