

Managing Apprenticeships

This document forms part of the Apprenticeship Toolkit, and supports managers and employees throughout the apprenticeship, and in preparation for End Point Assessment.

Within this document the following terms are used:

- Apprenticeship – an approved apprenticeship programme (standard or framework)
- Employee – the LSE employee completing the apprenticeship
- Apprentices – a group of people completing an apprenticeship (LSE employees or not)
- Job or Post – the position the LSE employee holds while completing the apprenticeship
- Manager – the person managing the employee completing the apprenticeship and the person with the overall responsibility for the apprenticeship process
- Apprenticeship Training Provider (ATP) – an organisation on the Register of Apprenticeship Training Providers, who is approved and selected to deliver the apprenticeship (for clarify, this is the main ATP, as they are responsible for managing any subcontracted ATPs)

And when reviewing and applying the information in this section, you may wish to refer to:

- The rest of the Apprenticeship Toolkit (available [here](#))
- Appendix A – a process flow chart / infogram showing the apprenticeship process;
- Appendix B – a manager's checklist of things to consider throughout the apprenticeship process
- Appendix C – the list of the documents you may need to use when commencing an apprenticeship
- Appendix D – the summary of rules that apply when using the apprenticeship levy to fund study
- Appendix E – the process in more detail, including who does what and when

This toolkit is in development. If you have questions, comments or feedback, please contact HR.Learning@lse.ac.uk

Starting the apprenticeship

As part of starting an apprenticeship, the ATP will need to do a thorough skills assessment to understand what prior learning the employee has done, so that the apprenticeship can teach new knowledge, skills and behaviours. The ATP will also require certification to confirm the employee has functional English and maths, otherwise additional learning / assessment may be required.

The ATP will explore if additional funding can be available to the School and / or the ATP. This funding is available if the employee:

- Is under 18 throughout the apprenticeship
- Is on an Education, Health and Care (EHC) plan via their local authority
- Requires support for a learning need (as defined by the Apprenticeships, Skills, Children and Learning Act 2009)
- Lives in an area listed within the 27% of the most deprived areas in the country

Finally, the ATP, the employee and the manager (on behalf of the School) will need to complete an Apprenticeship Agreement, an Commitment Statement, to ensure all involved parties understand the responsibilities throughout the apprenticeship.

Depending on the situation, the employee may also require a variation of employment contract. This would recognise any employment arrangements that may be linked to, or dependent on the apprenticeship – including salary, length of employment, ongoing employment, and tasks (for example, if an employee is taking on additional duties to help them apply and evidence learning for an apprenticeship).

Once these details are confirmed, information should be passed to OL so that the apprenticeship can be set up on the digital apprenticeship service, and the apprenticeship levy can be used to cover costs.

Off-the-job learning

Part of any apprenticeship includes off-the-job learning. This may take place at college, but not always. You will need to release your employee to do off-the-job learning (at least 20% of their working hours throughout the apprenticeship) – this can include:

- Learning theory – offsite / with the ATP or at work
- E-learning
- Practical training
- Shadowing / mentoring / industry visits
- Learning support (including meetings with tutors)
- Time spend writing assessments & assignments

Off-the-job learning hours, arrangements and responsibilities should be clarified in the Commitment Statement. The Department for Education have shared some [additional guidance](#).

Status updates

The ATP should clarify in the Commitment Statement how you will be kept updated.

Options can include:

- Access to a shared learner record file – where you, the employee (apprentice) and the tutors record learning records and off-the-job training hours
- Regular meetings
- Regular progress reports

We would also expect the Commitment Statement to clarify how and when any issues would be raised.

Tutor visits

Tutors will often visit employees during their apprenticeship to give them knowledge or to check up on learning progress. You may also be required, or wish to, meet with the tutor and your employee. All meetings should be agreed in advance, and the tutor will usually need to spend a short period of time with the apprentice to check progress. Following that, the apprentice will continue with their usual work while the assessor undertakes observations and checks other work

Change in circumstances

The funding rules & guidance documents referenced above outline what to do in most scenarios. The key is communication – if someone's circumstances change, they need to liaise with the other parties. The Apprenticeship Agreement and Commitment Statement may need to be updated to reflect the changes.

Extension of apprenticeship

If required, apprenticeships can be extended – as long as all parties (employee, manager and ATP) are clear why the extension is required, and how long it will be extended. The Apprenticeship Agreement and Commitment Statement may need to be updated to reflect the changes.

ATP issues

Should you (manager or employee on the apprenticeship) have any issues with the ATP, liaise with the OL Team as soon as possible. Ideally we will resolve the issue and continue with the apprenticeship, but where necessary we can pause payments to the ATP and report them to the relevant governing bodies.

Completing the apprenticeship

As all apprenticeship standards now work towards an End Point Assessment (EPA) – and as apprenticeships now have pass AND fail grades, preparing for EPA is a crucial part of any apprenticeship. EPA usually consists of at least 2 parts, and could include:

- Submission of work
- Written assessment (for example, multi-choice test)

- Discussion (for example interview or observation with questions)

The EPA cannot be done any sooner than 12 months after the apprenticeship has commenced.

Policies, procedures and funding rules (more information)

An employee doing an apprenticeship is first and foremost a School employee – so all [School policies](#) and procedures apply.

If additional information is required to manage the employee's apprenticeship, guidance can be found in the following locations:

- The Digital Apprenticeship Service (DAS), a collection of systems hosted on gov.uk websites that support apprenticeships.
 - o <https://findapprenticeshiptraining.sfa.bis.gov.uk/> ('Find apprenticeship training') for employers looking for training providers. To use this you need to know the apprenticeship programme already, but and may already have the employee confirmed – or can use the ATP to recruit someone
 - o <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch> ('Find an apprenticeship') for people looking for apprenticeships (this is where ATPs and employers advertise their apprenticeships)
- The **gov.uk Apprenticeship Funding Rules** outline rules to be complied with in all apprenticeship scenarios. The rules are being developed, so apply the rules that were in place when the apprenticeship started, then the most recent rules.
- The **Institute for Apprenticeship (IfA)** lists all apprenticeship standards, including what sorts of jobs they might be useful for, how much funding is available, and how assessment will be completed.
- The **Education & Skills Funding Agency (ESFA)** has a variety of resources, including lists of ATP and EPA organisations, so searching on the gov.uk website will provide answers for most questions.
- Other HEIs also have guidance available on their websites, including [Cambridge](#), [Portsmouth](#), [Plymouth](#).
- **University Vocational Awards Council (UVAC)** provides guidance and training on management of apprenticeships – contact HR.Learning@lse.ac.uk for membership information so you can sign in.
- There are various **helpdesks** contactable by email:
 National Apprenticeship Service 1 – helpdesk@manage-apprenticeships.service.gov.uk
 National Apprenticeship Service 2 – nationalhelpdesk@apprenticeships.gov.uk
 ESFA – servicedesk@sfa.bis.gov.uk