



@OxonApprentice



OxfordshireApprenticeships



www.oxfordshireapprenticeships.co.uk



## Employer Factsheet #3 - Training

### What training does an Apprentice receive?

An Apprenticeship involves a combination of on-the-job and off-the-job training. On the job training is provided by the employer and covers things like product or service knowledge, company culture – the things that a company would do for any employee. Off-the-job training is delivered by a registered training provider contract from the Skills Funding Agency either directly or via an approved subcontractor. That training takes the form of an Apprenticeship framework.

### A ‘framework’?

A framework is the term to describe the training and qualifications that an Apprentice must complete in order to complete their Apprenticeship.

### Who decides what goes into the framework?

A ‘framework’ is a set of qualifications that must be present in a recognised Apprenticeship programme. A framework is made up of standard ‘components’;

- NVQ - the practical component
- Technical Certificate - the knowledge component
- Functional Skills - English, Maths and ICT

Additional things such as Employment Rights & Responsibilities (ERR) and Health & Safety will also be covered as part of the framework. Minimum requirements for a framework are set out in the Specification for Apprenticeship Standards in England (SASE). Sector Skills Councils (working closely with representatives from the particular industry sector) design Apprenticeship frameworks, meaning that the training should be relevant to the businesses in their sectors.

An example (a current Level 2 Business Administration) of a framework can be found at <http://www.afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR02048>.

### What’s a “Level 2”? How does it compare with qualifications I’d recognise?

There are three types of Apprenticeship qualifications available and their equivalence levels are as follows;

- Intermediate - Level 2 (GCSE A-C passes)
- Advanced - Level 3 (A-Level passes)
- Higher - Level 4-7 (Certificate of Higher Education through to Masters Degree)

Higher Apprentices enable learners to study to degree level and new **Degree Apprenticeships** being piloted from September 2015, will go even further and involve a degree as an integral part of the Apprenticeship, co-designed by employers to make sure it is relevant for the skills industry is looking for. As information on this becomes available, we will provide updates accordingly via our website.



## It all looks and sounds like a lot of work!

Not every qualification within the framework has to be completed, and the exact programme of learning should be agreed between the training provider and the employer, though choice may be restricted by the breadth of the Apprentice's job role and/or the training offered by the learning provider. The main thing to consider is that training should be relevant to the job and to the business and the more so it is, the easier it should be to evidence knowledge, competency etc.

## What is a training provider?

Training providers will usually either be a Further Education College or an independent training organisation. A very small number of very large employers hold contracts to deliver training themselves so for the vast majority of businesses, training will be via a college or independent training organisation.

## How do I find out where my nearest training provider is?

Okay, this is an important point - your training provider does not necessarily need to be 'near' to you. Depending on the type of Apprenticeship and because training can be delivered in a number of ways, geographic location generally is not a barrier.

For example, a snapshot taken in 2013/14 shows that for 1,283 16-18 year old Apprentices 'active' in Oxfordshire at that point, training was provided by 197 different training providers, and only 13 of those were based in Oxfordshire (6.6%).

## So what do I do then?

You can do one or all of three things;

1. Search online for all training providers operating across England at <http://findatrainingorganisation.nas.apprenticeships.org.uk/>.
2. Take a look at the Training Provider information on our website <http://www.oxfordshireapprenticeships.co.uk/providers/directory/>. It's a list of some of the most active providers in Oxfordshire. These providers deliver locally and we have provided links to their websites so you can make direct contact.
3. Call us on 01865 323477 – we can search for Training Providers on your behalf.

## Then what?

Finalise your job description and make sure any training provider has a copy of that before you meet with them so they can get to work right away with planning a suitable training programme.

## How do I choose my training provider?

Most important thing is to ensure you have real choice, as far as possible. Think of a training provider as a 'supplier' and make sure and get the best match for your business. This will include;

1. **Searching** widely to make sure you have a good number of potential providers lined up.
2. **Interview** providers and ask for **references** from satisfied employers.
3. **Checking** that the provider has understood your business requirements and that the training plan they have proposed has clearly been tailored appropriately.



@OxonApprentice



OxfordshireApprenticeships



[www.oxfordshireapprenticeships.co.uk](http://www.oxfordshireapprenticeships.co.uk)



4. **Don't be rushed** into agreeing anything.
5. **Clarifying** whether you are expected to make any £ contribution to the training and/or 'set-up' costs and establishing what those are. Compare with other providers.

The Apprentice will be your employee and a training provider requires your business to draw funding. This effectively gives you **purchase power** – use it wisely!

### **I don't know whether I can afford to lose someone for a day release each week.**

You may not need to. Depending on the type of Apprenticeship and how your training provider operates, you might find other options are available. For example, for something like Business Administration, you may find training can solely be delivered in the workplace. For something like Motor Vehicle Maintenance, you might find that training is on a 'block release' basis. Yet another reason to 'shop around' for your training provider and get yourself the best match.

### **Can I change my training provider part way through the Apprenticeship?**

Yes, but hopefully you shouldn't need to, particularly if you've put in the work beforehand to get the right provider.

### **If I started someone on one type of Apprenticeship but wanted to switch them to a different one part-way through, can I do it?**

Yes, it can be done but it's probably not ideal. By spending time thinking about the needs of the business and the requirements of the job beforehand, you should avoid the need for this.