

APPRENTICESHIPS

Quick Guide to the Terminology



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Apprenticeship Agreement: An agreement between the apprentice and their employer, setting out the employment arrangements that apply to the apprenticeship. It must be signed by the learner, the employer, and a copy provided to the provider. It gives details of:

- The skill, trade or occupation the apprentice is being trained for
- The name of the apprenticeship they're working towards
- The start and end dates for the apprenticeship
- The amount of training the employer will give the apprentice

Find out more here: <https://www.gov.uk/employing-an-apprentice/apprenticeship-agreement>

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Apprenticeship Levy: The apprenticeship levy is a levy on English employers to fund apprenticeships. The levy is charged at the rate of 0.5% of an employer's pay bill, where the employer has a pay bill of £3m+.

Visit our [Funding & Levy page](#).

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Apprenticeship Service Account (known as digital account or DAS): The apprenticeship service is a government online service which will allow you to set up and manage your apprenticeships. Employers can manage their funding and apprentices there.

[How to set up a Digital Service Account](#)

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Apprenticeship Standard: An apprenticeship needs to have an approved 'standard' in England that defines what an apprentice will do and learn while they're there. It's how an apprenticeship is structured and makes sure that the apprentice gets the most out of the experience.

Visit [HASO's Standards page](#) to discover which ones are available, approved for delivery, as well as accessing funding information and the standard and assessment plan documents.

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Approved for Delivery: An apprenticeship standard that is approved by the Institute for Apprenticeships and Technical Education. To be approved, the occupational standard and end point assessment must be agreed and published, and the funding band allocated.

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End-point Assessment: Rigorous robust and independent assessment undertaken by an apprentice at the end of training to test that the apprentice can perform in the occupation they have been trained in and can demonstrate the duties, and knowledge, skills and behaviours (KSBs) set out in the occupational standard.

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Funding Bands: Each apprenticeship standard is allocated to one of 30 funding bands. The upper limit of each funding band caps the maximum amount of digital funds an employer can use towards an individual apprenticeship.

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Initial Assessment: Before an apprentice starts their apprenticeship, their prior learning and experience must be assessed. This is to make sure that they are eligible to do the apprenticeship and it is the right programme for them. The training provider can then tailor the training programme to meet the needs of the apprentice and employer.

Find out more here: <https://www.gov.uk/government/publications/apprenticeships-recognition-of-prior-learning/apprenticeships-initial-assessment-to-recognise-prior-learning>

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Integrated Degree Apprenticeship Standard: An apprenticeship that mandates a full bachelor's or master's degree, which incorporates the end-point assessment. The higher education institution delivering the degree must be on the APAR (Apprenticeship Provider and Assessment Register) as a training provider and as a End Point Assessment Organisation.

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Level: Apprenticeships have equivalent educational levels.

	Level	Equivalent educational level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

Some apprenticeships may also give you an additional qualification, such as a diploma.

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Mandatory Qualification: This is a qualification that an apprentice is required to successfully complete as part of the overall apprenticeship standard.

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Occupational Standard: Document that details what someone competent in the occupation does - duties and the knowledge, skills and behaviours they require to do it; the basis for apprenticeship standards and T-levels.

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Knowledge: The information, technical detail, and 'know-how' that someone needs to have and understand to successfully carry out the duties. Some knowledge will be occupation-specific, whereas some may be more generic.

Skills: The practical application of knowledge needed to successfully undertake the duties. They are learnt through on- and/or off-the-job training or experience.

Behaviours: Mindsets, attitudes or approaches needed for competence. Whilst these can be innate or instinctive, they can also be learnt. Behaviours tend to be very transferable. They may be more similar across occupations than knowledge and skills. For example, team worker, adaptable and professional.

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Off-the-Job Training: Is training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime.

Find out more here: <https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

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On-the-job Training: Training received by the apprentice for the sole purpose of enabling them to perform their job. It does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship standard. It does not count towards apprentices' minimum off-the-job training requirements

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Training Plan: The apprenticeship training plan is a contract signed by the employer, apprentice and training provider before the commencement of an apprenticeship programme.

It must include:

- The planned content and schedule for training
- What is expected and offered by the employer, the training provider and the apprentice
- How to resolve queries or complaint

Find out more here: <https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

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Unique Learner Number: A 10-digit number used to match a learner's achievement to their other government-held learning records.