

Apprenticeship Handbook For Employers

Bringing learning to life



**Nurturing people to unlock their potential
through apprenticeships**

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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

Who are we?

Dynamic Training is an apprenticeship and bespoke training specialist. We work with a diverse customer base across a variety of sectors.

We have grown from strength to strength through recommendations and our reputation for providing high quality training, by an enthusiastic and committed team, offering tailored training solutions.

We are Matrix accredited and have been rated as a good provider by Ofsted. We are a Health Education England preferred provider and an endorsed provider for Skills for Care.



Our core values

-  Integrity
-  Transparency
-  Accountability
-  Teamwork

Our behaviours

-  We are positive
-  We are dedicated
-  We are flexible
-  We are creative

Why work with us?

-  We are experts in our field, we have a dedicated and experienced staff team who underpin our success. All of whom are DBS approved.
-  We passionately believe in delivering the right programme for both employers and learners, therefore we offer a broad choice of programmes, of bespoke design to meet your needs, covering a wide range of job roles and responsibilities
-  We are an approved training provider on the Register of apprenticeships training providers (ROATP)

Tell me and I forget, teach me and I may remember, involve me and I learn

Benjamin Franklin

What are apprenticeships?

An apprenticeship is a real job with training. Individuals earn while they learn, gaining valuable skills and knowledge in a specific job role. Apprenticeships are available in over 1,500 occupations across 170 industries. Businesses in all industry sectors in England can recruit apprentices and depending on the level of the apprenticeship and job role, they can take between twelve months and five years to complete.

How Apprenticeships can benefit your organisation

- Employing apprentices leads to lower overall training and recruitment costs and makes good business sense.
- Upskilling existing staff helps develop a motivated, skilled and qualified workforce, improving service, morale and productivity. Apprentices are loyal to organisations that provide opportunity, training and progression, therefore improving staff retention rates.
- Recruiting apprentices can help grow your business and help solve resourcing challenges.
- Mentoring and training apprentices, enables senior staff to pass on their knowledge and experience.
- Apprenticeship Standards are more job specific than any other type of learning, therefore the training is more relevant to your business needs.

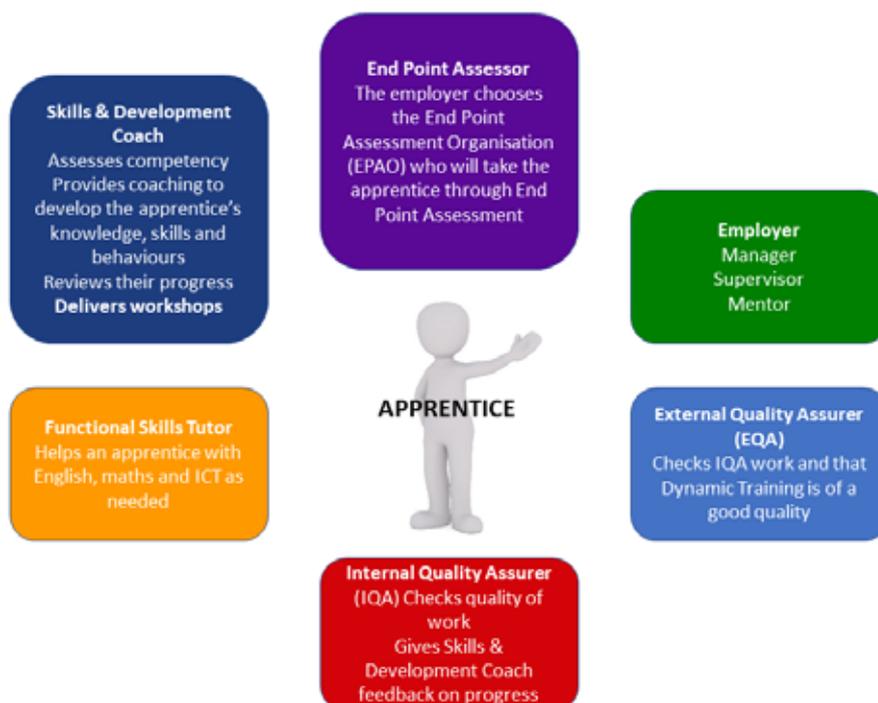
Who can be an apprentice?

Apprenticeships are open to anyone aged 16+ who is eligible to live and work in England. There is no upper age limit for apprenticeships.

Where does apprenticeship training take place?

Most of the on the job training for an apprenticeship is undertaken at an employer's premises, gaining job specific skills in the workplace. Off the job training delivered by Dynamic (your training provider) will be delivered either online as taught sessions or face to face.

Who is involved in an apprenticeship?



The Apprenticeship Levy

The Apprenticeship levy affects UK employers in all sectors with an annual pay bill in excess of £3 million. It is estimated that less than 2% of UK businesses are subject to the levy. All businesses with a UK pay bill above £3,000,000 per annum are required to pay the levy, regardless of whether they make use of the funding available for apprenticeships.

The levy is charged at a rate of 0.5% of an employer's full UK pay bill and will be paid to the HMRC through the PAYE process alongside tax and NICs.

Levy paying employers

Your organisation will have calculated whether it needs to pay the levy, and will have included it in the usual PAYE payment to HMRC.

To be able to pay for apprenticeships your organisation also needs to [register for the Digital Apprenticeship Service to manage apprenticeship funds online](#). An employer is able to pay for apprenticeship training and assessment via this account. The government will apply a 10% top-up to the funds you have deposited in your account.

If you don't have enough funds in your account to pay for apprenticeship training, you must pay 5% of any outstanding balance. The government will pay the remaining 95%, up to the funding band maximum allocated to the apprenticeship you have chosen. If you exceed the funding band maximum, you will need to pay all the additional costs.

Smaller employers who do not pay the Levy

Smaller employers, who do not pay the apprenticeship levy share the cost of training and assessing their apprentices with the government. This is called 'co-investment'. As a smaller employer, you need to pay for apprenticeships by [registering with the Digital Apprenticeship Service and creating an account](#).

For new apprenticeships you pay 5% towards the cost of apprenticeship training. The government will pay the rest (95%) up to the maximum funding band of the apprenticeship you have chosen. Should the cost exceed the funding band maximum, the additional cost will need to be paid by your organisation. You will pay 5% contribution to Dynamic Training (your training provider) over the duration of the apprenticeship training.

National Insurance savings for apprentices

All employers are exempt from paying employer class 1 National Insurance contributions for apprentices under the age of 25 on earnings below £827 a week (or £43,000 per annum). For example, this means that employers who have an apprentice aged 21 to 24 paid at real living wage would save around £2,000 in National Insurance contributions over the course of a 12-month apprenticeship.

To be eligible for exemption, your apprentice must be on a government approved apprenticeship standard.

Training costs for small employers

If your organisation has less than 50 employees, it could be eligible for additional funding and support. Employing an apprentice who is aged 16 to 18, or an apprentice aged 19 to 24 who is a care leaver or has an EHCP, will enable your organisation to 100% of your training costs will be paid by the government.

Government incentives for employing new apprentices to your organisation

Currently all employers regardless of size, will receive £1,000 for taking on an apprentice who is aged 16 to 18 years old or under 25 and has an education, health and care plan or has been in the care of their local authority. Employers will receive this payment in two instalments via Dynamic Training (your training provider) who receive the instalments from the government and then forward on. The first payment of £500 will be available after the apprentice has completed 90 days of the apprenticeship and the second instalment of £500 will be available after the apprentices has completed 365 days.

In addition to the above existing payment, the government has introduced an incentive payment to employers who employ an apprentice between 1 April 2021 - 30 September 2021. You can apply for the payment after you add new apprentices to your **Digital Apprenticeship Service (DAS) account**. To be eligible for this payment, your apprentice must have commenced their employment contract between 1 April 2021 and 30 September 2021 and [you must have registered for a DAS account](#).

Employers will receive:

- £3,000 per new apprentice hire, regardless of age.

You can apply for the payment if you recruit apprentices who have been made redundant as long as they are new to your organisation.

You'll receive the payment in 2 equal instalments: 50% after the apprentice completes 90 days of their apprenticeship and the remaining 50% after 365 days. To get the full payment, the apprenticeship must last for at least one year. The payment is different to apprenticeship levy funds and you can spend it on anything to support your organisation's costs.

There will be no limit on the number of incentive payments that an employer can claim for apprentices eligible to receive funding, provided each apprentice meets the criteria, **including being a new employee**.

These incentives should not be confused for the Care Leaver Bursary which is a £1,000 payment made directly from training provider to an apprentice who is a care leaver, to help their transition into the workplace (subject to meeting eligibility criteria and having remained on programme for 60 days).

Apprentice eligibility

Employers can use funds in their account or access government co-investment support to train any eligible individual to undertake an apprenticeship at a higher, equal or lower level than a qualification they already hold, including a previous apprenticeship. They can do this if it allows the individual to acquire substantive new skills and the content of the training is materially different from any prior training or a previous apprenticeship.

To be eligible to be an apprentice, an individual has to meet the following criteria

- Must be at least 16 years of age
- Must spend at least 50% of their time working in England over the duration of the apprenticeship.
- Have a right to work in England.
- Have an eligible residency status
- Must have a contract of employment with your organisation.
- Must be out of full time education

Online sources for additional apprenticeship information

To create an employer account on the [digital apprenticeship service](#)

To research apprenticeships currently being advertised in your area: [Find an apprenticeship](#)

To research the full range of apprenticeships on offer in England: [Institute of Apprentices](#)

To view [government guides on apprenticeships](#)

Upskilling existing staff members via apprenticeships

Apprenticeships are not just for new employees, an organisation can offer apprenticeships to existing staff members to enable them to up-skill and retrain and in doing so, boosting performance and staff retention rates. By providing the opportunity for your staff to do an apprenticeship, you could help fill skill gaps in your business and boost staff morale and motivation. Our Business Development team can help you to identify the apprenticeships that map to suitable roles in your business and to take you and your staff through the on-boarding process.

Minimum requirements

It is the expectation that apprentices are employed for a minimum of 30 hours per week. An apprentice can work less hours, however, by doing so, the duration of the apprenticeship programme will be extended pro rata to ensure the apprentice has enough time to complete all aspects of their apprenticeship.

Is there an age limit for existing staff to be apprentices?

There is no upper age limit for apprentices.

Can an apprentice already have a degree?

Yes, now it is possible for an apprentice to already have a degree, however the degree has to be in a totally unrelated area of learning to the apprenticeship, thereby ensuring the apprentice acquires significant new skills and knowledge which has to be evidenced throughout the apprenticeship.

Does the apprentice need to be given a new job?

Not necessarily, the apprentice needs to be genuinely learning new skills and knowledge to the benefit of the wider economy.

Does it change their contract of employment?

You don't need to change the terms and conditions of the contract of employment for an existing member of staff who becomes an apprentice. An additional document called an Apprenticeship Agreement will need to be signed.

Does the apprenticeship effect their salary?

An existing member of staff who become an apprentice will maintain the same terms and conditions of employment, with the addition of the Apprenticeship Agreement.

Does the member of staff have to live and work in England?

An apprentice doesn't have to live in England to access funding for English apprenticeships. However, their main place of employment has to be in England and they have to spend at least 50% of their time working in England throughout the duration of their apprenticeship.

Recruiting a new apprentice

Before recruiting an apprentice, our Business Development team will meet with you to go through the apprenticeship recruitment process, the learner journey and to discuss how we work in partnership with employers to create great learning experiences for apprentices and their employers and whether the recruitment of an apprentice is the right choice for your organisation.

Aspects to consider:

1. Have you created a person specification and job description? You can use the details to complete the apprenticeship vacancy template that we will provide to you, for advertising the apprenticeship online on the 'recruit an apprentice' website.
2. What salary are you going to offer? Although a minimum wage for apprentices exists (dependent on age and apprenticeship duration), many organisations decide to pay a more competitive salary to their apprentices.
3. Will the apprentice's role be relevant to their apprenticeship? An apprentice has to be able to gain significant skills, knowledge and behaviours during their apprenticeship and therefore needs to be in an appropriate job role.
4. Will an apprentice work enough paid hours each week to undertake sufficient training to achieve their apprenticeship? The minimum duration of an apprenticeship is based on a 30 hour working week including the off the job training element they need to achieve. An apprentice can work less than 30 hours, however, the duration of the apprenticeship has to be extended pro rata to take account of this.
5. An apprentice will benefit from the support of a mentor. Have you identified a suitable candidate who would be able to help support an apprentice in the workplace for the duration of their apprenticeship. A mentor should be someone other than a line manager.
6. Have you considered the long term impact such as the apprentice's future career prospects and salary?

When you have finalised the details and confirmed that you would like to take on an apprentice, you can choose the recruitment option that best suits your business needs. We have three recruitment options on offer, bronze which is free and silver and gold which incur additional cost to that of the apprenticeship training.

Please note that should Dynamic undertake recruitment activities on behalf of an employer who subsequently takes on an apprentice and engages a different training provider for the apprenticeship, a recruitment fee of 10% of the salary is chargeable.

Our Bronze recruitment option - FREE

Our Bronze package process:

- Dynamic emails the apprenticeship vacancy template for completion.
- On receipt of completed vacancy form by an employer, we upload the information to RAA (Recruit An Apprentice) website.
- Subject to the employer's details being available for allocation on RAA, the vacancy can become "live" within 48 hours from upload. If an employers details aren't available on RAA and an ERPN number needs to be sought, this could extend the process for up to a week.
- The vacancy details will be linked to the Dynamic website and we will also advertise it on our social media pages on LinkedIn and Facebook and also sent out to local authority, connexions, job centre plus contacts.
- The vacancy is initially advertised for two weeks.

- Candidate c.v.'s (anonymous versions with candidate numbers) are emailed to the employer for shortlisting purposes.
- Employer confirms to Dynamic, the candidate numbers they would like to interview and interview date.
- Dynamic advises candidates employer will be in contact to arrange interview.
- Dynamic provides candidate contact information to employer who arranges interviews.
- Dynamic amends RAA to make candidates, in progress, or unsuccessful.
- Upon interviewing, employer needs to provide feedback to Dynamic to confirm if candidates have been successful at interview or unsuccessful in order for RAA to be updated and to inform candidates of outcomes. The position is not offered at this point in the process.
- Dynamic organises initial assessments with successful candidate to ensure they meet English and maths criteria.
- On outcome of initial assessment results, employer offers /doesn't offer position to successful candidate.
- Candidate commences Dynamic onboarding process.
- The recruitment process is repeated if a suitable candidate is not identified.

Our Silver recruitment option - £450 per apprenticeship vacancy (10% discount for 3, 20% discount for 4, 25% discount for 5 plus)

Our Silver package process:

- Dynamic emails the apprenticeship vacancy template for completion.
- On receipt of completed vacancy form by an employer, we upload the information to RAA (Recruit An Apprentice) website.
- Subject to the employer's details being available for allocation on RAA, the vacancy can become "live" within 48 hours from upload. If an employers details aren't available on RAA and an ERPN number needs to be sought, this could extend the process for up to a week.
- The vacancy details will be linked to the Dynamic website and we will also advertise it on our social media pages on LinkedIn and Facebook and also sent out to local authority, connexions, job centre plus contacts.
- The vacancy is initially advertised for two weeks.
- Dynamic shortlist the candidates against the shortlisting criteria provided by the employer and pre-screens the candidates by telephone (using questions provided by the employer).
- Pre-screened Candidate c.v.'s (anonymous versions with candidate numbers) are emailed to the employer for review.
- The employer confirms to Dynamic, the candidate numbers they would like to interview and interview date.
- Dynamic advises candidates the employer will be in contact to arrange interview.
- Dynamic amends RAA to make candidates, in progress, or unsuccessful.
- Upon interviewing, the employer needs to provide feedback to Dynamic to confirm if candidates have been successful at interview or unsuccessful in order for RAA to be updated and to inform candidates of outcomes. The position is not offered at this point in the process.
- Dynamic organises initial assessments with successful candidate to ensure they meet English and maths criteria.
- On outcome of initial assessment results, employer offers /doesn't offer position to successful candidate.
- Candidate commences Dynamic onboarding process.
- The recruitment process is repeated if a suitable candidate is not identified.

Our Gold recruitment option - £650 per apprenticeship vacancy (10% discount for 3, 20% discount for 4, 25% discount for 5 plus)

Our Gold package process:

- Dynamic emails the apprenticeship vacancy template for completion.
- On receipt of completed vacancy form by an employer, we upload the information to RAA (Recruit An Apprentice) website.
- Subject to the employer's details being available for allocation on RAA, the vacancy can become "live" within 48 hours from upload. If an employers details aren't available on RAA and an ERPN number needs to be sought, this could extend the process for up to a week.

- The vacancy details will be linked to the Dynamic website and we will also advertise it on our social media pages on LinkedIn and Facebook and also sent out to local authority, connexions, job centre plus contacts.
- The vacancy is initially advertised for two weeks.
- Dynamic shortlist the candidates against the shortlisting criteria provided by the employer and pre-screens the candidates by telephone (using questions provided by the employer).
- Pre-screened Candidate c.v.'s (anonymous versions with candidate numbers) are emailed to the employer for review.
- The employer confirms to Dynamic, the candidate numbers they would like to interview and interview date with agreed interview time slots and confirms interview method.
- Dynamic arranges interviews, advising candidates by email of the interview details with a request that they confirm attendance.
- Dynamic provides candidate contact information to the employer of those who have accepted.
- Dynamic amends RAA to make candidates, in progress, or unsuccessful.
- Upon interviewing, the employer needs to provide feedback to Dynamic to confirm which candidates have been successful at interview or unsuccessful in order for RAA to be updated and to inform candidates of outcomes. The position is not offered at this point in the process.
- Dynamic organises initial assessments with successful candidate/s to ensure they meet English and maths criteria.
- On outcome of initial assessment results, employer offers /doesn't offer position to successful candidate.
- Candidate commences Dynamic onboarding process.
- The recruitment process is repeated if a suitable candidate is not identified.

Tips on making your apprenticeship vacancy stand out

Consider the salary you are offering. Put yourself in an applicant's shoes. Would you apply for the lowest paid apprenticeship if there were higher paid apprenticeships being advertised locally? Apprenticeships with a low salary are hard to fill, needless to say, we all want to earn as high a salary as possible, regardless of where we are in our careers.

Research the findanapprenticeship website to check the salaries for similar roles local to your area to ensure you are being competitive in the marketplace. Remember! You are competing against other companies for the same applicants.

Consider how you create your job description. Ensure your job description is interesting. Would you apply for a position that appears boring? On the job description, list the more interesting duties first. Most people now look for vacancies on mobile phones, use short sentences, making the information easier to read. The job description shouldn't be full of jargon that people won't understand.

What makes your company stand apart from others. As you are advertising your company to applicants, be sure to promote what makes your company different to others and why your staff like working there. What are your company values and culture? Applicants will apply to companies who stand out from the crowd.

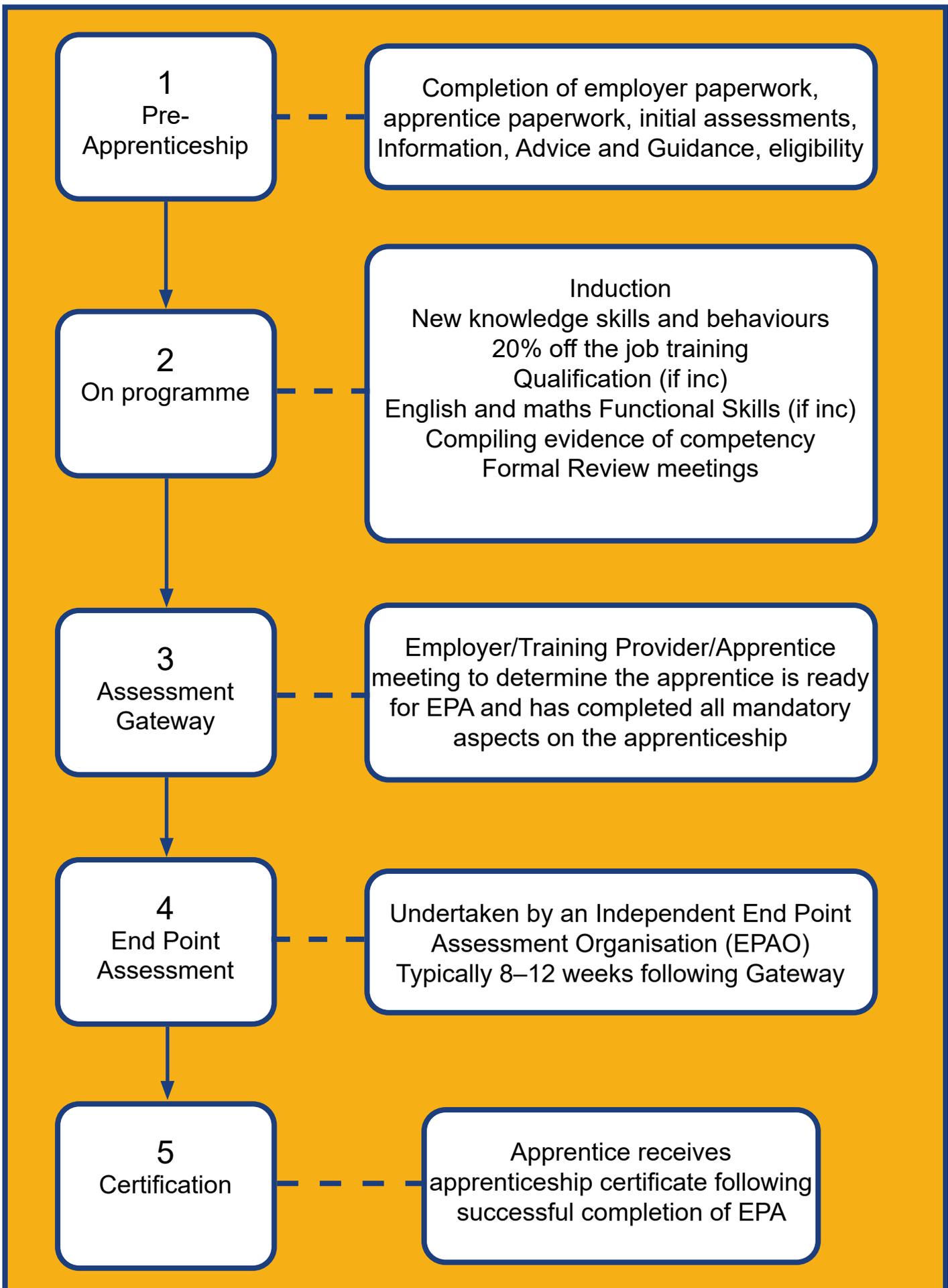
The employee rights of an apprentice

Apprentices must be offered the same conditions as other employees working at similar grades or in similar roles. This includes:

- Paid holidays
- Sick pay
- Any other benefits provided to your workforce such as childcare vouchers

In addition, apprentices aged 16 - 17 have additional rights; they must not work more than 8 hours a day or 40 hours per week, must have two rest days taken together each week and have restrictions on night working.

Overview of an apprenticeship



Pre-apprenticeship requirements for both newly recruited apprentices and existing staff apprentices

In order for an apprentice to commence their apprenticeship, the following needs to be completed

Contract of employment - employer/apprentice

The employer needs to ensure that the individual has received and signed a contract of employment for the duration of their apprenticeship prior to the commencement date. The contract duration should cover the time frame of the apprenticeship programme plus the End Point Assessment phase of the apprenticeship.

Health and Safety Vetting form - employer/Dynamic

Is a document emailed by Dynamic to the employer for completion. The form covers aspects of health and safety, risk assessments and insurance to ensure the workplace is a suitable environment for the apprentice to work. The form needs to be completed, signed by hand and returned via email to Dynamic who also sign the form and keep it on file.

Employer agreement - employer/Dynamic

Is a document emailed by Dynamic to the employer for completion. The form documents the agreement of the terms of apprenticeship delivery between the employer and Dynamic needs to be completed, signed by hand and returned via email to Dynamic who also sign the form.

Apprenticeship agreement - apprentice/employer/Dynamic

Is a document emailed to the individual by Dynamic to be completed and requires both their handwritten signature and that of their employer and needs to be returned to Dynamic who also sign the form.

Information and Guidance - apprentice/Dynamic

Our information and guidance session is to help an individual make an informed choice as to whether an apprenticeship is right for them. This information is accessed through our virtual live and interactive delivery. Our sessions are available to book, with a selection of dates available each month.

Apprentice application process - apprentice/employer/Dynamic

Dynamic will share the link to the online application, where the individual will need to complete the online application process for their apprenticeship. The process is comprehensive and needs to be fully completed, in order for an application to progress. The application needs to be approved by the employer. Once completed data is processed by our compliance team who will check it is all in order, including eligibility.

Skills Scan - apprentice/employer

The individual is required to complete a skills scan which will be emailed by Dynamic, prior to induction. It is best practice for the individual to complete the skills scan with the employer and to ensure it is an honest reflection of their current skill set. The skills scan needs to be returned via email to Dynamic.

Initial assessments - apprentice/Dynamic

The individual will be sent a login to our Skills Forward online platform to undertake initial assessments in English, maths and learning styles. The initial assessments are a requirement of the apprenticeship and also help to provide an insight into the level they are currently working at.

Provision of Supporting documentation - apprentice/Dynamic

The individual will also be required to provide evidence of any previous academic achievements (qualification certificates) that help determine whether they are exempt from the Functional Skills requirement of an apprenticeship. Additionally, they will need to provide evidence of their right to reside in the UK (i.e. birth certificate, passport etc.).

Identifying an End Point Assessment Organisation (EPAO) - employer/Dynamic

An employer needs to identify the End Point Assessment Organisation to be used. The cost of the End Point Assessment is included within the agreed apprenticeship cost and is paid by Dynamic Training (the training provider) directly to the EPAO.

What are the main responsibilities of an employer?



An employer needs to ensure an apprentice has a contract of employment that sets out an apprentice's duties, rights and responsibilities

A probation period may be included and a fixed term contract needs to cover the duration of the apprenticeship including end point assessment

Should the apprentice work less than 30 hours per week, the duration of the apprenticeship and contract of employment need to be extended pro rata to allow for this. Dynamic can provide advice on this

An employer needs to ensure an apprentice is paid a rate of pay that is at least the minimum wage rate for apprentices if they are under 19 or they are over 19 and in the first year of their apprenticeship. For further information, [consult government guidance](#)

An employer needs to ensure an apprentice is provided with a company induction and the apprentice is aware of and has read the organisations policies and procedures

An employer needs to work in partnership with Dynamic to monitor the progress of apprentices and to attend all scheduled employer reviews

An employer needs to stretch and challenge apprentices by providing exposure to tasks they may not encounter ordinarily and to ensure they are learning new skills and knowledge

An employer needs to ensure apprentices log and track their off the job training equating to 20% of their contracted hours

An employer needs to ensure that Dynamic is advised of a an apprentice's change of circumstance, such as change of name, change of address, change of job role, employment status

An Employer needs to take urgent action and advise Dynamic within 5 working days, should an apprentice's circumstances change and a Break In Learning or withdrawal from programme needs to be implemented. Apprenticeship funding rules state an apprentice is unable to continue on programme if progress is not recorded for 4 weeks or more

What are the main responsibilities of a line manager? (the line manager and employer may be the same person)



A line manager should attend an 'essential' information, advice and guidance session with Dynamic before their apprentice commences.

A line manager needs to ensure that an apprentice is given a comprehensive induction that includes all the necessary mandatory training provided to other employees and the apprentice is given access to all current policies and procedures

A line manager needs to manage the apprentice as they would any other member of staff. Assigning a mentor to help support an apprentice in the workplace is best practice.

A line manager should set an apprentice's objectives, bearing in mind the requirements for the successful completion of the apprenticeship and the building of competence, skills and knowledge in the workplace. (the skills scan is a useful document of reference)

A line manager needs to ensure the apprentice is:

- making continual progress
- have the necessary time allocated in order to achieve their 20% off the job training .

A line manager needs to take an active role in the 12 weekly formal progress reviews with the apprentice and Dynamic (training provider) and agree an action plan

A line manager needs to stretch and challenge an apprentice which will help them in learning new skills and knowledge

A line manager needs to take urgent action and advise Dynamic within 5 working days, should an apprentice's circumstances change and a Break In Learning or withdrawal from programme needs to be implemented.

A line manager needs to ensure that Dynamic is advised of an apprentice's change of circumstance, such as change of name, change of address, change of job role, employment status

Apprenticeship funding rules state an apprentice is unable to continue on programme if progress is not recorded for 4 weeks or more

A line manager will provide the final approval for the apprentice to pass through gateway to end point assessment.

The apprenticeship journey in detail

Induction

Once all the pre-apprenticeship activities have been completed and the apprentice has been cleared to commence, the apprentice will then be invited to an induction; we have dates allocated throughout each month to enable flexibility and the apprentice books the next available induction date and the induction takes place online.

The apprentice will receive an in-depth induction onto their apprenticeship, which will provide them with all the information that they need in order to commence their programme. The objective of the induction is to:

- Understand the Apprenticeship Standard
- Identify how to manage study time and skills
- How to develop maths, English and prepare them for speaking and listening
- Explain the apprentice role and responsibilities in Safeguarding, Prevent and British Values

Skills & Development Coach

The apprentice will be allocated a Skills & Development Coach who will support and guide them for the duration of their apprenticeship. Within 2 - 3 weeks of the induction, their Skills & Development Coach will meet with the apprentice and their line manager in the workplace to plan the 20% off the job activity and complete the individual learning plan.

On programme

The apprenticeship programme will be delivered as blended learning. Blended learning is a combination of both online and face to face delivery. The apprentice will need to have good internet access and a suitable device such as a smart phone, laptop, or tablet to work on. Microsoft Teams is used for coaching sessions and ZOOM is currently used for taught sessions. Please ensure that your apprentice has access to ZOOM and Microsoft Teams and is permitted to use these applications in order to complete their training.

During the on programme phase of an apprenticeship, an apprentice must achieve 20% off the job training*, study for a qualification (if one is included in their apprenticeship) and achieve English, maths (and in some cases ICT) Functional Skills qualifications*, if not already held.

An apprentice will require regular meetings with their Skills & Development Coach who will plan to stretch and challenge the apprentice's learning. The apprentice will also be learning and developing new skills/competencies and knowledge in the workplace that need to meet the requirements of the apprenticeship standard.

Training and development sessions are delivered remotely, through live interactive sessions 1-3 times a month. Observations of competence are planned and carried out by the Skills & Development Coach in the workplace.

A sequence of taught sessions specific to your apprentice's apprenticeship pathway will be provided to them via an electronic booking system. A choice of dates will be offered for selection enabling flexibility.

An apprentice will be given a submission deadline for assessments and will be expected to submit work that has been set by their Skills & Development Coach, providing evidence of competence and knowledge via their OneFile E-portfolio.

The apprentice will also need to achieve 10% activity on our Skills Forward (Functional Skills) e-learning platform every month for the first six months of the apprenticeship (if not exempt).

Formal Progress Reviews and 20% off the Job reviews are scheduled every 10 – 12 weeks with the apprentice, their line manager and the Skills & Development Coach.

Assessment gateway

Upon completion of the apprenticeship programme, the apprentice will go through gateway. This is a 3 way meeting with the apprentice, their line manager, and the Skills & Development Coach, confirming the mandatory aspects of the apprenticeship have been completed and the apprentice is ready to undertake the end point assessment phase of the apprenticeship with the independent End Point Assessment Organisation.

End Point Assessment (EPA)

The End Point Assessment phase of an apprenticeship is typically 6 - 12 weeks following gateway. The date for the End Point Assessment is booked and the apprentice completes the necessary activities to ensure the End Point Assessment can be undertaken.

The End Point Assessment will incorporate different assessment components such as, interview, observation, presentation, multiple choice questions, scenario based questions. The assessment components will vary, depending on the apprenticeship the apprentice is undertaking. The independent assessor will determine the overall grade. An apprentice can be graded: fail, pass, merit or distinction.

On receipt of the result, Dynamic will email both the apprentice and their employer to advise the outcome of the End Point Assessment and will request the apprentice and the employer provide feedback on the apprenticeship experience.

Certification

On successful completion of the end point assessment, an apprentice will receive certification of their achievement via their employer. Certification takes around 12 weeks.

20% off the job training

You must pay your apprentice for time spent training or studying for their apprenticeship. Apprentices must spend at least 20% of their normal working hours training.

The training might take place:

- at their place of work
- somewhere else (for example, a college or training provider)
- online

Off the job training is a statutory requirement for an English apprenticeship. It is training which is received by an apprentice, during an apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship standard. (By normal working hours we mean paid hours excluding overtime).

Off the job training is different to on the job training which is training received by the apprentice for the sole purpose of enabling the apprentice to perform the work for which they have been employed. (By this we mean training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship standard).

An apprentice will need to log their 20% off the job training activities in their OneFile e-portfolio.

At Dynamic, we assist employers and apprentices in identifying 20% off the job training by mapping it to the curriculum we deliver as part of the apprenticeship programme. Activities that can be included are:

- Mandatory Training such as Safeguarding, Health and Safety.
- Coaching and/or mentoring in the workplace.
- 1-2-1, Appraisal or Supervision meetings.
- Stretch and challenge projects

- Team meetings that include a new work procedure or improvements to an existing process.
- Shadowing another member of staff to get a better understanding of how another department works.
- Attending conferences/ reading work related publications/ blogs or information on internal websites or Intranet.
- External training days including Dynamic delivery.
- Time spent on an apprentice's weekly reflection and OneFile e-portfolio.
- Research and e-learning.

English/maths/ICT Functional Skills

Your apprentice will also study for English and maths Functional Skills as part of their apprenticeship. An apprentice is exempt from this element if they already hold an equivalent qualification (per subject) as set out by the ESFA. Your apprentice is entitled to paid study time during their normal working hours.

Functional Skills training is completed via our online learning platform – Skills Forward.

The Skills & Development Coach will confirm to your apprentice at the start of the apprenticeship, the level and Functional Skills qualifications they will need to undertake.

In addition to learning on Skills Forward, when an apprentice has completed 60% progress (20% per month for the first three months), they will be offered virtual interactive taught sessions by our Functional Skills team. If an apprentice is having difficulty, further support can be put into place.

When an apprentice has completed their Functional Skills training and they are ready for their exams, Dynamic will book for them to take their exams with Pearson Edexcel.

Support Services

While we want our employers and apprentices to have a successful and enjoyable apprenticeship experience, we recognise that there are times when some employers and apprentices may need some advice and support. We are here to support you. Please raise any concerns directly with the Skills & Development Coach assigned to your apprentice, who will be more than happy to assist you.

Our Safeguarding Leads

If you have concerns regarding one of your apprentices, please contact one of our Designated Safeguarding Leads and tell them what is happening:

Cheryl Head - Curriculum Lead / Lead for Safeguarding
M: 07825 051704, E: cheryl.head@dynamictraining.org.uk

Toni Goodliff - Quality & Operations Lead / Designated Safeguarding Lead
M: 07827 870402, E: toni.goodliff@dynamictraining.org.uk

Vanessa Cole - Quality & Operations Lead / Designated Safeguarding Lead
M: 07825 166735, E: vanessa.cole@dynamictraining.org.uk

Our safeguarding policy can be found on our website.

Compliments and Complaints

Positive feedback is always great to receive. If you would like to highlight the fantastic support of a Skills & Development Coach or let us know what a positive experience you have had with Dynamic, please email our Director of Quality & Operations caron.keys@dynamictraining.org.uk

If you are unhappy about any aspect of our service, please give us the opportunity to resolve the problem quickly by discussing it with the assigned Skills & Development Coach or a member of the management team. We will do our best to settle your complaint promptly. Following this, should you wish to escalate the complaint, please email our Director of Quality & Operations caron.keys@dynamictraining.org.uk who will record and investigate your complaint and respond to you within 5 working days.

How to contact us

To get in touch with our Business Development team, please email us at:

info@dynamictraining.org.uk

Our apprenticeship offer

| Health & Science Apprenticeship Standards | Level |
|--|-------|
| Healthcare Cleaning Operative | 2 |
| Healthcare Support Worker | 2 |
| Healthcare Science Assistant - Decontamination Science pathway | 2 |
| Healthcare Science Assistant - Clinical Engineering pathway | 2 |
| Healthcare Science Assistant - Life Sciences pathways | 2 |
| Senior Healthcare Support Worker - Adult Nursing Support pathway | 3 |
| Senior Healthcare Support Worker - Mental Health Support pathway | 3 |
| Senior Healthcare Support Worker - Maternity Support pathway | 3 |
| Senior Healthcare Support Worker - Theatre Support pathway | 3 |
| Senior Healthcare Support Worker - Allied Health Therapy Support pathway | 3 |
| Senior Healthcare Support Worker - Children & Young People Support pathway | 3 |
| Healthcare Science Associate | 4 |
| Healthcare Assistant Practitioner | 5 |

| Care Services Apprenticeship Standards | Level |
|--|--------------|
| Adult Care Worker | 2 |
| Lead Adult Care Worker | 3 |
| Lead Practitioner in Adult Care | 4 |
| Children, Young People and Families Practitioner (residential pathway) | 4 |
| Leader in Adult Care | 5 |
| Children, Young People and Families Manager | 5 |
| Education and Childcare Apprenticeship Standards | Level |
| Early Years Practitioner | 2 |
| Learning Mentor | 3 |
| Teaching Assistant | 3 |
| Assessor Coach | 4 |
| Learning Skills Teacher | 5 |
| Business & Administration Apprenticeship Standards | Level |
| Business Administrator | 3 |
| Team Leader / Supervisor | 3 |
| Associate Project Manager | 4 |
| Operations / Departmental Manager | 5 |
| Sales, Marketing & Procurement Apprenticeship Standards | Level |
| Customer Service Practitioner | 2 |
| Customer Service Specialist | 3 |
| Facilities Apprenticeship Standards | Level |
| Facilities Services Operative | 2 |
| Facilities Management Supervisor | 3 |
| Facilities Manager | 4 |

Each apprenticeship standard specifies a typical duration for completion. Durations differ depending on the apprenticeship type and level. Apprenticeship durations can be affected by the number of working hours an apprentice works. If an apprentice works less than 30 hours per week, the duration of the apprenticeship has to be extended pro rata to take account of this. The minimum duration of an apprenticeship is 12 months.

www.dynamictraining.org.uk
0208 607 7850
info@dynamictraining.org.uk



**Nurturing people to unlock their potential
through apprenticeships**