



# Dynamic Training

## An Employer Guide To Supported Apprenticeships



*Dynamic is passionate about nurturing talent through quality education and enablement within a diverse, inclusive yet creative culture, to help realise aspirations and broaden horizons*

### **What is a supported apprenticeship?**

An apprenticeship is a real job with training. Apprentices earn while they learn, gaining valuable skills and knowledge of a specific job role whilst achieving the required components of their apprenticeship.

Dynamic Training, working in partnership with employers, offer apprenticeships in Health & Social Care, Healthcare Science Assistant, Business Administration, Customer Service, Teaching Assistant and Early Years childcare. Supported apprenticeships can be delivered as a taught group model in the workplace or as a one to one coaching model in the workplace.

### **Who is eligible to be an apprentice?**

Dynamic Training specialise in working with individuals aged 16 - 24 with an EHCP (Education Health and Care Plan). Apprenticeships are open to a wide range of people, including those with a disability, health condition or learning disability. Everyone aged 16 or over, entitled to live in England and who are no longer in full time education can apply to be an apprentice. Apprenticeships are open to those looking to enter the world of work or for those who are already in the workplace looking to upskill or retrain.

### **How is an apprentice and their employer supported?**

On starting an apprenticeship, an apprentice will be appointed an in-house mentor. This will typically be a senior member of staff who will provide the apprentice with guidance and support throughout the term of the apprenticeship. In addition, the apprentice will be allocated a Skills & Development Coach from Dynamic Training (and a Job Coach subject to location and availability) who will support both the apprentice and their employer throughout the apprenticeship. A structured programme will be created to ensure an apprentice develops the skills to do a job well.

Almost all apprenticeships can be made accessible and having additional needs shouldn't restrict people's job choices. Employers, along with Colleges and Universities and Training Providers, have a duty under the Equality Act 2010 to make reasonable adjustments for disabled people, and therefore should be able to provide additional support during training.

In addition, Access to Work is a grant from the Department for Work and Pensions which can help pay for practical support to enable people with a disability or long term health condition, do their jobs. It can pay for support at job interviews, job coaching and pay for equipment and travel costs. For these reasons, apprenticeships can be a great route for individuals with additional needs to get skilled jobs.

### Entry requirements for apprenticeships

Supported apprenticeships have been designed for individuals who have a recognised learning difficulty and /or disability and have a Education, Health and Care Plan (EHCP). Apprentices will be required to achieve from entry level 3 up to level 2 Functional Skills in math and English (unless exempt) as part of the apprenticeship. In addition, employers may specify candidate requirements within the details of an apprenticeship vacancy.

### How much does an apprentice earn?

An apprentice's salary will depend on their employer, location and the apprenticeship job role. There is no single rate of pay for apprentices. There is a National Minimum Wage rate for apprentices, however some employers will pay more.

Apprentices employed on apprenticeship fixed term contracts are entitled to the current National Minimum Wage rate for an apprentice of £4.15 per hour (as of April 2020). This rate applies to apprentice's aged 16 to 18 and those aged 19 or over who are in their first year of their apprenticeship.

An apprentice over the age of 19 who has completed the first 12 months of training will be entitled to the current National Minimum Wage rate for their age. An apprentice must be paid for their normal hours of work and any training that is part of the apprenticeship.

| Year       | 25 and over | 21 to 24 | 18 to 20 | Under 18 | Apprentice |
|------------|-------------|----------|----------|----------|------------|
| April 2020 | £8.72       | £8.20    | £6.45    | £4.55    | £4.15      |

### What are apprenticeship levels?

Apprenticeships have equivalent educational levels.

| Apprenticeship Name | 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 |

An apprentice is employed on a fixed term contract of employment

Registration of apprentice and Initial Assessment undertaken

### Individual Learning Plan

Each apprentice will meet their Skills & Development Coach at the first meeting and together with the employer, Job Coach and any other relevant person will create an individual learning plan and bespoke programme to achieve the apprenticeship and have the best learning experience

### On-programme learning and training

The levels of support and meetings will vary to meet individual needs.

The Skills & Development Coach, apprentice, Job Coach and employer will meet every 8-12 weeks to review the plans and make any adjustments to meet individual needs.

Resources supplied will be adapted/adjusted to ensure the apprentice's individual learning styles and needs are met.

Apprentices will have access to our SEND coordinator who will contact regularly to ensure the apprentice is receiving full support.

Dynamic also offer support to the employer which may be through specific training and development of staff to understand and enable the support requirements of the apprentice.

### Gateway

Employer decides the apprentice is ready for End Point Assessment (EPA)

### Apprentice takes End Point Assessment (EPA)

The EPA is conducted by an independent assessment organisation (chosen by the employer)

### EPA Grading

### Certification

## **How many hours a week, does an apprentice work?**

Working hours vary and depend on the requirements of the employer.

An apprenticeship duration is determined by the number of hours worked per week. An apprenticeship with a 12 month duration is based upon an apprentice working a 30 hour week. However, as our supported apprentices tend to work a 16 hour week, the apprenticeship duration is extended to 23 months.

## **What entitlements does an apprentice have?**

As an apprentice will have a contract of employment with your organisation, they are entitled to the same benefits as other members of staff.

## **Our top tips for the successful recruitment of an apprentice**

- Consider adapting your current recruitment and selection process to make it more accessible.
- Create easy read information and application form, avoiding jargon and complicated words.
- Invite applicants to look around the work area briefly and to have an informal interview.
- If the applicant wants to proceed, consider offering a work trial, or a 'working interview', for a week. This gives both your organisation and the applicant the chance to see if there is a suitable match.
- Provide disability awareness training to staff members, this will ensure staff are on board and ready to support if needed.

## **Our top tips for a successful apprenticeship**

- Help the apprentice to feel part of the team.
- Assign an in-house staff mentor to support the apprentice.
- Make simple, reasonable adjustments for training and induction by offering extra time and support.
- Understand that it can take a little longer for the apprentice to learn the job but that the results will be worth it.
- Consider how instructions are given at the start of an apprenticeship, perhaps giving the apprentice one job at a time to complete as they learn their role.
- Teach the apprentice new skills as they master initial tasks so that they can progress in their jobs.

## **Additional funding for employers**

A small employer (with 50 or less employees) is not required to contribute the 5% co-investment cost of the apprenticeship training for an apprentice aged 19 - 24 with an Education, Health and Care plan.

### **NEXT STEPS**

**If you would like to know more about supported apprenticeships and how you can drive an inclusive culture within your organisation please contact us at:**

**[inclusiveapprenticeships@dynamictraining.org.uk](mailto:inclusiveapprenticeships@dynamictraining.org.uk)**