

Questions and Answers

Guidance on apprenticeship delivery options for employers

8th March 2017

What is the required minimum staff working in company to provide Apprenticeships?

There are no minimum staff requirements for delivery of apprenticeships. Although employers must be able to mentor the apprentice affectively to enable them to achieve the apprenticeship.

When the co-investment kicks in, you mentioned that the employer has to pay their 10% upfront - is this still split over the duration of the programme or 100% of the 10% being paid up front?

The payment schedule suggested by the Skills Funding Agency (SFA) in the Funding rules is a minimum of quarterly payment by the employer to the provider. However, how payment are achieved is up to the negotiations between the providers and employer and what is agreed and put into the written legal contract between the two parties.

It is important to remember that providers cannot access any percentage of the government funding until the employer has paid a percentage of their contribution. So, some payment up front is likely to be required/expected to initiate apprenticeship delivery.

How do we register for the employer training events?

We regularly update our employer events page:

<http://www.cityandguilds.com/apprenticeships/news-events/employer-events>

As an employer we plan to support the provider with various elements of the apprenticeship, mentoring being one, would we be classed as a small supporting provider in this case?

Mentoring is not part of the apprenticeship on-programme delivery but is seen as part of any employer responsibility to a new recruit or current staff member learning new skills to progress. As such, mentoring could not be used to access levy as part of a sub-contracting arrangement. Only delivery of actual programme requirements for completion of the apprenticeship can be funded by the levy.

Where can you find the standards for the Trailblazer apprenticeships that have been approved for delivery?

<https://www.gov.uk/government/publications/apprenticeship-funding-bands>

Does 'delivery' only include face-to-face delivery? What about other forms of learning?

Delivery can include *e-learning as part of a blended learning approach, simulations, role playing, shadowing, mentoring, manufacturer training, lectures, industry visits, attendance at skills competitions, learning support, assignments or projects, written assignments, block release, day release.*

What support is available/has been accessed for employer providers?

The following websites should be useful:

<https://www.gov.uk/government/publications/apprenticeships-become-a-training-provider>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/588771/EMPLOYER_PROVIDER_RULES_FINAL_010217.pdf

We are hosting a training event for employer who wish to become an employer provider. For more information: <https://www.eventbrite.co.uk/e/city-guilds-apprenticeships-becoming-an-employer-provider-london-tickets-32265489949>

Do the staff of my company have the right to apprenticeships?

Yes, almost any staff member, regardless of age, can take an apprenticeship from May 1st 2017. However, there must be significant new learning and skills gained as part of that programme.

There are eligibility requirements to related to citizenship and UK residency that Employer-Providers and Providers should be aware of that are listed in the funding rules on the following link.

<https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018>

Will the small subcontractor amount received back from the main provider be paid into the Levy pot or directly to us?

If you work as a sub-contractor to a Main/Prime provider and deliver a proportion of the on-programme requirements of an apprenticeship, then the fund you claim from your main provider will be paid to you, not back into your levy account. However, you must be able to evidence your delivery of the on-programme to ensure you meet SFA audit requirements, otherwise there is a high risk that the funding will be clawed back by the SFA.

We'd like to use apprenticeships for existing employees, how new in the role do they have to be?

There is no requirement for the level of 'newness' in a role. The Funding Rules state that significant new skills and knowledge must be gained by the learner to enable progression in their job or role. As such, a long term employee can take an apprenticeship, if for example this meant there was a much higher likelihood that they would be promoted or progress at work as a result of the apprenticeship. Providers and Employer-Providers have to collect outcome data as part of their ILR returns and this will be tracked to show where the apprentice ends up after completion.