

Adult Social Care Apprenticeships – a guide to support practice

Who is the document for?

This document is designed to support adult social care providers in Staffordshire and Stoke-on-Trent, who are considering an apprentice.

This includes providers of CQC regulated services, for example care homes and home care, but also our community-based support, for example day opportunities.

Why has this document been created?

We want to increase the number of Apprenticeships in social care locally.

Providers have told us that not everyone is familiar with:

- The different levels and types of Apprenticeships
- How to get an Apprentice

Lots of people think that Apprenticeships are just for young people who are new to the workforce.

Apprenticeships are also a great idea for people currently working in social care, regardless of their age, who are looking to strengthen their skills and progress in their careers.

What information is included in the document?

- Definitions
- Apprenticeship roles and levels
- The steps providers need to take to get an Apprentice (including associated funding)

If you see [blue text](#) in the document – this means, there is a hyperlink to take you to the relevant resource / information.

What next?

We will review this document regularly.

If you have any feedback about things we might want to include in this document, please get in touch with us via email:

FSCWProgramme@staffordshire.gov.uk.

We will be developing further resources on:

1. Top Tips for making a Levy Transfer Application
2. Top Tips for employers for successful Apprenticeships
3. Information for our Apprentice's

Apprenticeship roles

There are many different apprenticeship roles available to work in adult social care.

Skills for Care have produced a list of the different [apprenticeship roles](#) specific to adult social care. This includes the different roles, the associated level and what qualifications a person needs before they start their Apprenticeship:

- [Adult Care Worker \(level 2\)](#)
- [Lead Adult Care Worker \(level 3\)](#)
- [Lead Practitioner in Adult Care \(level 4\)](#)
- [Leader in Adult Care \(level 5\)](#)
- [Nursing Associate \(level 5\)](#)
- [Social Work \(level 6\)](#)
- [Occupational Therapist \(level 6\)](#)
- [Physiotherapist \(level 6\)](#)
- [Registered Nurse \(level 6\)](#)

It is really important, that we don't forget about the other roles and functions that make our services successful, for example Chefs, administration, accountancy and human resources to name a few! When thinking about Apprenticeships don't forget these roles and opportunities.

If a person has a degree (recognised in the UK) they can complete any level apprenticeship as long as it is a non-related subject.

If a person has degree in something potentially related, for example social work or a clinical role, it is recommended to check with your trainer before you start the application process.

If you want to learn more about the different Apprenticeships roles (and standards) you can visit the [Institute for Apprenticeships and Technical Education](#).

Top Tip 1 – think about the impact on your business

1. Identifying your Apprentices

A. Review your Workforce Development Plan

Eligibility Criteria

Succession Planning

Apprenticeship Standards

Top Tip 2 – Probationary period

B. Identify your Apprentice

New team member

Existing team member

National Apprenticeship Website

College or training provider

Supervision / staff catch ups

Values-Based Recruitment

Top Tip 3 – Get a buddy!

C. Identifying Support Needs

Staff Member

The Service / Manager

Things to think about & Top-tips	More information
<p>Top tip 1 – think about the impact on your business</p>	<p>How many Apprentices can you successfully support? It might not be the right decision to have more than one apprentice at a time if you do not have sufficient resources to support them or cover their “off the job” training and development.</p> <p>The required amount of paid study time is determined by how many hours a person works each week:</p> <ul style="list-style-type: none"> • 30 hrs or more per week = 6 hours learning. • 30 hrs or less per week = pro-rata learning. <p>Also, make sure the role and learning / training (on and off the job) is relevant, so it enhances the experience and impact for both you and the apprentice.</p> <p>Thinking about ‘off the job’ is really important too! This could include classroom learning, e-learning, shadowing, mentoring and attending conferences and events. Further information and ideas: Apprenticeships: off-the-job training - GOV.UK (www.gov.uk).</p> <p>Having an Apprentice can make a real difference to the quality of care and support with staff retention if you plan well.</p>
<p>Workforce Development Planning</p>	<p>Skills for Care has lots of information to support you with workforce planning:</p> <ul style="list-style-type: none"> • Operational workforce planning (skillsforcare.org.uk) • Workforce change and transformation (skillsforcare.org.uk) • Workforce learning and development (skillsforcare.org.uk)
<p>Succession Planning</p>	<p>With reference to your Workforce Development Plan, it is critical you:</p> <ul style="list-style-type: none"> • Start to plan early and plan for the longer term. • Identify and support our future leaders to grow. • Offer development opportunities to support with retention. <p>Some things to think about when succession planning, include:</p> <ul style="list-style-type: none"> • People who are approaching retirement age. • People who are due to go on maternity leave. • People who may leave to pursue their further career goals.

Eligibility Criteria	<p>Your Apprentice must fulfil the Eligibility Criteria:</p> <ul style="list-style-type: none"> • 16 years old + • Live in England / a resident for 3 or more years. • Not in full time education / receiving funding from other sources for training. <p>Subject to the Level, you need to ensure the apprentice has the required numeracy and literacy skills / qualifications.</p>
Supporting Younger People	<p>Employers may not need to pay Class 1 National Insurance contributions for an Apprentice in certain circumstances:</p> <ul style="list-style-type: none"> • Under 25 years old. • On an approved UK government apprenticeship standard or framework. • Earns less than £967 per week. <p>There is a lot of information about how to support young people aged between 16 and 18 years old in your workplace:</p> <ul style="list-style-type: none"> • https://www.hse.gov.uk/young-workers/employer/index.htm • https://www.instituteforapprenticeships.org/raising-the-standard-best-practice-guidance/welfare-and-wellbeing-raising-the-standards/ • https://www.safeworkers.co.uk/employment-law/apprentice-working-hours/
Top tip 2 – Probationary Period	<p>Level 2 Social Care apprenticeship Roles are not very well paid, so may not be very attractive to lots of people.</p> <p>You could hire a new team member, as you normally would, and during the probationary period consider if an apprenticeship would be beneficial for you both – in this case someone would receive the regular rate of pay, whilst training at the same time.</p> <p>This is also a great time to help with identifying their support needs, especially if they are a new staff member.</p>
Identifying Support Needs	<p>Every staff member, manager and service are different, so understanding everyone’s support needs is critical for success. This will also support your decision when choosing a training provider.</p>
Top tip 3 – find a buddy	<p>Finding a buddy in your service is a great support for the Apprentice and upskills your other staff, as they can provide peer support and get experience of ‘supervision’.</p>

Top Tip 4 – if in doubt, explore both

2. Choosing your 'trainer'

A. Independent Training provider

[Skills for Care Accredited Providers](#)

[Finding Apprenticeship training](#)

B. Colleges & Universities

[Newcastle & Stafford Colleges Group](#)

[Buxton & Leek College](#)

[South Staffordshire College](#)

[Burton & South Derbyshire college](#)

[Staffordshire University](#)

[Keele University](#)

[University of Wolverhampton](#)

Top Tip 5 – schedule your time in with the training provider

Independent Training Provider		College	
Pro's	Con's	Pro's	Con's
More tailored and flexible to meet the needs of your Apprentice and your business – enhanced levels of 1:1 support.	Apprentice will need to use their own ICT or that offered by the service.	Pastoral Support offer and interaction with peers for support and learning in the 'classroom'.	May be less tailored to meet specific business needs.
Support you and your apprentice to identify the right level (and any further learning required to 'qualify').	Some providers think it offers less pastoral support and opportunities to interact with peers.	College ICT facilities can be accessed.	
Subject to the learner, the apprenticeship may be successfully completed in a shorter timescale.		Established Career Support Offer.	

Things to think about & Top tips	More information
Top tip 4 – if in doubt explore both	Whether this is your first Apprentice, or you are a seasoned professional, every Apprentice is different and unique, so shop around for the best trainer to meet your needs! We have named a few local colleges and universities above but don't be afraid to explore other options.
Top tip 5 – schedule your time with the training provider	No matter which option, both the Apprentice and the manager will need to regularly meet with the training provider, so make sure you schedule this time well in advance!
Additional funding streams	As part of your research and conversations when choosing your trainer, talk to them about what other funding opportunities may be available to support you and your Apprentice whilst training.

3. Funding your Apprenticeship

Things to think about & Top-tips	More information
EHCP	An EHCP is an Education, Health & Care Plan .
LAC	Looked After Children – you might also know this as Leaving Care.
ESFA	Education & Skills Funding Agency .
Employee contributions	It is really important to remember, an employee cannot be asked to contribute to cost of their Apprenticeship, nor can this money be claimed back if they leave their employment during their Apprenticeship, or shortly after.
Digital Apprenticeship Service account	<p>It is really important that every provider has a Digital Apprenticeship Service Account – often referred to as a DAS Account – regardless of the ‘funding route’ they choose.</p> <p>There is a short helpful video if you need to create an account.</p> <p>The typical information you will need, when creating your account is:</p> <ol style="list-style-type: none"> 1. Service overview – info on your Payroll, Number of employees etc 2. HMRC information. <p>When you are ready to move forwards with an Apprenticeship, you will typically need:</p> <ol style="list-style-type: none"> 1. Name of the Apprentice. 2. Name of the training providing. <p>Your account will talk you through the required steps relevant to the funding option you choose.</p>
Workforce Development Fund (WDF)	Employers can also claim WDF, in 2 stages, for learners in certain circumstances.

Understanding the different funding routes available

<p>Employer Contribution (option 1)</p>	<p>This is available to employers with a payroll of less than £3 million per annum – these employers are referred to as Non-Levy Payers.</p> <p>The employer will pay for 5% of the cost of the apprenticeship programme, up to the Government funding rate, and the Government will pay the rest directly to the trainer.</p>
<p>Employer Levy (option 2)</p>	<p>This is for employers with a payroll more than £3 million per annum – these are referred to as Levy-Payers</p> <p>The employer must pay a levy which can only be used for the training and assessment of apprentices in your workplace.</p> <p>The Government will add 10% to our DAS Levy account. If the cost exceeds the credit in your account, the Government will contribute 95% of these extra costs.</p> <p>If you don't use your Levy or donate it, the Government will reclaim after a certain period of time.</p>
<p>Levy Transfer (option 3)</p>	<p>This is available to employers with a payroll of less than £3 million per annum.</p> <p>A Levy Payer can choose to donate up to 25% of their apprenticeship Levy fund to another employer to support their apprentices.</p>

Option 1: Funding your Apprenticeship – Employer Contribution

Who: Employers with Payroll less than £3 mil

A. Apprentice Age

*16-18 years old:
£0*

*16-25 years old
EHCP / LAC: £0*

*19 years old +:
5%*

B. Digital Apprenticeship Service Account

C. Pay your trainer

Single direct payment



Option 2: Funding your Apprenticeship – Employer Levy

Who: Employers with Payroll more than £3 mil

A. Digital Apprenticeship Service Account

Money is 'automatically' deducted from your DAS account

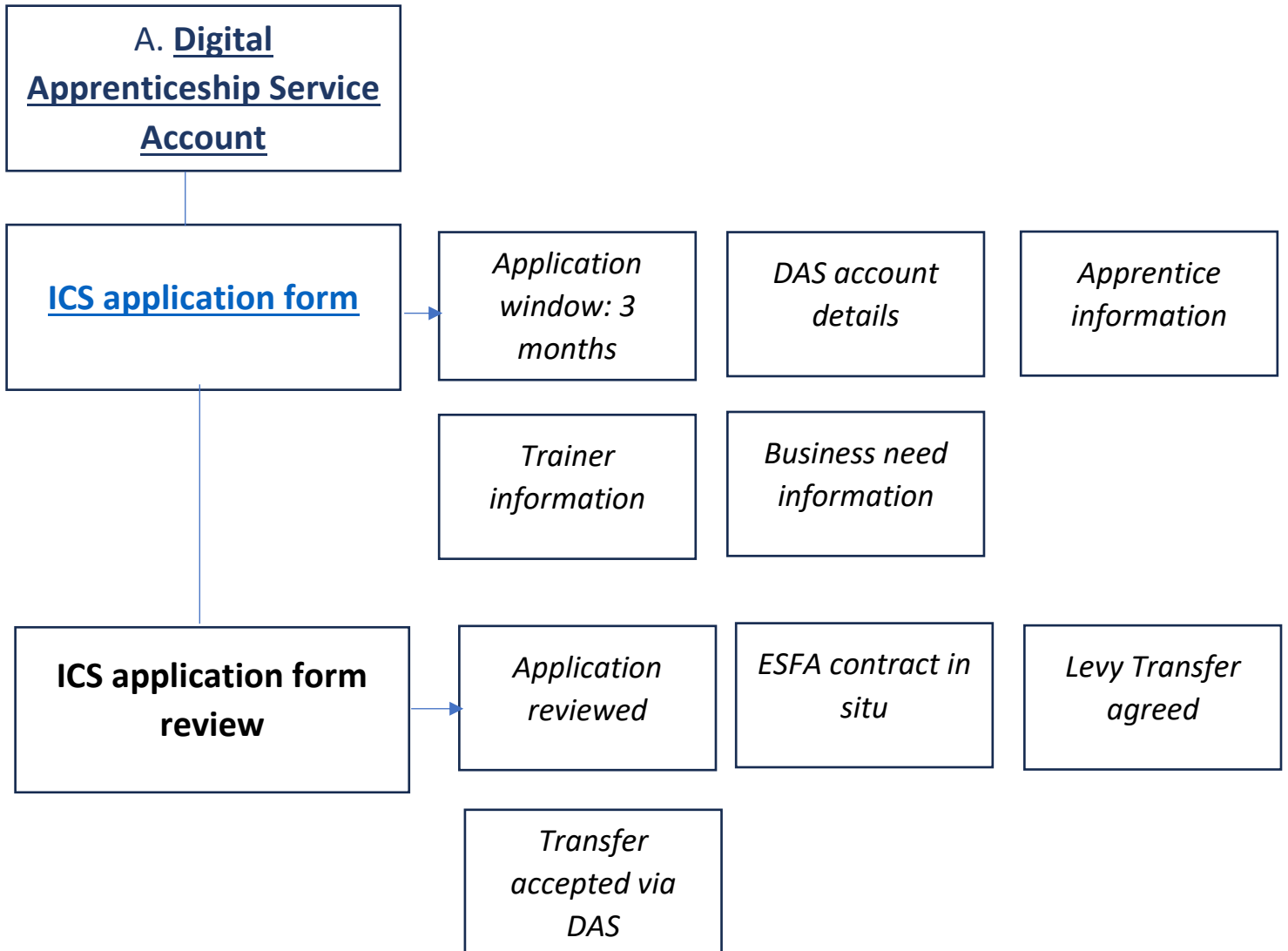
Insufficient DAS balances – revert to 5% employer contribution

B. Pay your trainer

Single direct payment

Option 3: Funding your Apprenticeship – Levy Transfer

Who: Employers with Payroll less than £3 mil



Things to think about & Top-tips	More information
Levy Transfer	<p>Don't forget, the Levy Transfer is available to every industry (not just social care), this means the availability of funding cannot be guaranteed, so planning in advance and getting your application in is critical!</p> <p>At the end of the apprenticeship, you will be asked to submit a 'case study' – this is a great opportunity to share what worked well and the impact the apprenticeship has had, both for the individual and your service.</p> <p>In addition, this case study can be used to support future apprenticeship applications.</p> <p>By promoting good practice, we hope to encourage more people to think about Apprenticeships.</p>
Application Period: 3-month Window	<p>You can make an application to the ICS during the following 3-month windows – this is why it is really to get ahead with your workforce planning:</p> <ul style="list-style-type: none"> • 2 January – 29 March 2024 • 6 May – 2 August 2024 • 2 September – 29 November <p>The applications are not reviewed until the 3-month application window has closed, so you will not hear if you have been successful or not, until after the closing date.</p> <p>We are working on a local process to support providers who need to make an application quicker, outside of this process.</p>
ICS Application: Apprentice eligibility	<p>The apprentice is required to live in the Staffordshire or Stoke-on-Trent area to make an application.</p>