

APPRENTICESHIPS

A brief guide for Voluntary, Community and Social Enterprise (VCSE) sector organisations





This brief guide will help organisations to navigate the process of setting up and delivering an apprenticeship role. It will explain:

- What is an Apprenticeship?
- What are the benefits of having an Apprentice?
- What Apprenticeship standards are available?
- Financial support for Apprenticeships
- Recruitment and Training
- Links to further information and resources

WHAT IS AN APPRENTICESHIP?

Apprenticeships are job-related training programmes, designed with employers, which combine on and off the job learning and development activities in an identified and salaried role. They are used to grow and develop your team and can be used to hire someone new or upskill an existing employee.

Apprenticeships can enable VCSE employers to support social mobility, widening participation and internal career development. An Apprenticeship can take anywhere between 12 months and 5 years to complete.

Apprentices must spend at least 20% of their normal working hours on 'off-the-job training' however this can involve shadowing and other skills development rather than a day out of work.'

Apprentices must be employed for a minimum of 30 hours a week and be paid at least the national minimum wage for apprentices. They must not be taking part in full time education, aged 16 or over and some roles require good literacy and numeracy levels (roles might allow for learners to work towards gaining Maths and English GCSEs if they don't have them prior to starting the apprenticeship).

There are four levels of Apprenticeships:

- **Intermediate Apprenticeships or Level 2:**
Equivalent to GCSEs.
- **Advanced Apprenticeships or Level 3:**
Equivalent to A Levels.
- **Higher Apprenticeships or Level 4 and Level 5:**
Equivalent to a foundation degree and above.
- **Degree Apprenticeships or Level 6:**
Equivalent to a degree.



[List of current Apprenticeships \(click here\)](#)

WHAT ARE THE BENEFITS OF HAVING AN APPRENTICE?

Apprenticeships can be tailored to specific roles, therefore, enabling flexibility and supporting workforce development planning. There are a great range of opportunities and roles across many areas of work.



Apprenticeships fit perfectly with the aims and objectives of many VCSE organisations – providing sustainable employment opportunities within your community i.e. engaging with young people, service users (experts by experience), carers, adults looking to return to work, those with minimal experience or qualifications that might be overlooked for other employment. Apprenticeships can enable community organisations to support sustainable and inclusive economies, enhancing opportunities

for good local employment and all the societal benefits that this brings.

Many organisations in the VCSE run exciting and innovative projects that support communities across West Yorkshire. The opportunity to be a part of this provides a great foundation to support individuals to develop their talent into a career with a growing VCSE sector that is seen as vital to the success of the wider health and social care sector.

WHAT APPRENTICESHIP STANDARDS ARE AVAILABLE?

There are around 800+ Apprenticeship standards to choose from. A small sample of the types of apprenticeships that the VCSE sector could benefit from can be found below.

Business & Finance

- Business administrator (level 3)
- Accounts or finance assistant (level 2)

Project Support/Management

- Associate project manager (level 4)

Community Health

- Community health and wellbeing worker (level 3)
- Community sport and health officer (level 3)

Leadership and Management

- Team leader or supervisor (level 3)
- Cultural learning and participation officer (level 3)
- Senior leader (level 7)



A full list is available on the Apprenticeship website
(click here)

FINANCIAL SUPPORT FOR APPRENTICESHIPS

Most VCSE organisations are small employers and therefore are eligible for government funding which will pay between **95%** and **100%** of the apprentice training costs. Larger employers can use your levy to pay for your apprenticeship training...

The West Yorkshire Combined Authority works with levy paying businesses to help ensure that underspent funding in larger organisations can be transferred to smaller businesses, including the VCSE sector, this can enable apprenticeship training to be fully funded.



RECRUITMENT AND TRAINING

- 1 You'll need to create an apprenticeship service account to hire an apprentice. www.apprenticeships.gov.uk/employers/create-apprenticeship-service-account
- 2 Choose an apprenticeship training course and find a training provider using 'find apprenticeship training'. There will likely be choice of local and national training providers available, with a mix of face to face, hybrid or online only training options to meet your needs. www.gov.uk/employers-find-apprenticeship-training
- 3 Create your own apprenticeship opportunity using 'recruit an apprentice' www.gov.uk/guidance/creating-an-apprenticeship-advert Apprenticeship opportunities can be advertised on the national Apprenticeship website

When creating your advert, check the following:

- Is your advert appealing to the applicant?
- Is there enough information in the advert?
- Does the vacancy support inclusive employment from your target community?
- Is the Short Description of the vacancy/job role sufficient (as this is displayed when a candidate runs an initial search)?
- Competitive salary
- Progression opportunities
- Appealing/attractive job title

- 4 Check what funding grants your organisation may be eligible for.
- 5 Shortlist and interview as you would do with any other job. You may need to liaise with you training provider to ensure that your preferred candidate is eligible for the Apprenticeship. The apprenticeship provider may require your preferred candidate to complete a training application for this process.
- 6 Once the provider has accepted your preferred applicant and you have completed all the standard employment checks, you can confirm the appointment and start date. An apprenticeship agreement must be signed at the start of the apprenticeship. The apprenticeship agreement is used to confirm individual employment arrangements between the apprentice and the employer. A template is available from the National Apprenticeship website www.gov.uk/government/publications/apprenticeship-agreement-template



INTERESTED?

FIND OUT MORE...

For further information on apprenticeships and apprenticeship funding, please contact:

The West Yorkshire Combined Authority
levy@the-lep.com (for Bradford, Calderdale, Kirklees and Wakefield)

The Leeds Health and Care Academy
lhca@nhs.net (for Leeds)

Links to further information and resources:

www.apprenticeships.gov.uk/employers

www.gov.uk/national-minimum-wage-rates

www.gov.uk/government/news/leeds-health-and-social-care-hub-launches-to-improve-outcomes-across-the-region

www.the-lep.com/business-support/skills-and-training/apprenticeship-levy-support/

This document is the product of contributions from a number of different organisations who are working together to support the ambitions outlined for the Leeds Health and Social Care Hub. The Leeds Health and Social Care Hub is a fresh approach to developing inclusive careers, to innovating, and to working on improving health and care, which will create a place where people want to come to live, work and stay.

Search online for '**Leeds Health and Social Care**' Hub for further details.

