

Healthcare

Apprenticeships

# Apprenticeship Tips

6 tips for developing your  
apprenticeship strategy

<https://haso.skillsforhealth.org.uk/>



# Do your research!

If your organisation has not taken on apprentices before, check out just some of the benefits - [click here](#).

Healthcare  
Apprenticeships



Apprenticeship standards range from Level 2 to Level 7, [click here](#) to find out more about each standard.

Consider your wider HR Strategy, what roles are you likely to need to recruit over the next couple of years?

Could you take on an apprentice and train them while they undertake the role, rather than take on someone experienced. Are there existing staff that could be upskilled using an apprenticeship?

## Tip 2



# Get Senior Management Buy in!

Apprenticeships will mean a big change for an organisation. For that reason it is important to have senior management 'buy in' and to involve them as much as possible in the research process. Give them a list of the benefits of apprenticeships.

Our employer case studies may also be useful – [click here](#).

Apprenticeships will be a priority in different ways for each member of your board. [Use this resource](#) to begin conversations with your board as to why apprenticeships should be a priority for each of them.

**Healthcare**

Apprenticeships

## Tip 3

# Create a plan.

Create a 2-3 year plan for apprenticeships across your business.

Check out these [Apprenticeship Costing Calculator / Planning Tools](#) to give you an idea of costs when creating your plan.

When creating your plan, consider the following points:

- Is there currently a policy or business case in place to define the organisation's approach to apprenticeships?
- Have you carried out an options appraisal of the types of apprenticeship available, how much they cost and where they fit?
- Do you have an apprenticeship delivery plan?
- Have you carried out a training needs analysis?
- Where will apprentices be recruited from – internal or external applicants?
- What does an increased number of apprentices mean for individual work areas?
- What kind of mentoring, support and pastoral care do you need to put in place?
- What kind of reporting (both qualitative and quantitative) do you need to put in place?





# Funding

The Apprenticeship Levy is paid by large employers with a pay bill of over £3 million (they pay 0.5% of their total annual pay bill).

**Levy paying employers** access their funds through the online apprenticeship service. The funds in their accounts are available to spend on apprenticeship training in England.

**For non-levied employers**, such as most Primary Care providers, both the employer and the government pay the training provider for apprenticeship training – 5% from the employer and 95% from the Government from April 2019.

Did you know that if you're not a levy-paying organisation you can receive funds from one that is? You can access further guidance [here](#).

## Training Providers & EPAOs.

Training Providers are registered on the [Register of Apprenticeship Training Providers](#). End-Point Assessment Organisations (EPAOs) are registered on the [Register of End Point Assessment Organisations](#). This information can be found on the [HASO standards page](#) on each apprenticeship standard pop-up.



## Leave

Apprentices are salaried employees during their apprenticeship, therefore, you must offer apprentices the same conditions as other employees working at similar grades or in similar roles. This includes: paid leave, sick pay and any benefits or support you offer.

## Tip 5

**Healthcare**  
Apprenticeships

# Recruitment

Apprenticeship vacancies can be entered on [NHS Jobs](#) and the [Recruit an Apprentice Service](#).

If you don't have one already, you will need to create a Digital Service Account - [click here](#) for guidance on how to do this.

You will use your Digital Service Account to:

- get apprenticeship funding,
- find, save and manage training providers
- recruit apprentices
- add and manage apprentices

Apprentices must have a contract of employment and a learning agreement for the duration of their apprenticeship. These are known as Apprenticeship agreements. You can download a template and further details of what it should contain from the government website [here](#).

## Pay

You must pay your apprentice(s) at least the National Minimum Wage. Apprentices will be entitled to different rates depending on their age and what year of their apprenticeship they've completed. Their contract of employment should clearly state what wage they'll get.



## Tip 6

# Evaluate & Develop

Once the action plan has been implemented and apprentices have been taken on, reflect back on the plan and how it's gone.

Make sure you gather feedback throughout the apprenticeship programme too, as apprenticeships can last as long as 5 years.

Check out apprentice completion rates, how many have remained in employment at the organisation after apprenticeship was completed.

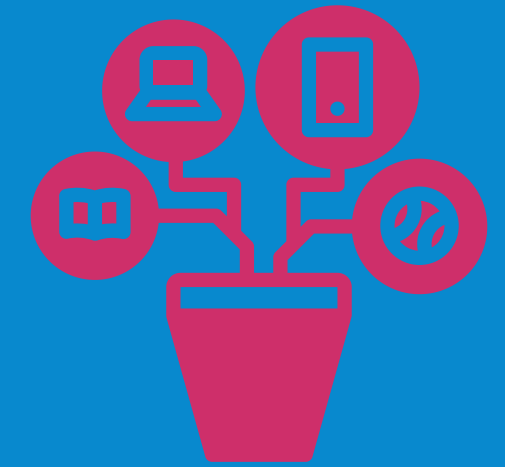
Speak to everyone involved throughout the programme. Check how everything is going and make improvements where needed. If something is going well, take note. Highlight the successes!

Have your goals been achieved?

How have apprenticeships contributed to the wider HR strategy.

Reflect on what could have been done better – update your plans.





# Other resources

Here are some of the resources that may help you on your journey:

- Visit the [HASO website](#), including Standards page, Quality page, Funding & Levy and Job Family sections.
- Check out the [gov.uk Apprenticeships website](#) including the [Road to a Quality Apprenticeship](#).
- [Institute for Apprenticeships and Technical Education](#) where new apprenticeship standards are approved for use.
- [NHS Employers](#) acts on behalf of NHS trusts in the NHS in England and Wales.

Healthcare

Apprenticeships



Healthcare

Apprenticeships

**"Life is better with  
apprentice"**



<https://haso.skillsforhealth.org.uk/>