

# Apprenticeship Levy

**Kent Registered Managers  
Conference**

**27 March 2018**

# Apprenticeship Levy

- Came into effect April 2017
- Applies to UK employers with an annual paybill of £3m+
- 0.5% of the annual pay bill
- Collected monthly through PAYE

# Apprenticeship Levy

- Levy funding available for 24 months
- Government pay 10% top-up
- Levy funding limited to training, assessment and accreditation

# Apprenticeship Levy

- The government is committed to boosting productivity by investing in upskilling
- The government is committed to developing vocational skills, and to increasing the quantity and quality of apprenticeships
- It has committed to an additional 3 million apprenticeship starts in England by 2020

# What is an Apprentice?

- Age 16 or over and combine working with studying for a work-based qualification
- Working towards achieving a Government approved standard via a training programme, minimum 12 months
- 20% off-the-job training

# Who can access Apprenticeship Training?

- Current employees
- Any age
- Any level

# Procuring Apprenticeship Training

- KCC have identified the following apprenticeships as priority areas:
    - ✓ Adult Care Worker Level 2
    - ✓ Lead Adult Care Worker Level 3
    - ✓ Business Administration Level 2
    - ✓ Business Administration Level 3
    - ✓ Customer Service Level 2
    - ✓ Operational Delivery Officer Level 3
  - Due to the value of the training (over £50,000) our procurement guidelines specify a competitive tender process must be followed
  - As an organisation we have joined the NHS London Procurement Partnership Apprenticeship framework Dynamic Purchasing System (DPS)
  - Training providers must register and be approved on the framework to be invited to bid for tenders
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# Procuring Apprenticeship Training

- For all other training requests under the value of £50,000 we work on a minimum of three quotations and source the providers by using the Government's apprenticeship training search facility

## Search results

There are **27** training options for the **HR Consultant / Partner, level 5** apprenticeship. Results are ordered by distance from 'ME14 1XQ'.

Results labelled **National** are training options run by providers who are willing to offer training across England.

## Find a training provider

For HR Consultant / Partner, level 5:

**Enter a postcode**

Enter the full postcode of your apprentice's workplace  
For example: 'SW1A 2AA'

**Is your organisation's annual pay bill more than £3 million?**

We use this information to show you approved training providers that can work with organisations of your size

Yes  No

Search

### Filter results

#### Training options

- day release (20)
- block release (19)
- at your location (23)

[Explain training options](#)

**Day release:** for example one day a week at the training provider's location.

**Block release:** for example 3-4 weeks at the training provider's location.

**At your location:** the training provider comes to your workplace.

#### National training providers

- national providers (25)

Update results

### Interserve Learning & Employment **National**

**Distance:** 0.2 miles away

**Training options:**

day release **✗** block release **✗** at your location **✓**

**Employer satisfaction:** 78%

**Learner satisfaction:** 90%

**Achievement rate:** no data available

### CSM CONSULTING LIMITED **National**

**Distance:** 26.9 miles away

**Training options:**

day release **✗** block release **✗** at your location **✓**

**Employer satisfaction:** 81%

**Learner satisfaction:** 77%

**Achievement rate:** no data available

### NIE Professional Learning Limited **National**

**Distance:** 28.8 miles away

**Training options:**

day release **✗** block release **✗** at your location **✓**

**Employer satisfaction:** no data available

**Learner satisfaction:** no data available

**Achievement rate:** no data available

# Procuring Apprenticeship Training

We evaluate the responses based upon the cost, quality and added value

## **Our expectations in a quality bid:**

- Demonstrating how they will meet our expectations but also exceed them
- Added value

## **Terms of delivery:**

- Face to face delivery where possible
- Proposed timetable/schedule
- Resources available
- Additional support provided
- How the 20% will be met

# Managing and quality assuring training

- KCC have contract management meetings every 8-12 weeks with the training providers
- The training providers report to KCC on a monthly basis with new starters/leavers and provide progress updates on current learners
- DAS and the individual learning records are updated on a monthly basis
- KCC conduct 3 and 6 month reviews with apprentices
- KCC quality assure the training being delivered to ensure the course suits the needs of the role/business

# Challenges faced

- Some of the frameworks can be harder to source as new standards are being created (particularly in specialist areas)
- There can be a delay in the standards being approved and the training providers being approved to deliver
- Finding the right training model for each individual apprenticeship

# Why make the changes to the apprenticeship system

Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

Government apprenticeship reforms will support an increase in the quality and quantity of apprenticeships so that more individuals have the chance to pursue a successful career – whether this is their first step on the employment ladder or progression within a current employer or sector.

The reforms give employers more control over designing, choosing and paying for apprenticeship training. The funding policy supports the changes to the way apprenticeships in England are paid for, underpinned by the apprenticeship levy.

# You and the Training Provider

The relationship between you and the training provider is important throughout the apprenticeship.

- Your provider should offer you the option of using the recruit an apprentice service for all new recruits.
- You and your main provider must agree a price for the total cost of each apprenticeship, including the training costs and any subcontracted training. The price for apprenticeship standards must include the cost of the end-point assessment which you must agree with the apprentice assessment organisation.
- An apprenticeship agreement must be signed at the start of the apprenticeship. It is used to confirm individual employment arrangements between the apprentice and the employer.

Depending whether you are a Levy payer or a non-Levy payer at the beginning of the process you may have a slightly different relationship.

# What does 20% off the job training mean?

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.

Must be directly relevant to the apprenticeship framework or standard and could include the following.

- The teaching of theory (for example: lectures, role playing, simulation exercises, online learning or manufacturer training),
- Practical training: shadowing, mentoring, industry visits and attendance at competitions,
- Learning support and time spent writing assessments/assignments.

# What does 20% off the job training mean?

Off-the-job training does not include:

- English and maths (up to level 2) which is funded separately,
- Progress reviews or on-programme assessment needed for an apprenticeship framework or standard,
- Training which takes place outside the apprentice's paid working hours.

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# Questions?