



skills for **security**



Employer Handbook



Apprenticeships



Education & Skills
Funding Agency

Skills for Security has operated as a UK Skills Sector Body for over 10 years. We work with employers, employer groups and training providers to assess and update a range of apprenticeship standards, regulated qualifications and National Occupational Standards (NOS), in addition to many other bespoke development offerings. These consultations and surveys help to ensure that qualifications work for learners, employers and training providers alike.

Our core values align to the wider business, and we've ensured these values are a driving force of our curriculum intent :

- *Accessible*
- *Reliable*
- *Collaborative*
- *Respected*
- *Integrity*

We are dedicated to providing equal opportunities for all learners to develop as independent, confident, successful individuals with high aspirations who know how to make a positive contribution to their community and the wider society. We recognise that many lack the opportunities and access to training which will provide them with the skills, competencies, knowledge and practice to develop to their full potential, we are focused on encouraging everyone to embrace learning. We do this by offering a tailored inclusive curriculum which meets the needs of individual development, regardless of ability.

Our highly qualified delivery team have many years of industry and delivery experience. They have adapted techniques and delivery methods to incorporate and utilise technology enhancements. We pride ourselves on being able to facilitate the right development opportunity for the right person at the right time with numerous avenues for learners to follow to suit their individual needs.

Centre Locations



Warrington

Oxford

Birmingham

Glasgow

Mansfield

Watford

What is an Apprenticeship?

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment. Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

Having an apprentice (don't let the word put you off)

You can start an apprenticeship whether you're **starting your career, want a change** or you're **upskilling in your current job**. You can have a previous qualification like a degree and still start an apprenticeship as long as you are:

- 16 or over
- Not already in full-time education
- Live in England

What qualifications will my apprentice get?

Undertaking an apprenticeship will provide them with;

Apprenticeship Standards ✓

A certificate to show that they have met the necessary knowledge, skills and behaviours associated with your chosen apprenticeship standard and completed a variety of assessments to prove your competence.

Accredited Qualifications ✓

These may be a mandatory part of the apprenticeship or be included as a value-added qualification. These will be subject to Awarding Organisation requirements which you will be guided through.

Functional Skills ✓

The assessment plan associated with the chosen apprenticeship will require your apprentice to achieve a stipulated level of Maths, English. If they meet the required standards, we will continue to embed functional skills into their ongoing study or provide additional training to get them to the required standard.

Additional Learning Support ✓

Where it has been identified, either through initial assessment or something that they've raised, that they require additional support, however that might look, as a training provider we will provide your apprentice with the necessary support to facilitate their continued progress on t

How do they work?

Apprentices must spend at least 20% of their time on off-the-job training, however, they may need more than this if, for example, they need training in English and maths. It is up to the employer and training provider to decide how the off-the-job training is delivered. It may include regular day release, block release and special training days or workshops. It must be directly relevant to the apprenticeship standard and can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions.

On-the-job training helps an apprentice develop the specific skills for the workplace and they should be supported by a mentor.

Benefits of hiring apprentices

Apprenticeships are an exciting option for both apprentice and employer.

You can employ an apprentice at different levels from school leavers and university **to people who want to further their career** or change direction completely.

You can hire someone new or **upskill an existing employee**.

As an employer, you can get funding from the government to help pay for apprenticeship training or even use the money you've been paying into the apprenticeship levy depending on your organisation's size.

The benefits to your business

Having an apprentice is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.

- 86% of employers said apprenticeships helped them develop skills relevant to their organisation
- 78% said apprenticeship helped them improve productivity
- 74% of employers said apprenticeships helped them improve the quality of their product or service

Other benefits of working with apprentices include:

- You can adapt their training according to the needs of your business
- They're motivated to learn new skills
- You can expand and upskill your workforce

Employer responsibilities

There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship. Employers must pay an apprentice's wages and the role must help them gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support from the employer.

Employers can select a training provider from the Register of Apprenticeship Training Providers and agree a total price for the cost of training and assessment. For an apprenticeship standard, this should include the cost of the end-point assessment which must be agreed with the provider selected from the Register of End-Point Assessment Organisations.

Employers need to have:

- an apprenticeship agreement in place with their apprentice for the duration of the apprenticeship
- a commitment statement signed by the apprentice, their employer and the provider
- a written agreement with providers, for employers who pay the apprenticeship levy and use the apprenticeship service, they will need to have a contract for services with their main provider
- an apprenticeship in place for at least one year
- the apprentice on the correct wage for their age, for the time they are in work, in off-the-job training and doing further study
- apprentices who are paid a wage consistent with the law for the time they are in work and in off-the-job training, updates on progression and average weekly hours and changes to working patterns must be logged and checked with the training provider.

Apprenticeship Levels

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Foundation degree & above
Degree	6 and 7	Bachelor's or master's degree

A summary of the apprenticeship process

Initial Assessment

Assessing the capabilities of your staff to understand their needs and ensure they are being offered the most relevant apprenticeship programme.

Training & Development

This forms the majority of the apprenticeship and will last a minimum of 12 months. Apprentices will learn new skills through a variety of training, as detailed in this guide.

Gateway

The Gateway is the stage when your apprentice(s) have met the minimum requirements of the programme (time, functional skill, portfolio etc) and both the employer and training provider are confident that they have developed and demonstrated the required skills you need to engage in End Point Assessment (EPA).

End Point Assessment (EPA)

EPA is the independent assessment of the required assessment methods as stated in the apprenticeship standard assessment plan. With agreement from you, we will appoint an End Point Assessment Organisation (EPAO) to conduct the assessment.

Completion

Upon successful completion of the EPA process and subsequently the apprenticeship, your apprentice will be awarded the relevant certification. We will ask to maintain contact to monitor their ongoing journey and offer further support and progression onto other programmes if required.

The Manager overseeing their employees apprenticeship agrees to:

- Ensure all apprentices are actively encouraged and **allowed sufficient paid time during normal working hours to undertake their qualifications, training, and examinations as specified in their Learning Plan.**
- Allow training and coaching staff to contact with the learner as and when required within prior agreed arrangements.
- To have an **active involvement** in reviewing the apprentice's progress including attending and providing feedback for Progress Reviews conducted every 12 weeks.
- Take all necessary steps for securing the health, safety, and welfare of the learner as required under relevant legislation.
- Provide a healthy and safe working environment making sure apprentices are aware of any risks associated with their role and provide sufficient training and support to allow apprentices to carry out their job safely.
- Provide a non-discriminatory environment, free from bullying, harassment, and threat. Respect the learners' beliefs, values, and culture.
- Fulfil all requirements of the Equality Act 2010.
- To promptly make it known if you become aware of any reasons or factors that may impact on the apprentice's ability to achieve their qualification; including disciplinary procedures or sickness which exceeds 10 days.

Additional payments, funding and incentives which may be available

- Employers can apply for a payment of £3,000 for new apprentices with an employment start date from 1 October 2021 to 31 January 2022.
- You can apply for apprentices with an employment start date from 1 October 2021 to 31 January 2022.
- They will also need to have an apprenticeship start date from 1 October 2021 to 31 March 2022.
- Applications close on 15 May 2022.
- The payment is different to apprenticeship levy funds, so you can spend it on anything to support your organisation's costs. For example, on uniforms, your apprentice's travel or their salary. You do not have to pay it back.
- The payment is in addition to the existing £1,000 an employer will already get for taking on an apprentice who is either:

* aged 16 to 18 years old

* under 25 & has an education, health & care plan or has been in the care of their local authority

- This £1000 payment will be paid to your training provider and you will receive it from them.
- From 6 April 2016, employers may not need to pay Class 1 National Insurance contributions for an apprentice, if the apprentice:

* is under 25 years old

* is on an approved UK government apprenticeship standard or framework (these can differ depending on UK country)

* earns less than £967 a week (£50,270 a year)

Apprenticeship funding

The start date for the updated apprenticeship funding policy was 1 November 2021. In line with current policy, we will fund apprenticeships started on or after this date according to the apprenticeship funding rules in place on that date. This will apply to all employers, both those who pay the levy and those who do not.

Who pays the Apprenticeship Levy?

Apprenticeship Levy is an amount paid at a rate of 0.5% of an employer's annual pay bill.

As an employer, you have to pay Apprenticeship Levy each month if you:

- have an annual pay bill of more than £3 million
- are connected to any companies or charities for Employment Allowance purposes and have a combined annual pay bill of more than £3 million

The amount of funding that an employer paying the apprenticeship levy can access is linked to the value of their levy contributions, the proportion of employees living in England, plus a government top-up. Employers access government funding for apprenticeships through their apprenticeship service account.

All funds that appear in the apprenticeship service accounts of employers who pay the levy expire 24 months after they appear in the account, if not already spent. The oldest funds remaining in an account will expire each month on a 'first-in, first-out basis'.

Non-Levy paying employers

Employers who do not pay the levy, and those who want to invest more in apprenticeship training than they have available in their levy accounts, benefit from significant government funding to support their commitment to apprenticeships. These employers must make a financial contribution, called a 'co-investment' of 5% alongside this government funding. This cash contribution towards the costs of training, by the employer, is essential to increase quality and employer engagement. All co-investment payments are made directly to the training provider.

Employers with fewer than 50 people working for them can train, at no cost, apprentices who are aged 16-18, or apprentices who are aged 19-24 who have previously been in care or who have an Education, Health and Care plan. These employers are not required to contribute the 5% co-investment; instead, the government will pay 100% of the training costs for these individuals up to the funding band maximum.

Apprentice Rights

An apprentice, regardless if they're new to or are upskilling within the organisation, has the same rights as any other member of staff.

Job Title and Description

An apprentice must have an assigned job description and title. If an existing employee is upskilling, this should already be in place. They should have a list of their duties including their start date, details of any probationary period and the duration of the contract. If they are employed on a fixed term contract, it must exceed the duration of the apprenticeship that they are working towards

Contract of Employment

It is a legal requirement that all apprentices have a contract of employment.

Apprenticeship Agreement

You must sign an apprenticeship agreement with your apprentice. This gives details of:

- the skill, trade or occupation the apprentice is being trained for
- the name of the apprenticeship they're working towards
- the start and end dates for the apprenticeship
- the amount of training you'll give them

Commitment Statement

You must sign a commitment statement with your apprentice and the training provider. You can write your own commitment statement or use the ESFA apprenticeship commitment statement template.

It must include:

- the planned content and schedule for training
- what is expected and offered by the employer, the training provider and the apprentice
- how to resolve queries or complaints

Hours of Work

You must set the hours of work that your apprentice will be contracted to complete. Apprentices are subject to the Working Time Regulations and as such apprentices aged 16-18 should not exceed 40 hours per week. Over 19+ apprentices should not be contracted to work more than 48 hours per week. Where any apprentice works less than 30 hours a week the programme will be extended proportionately from our standard durations to comply with government rules. This includes temporary periods but excludes holidays and other occasions under legal rights to time off.

Pay

Apprentice levels of pay will be decided by you and should be detailed in their contract of employment. It is a legal requirement that you comply with the minimum wage act. All employees should be given itemised pay statements. If your apprentice is an existing employee up-skilling, all this should already be in place.

Annual Leave

Apprentices are subject to the same working regulations as all other staff and minimum annual leave entitlements should be set out in their contract of employment. Apprentices should accrue their annual leave from the first day of employment.

Disciplinary, Grievance Procedures and Sickness

Apprentices are to be treated in the same way as all other employees. Therefore, they should be made aware of your disciplinary and grievance procedures at the start of their employment and the procedures to be followed in the event of sickness.

Minimum duration

An apprenticeship must provide for a practical period of work and training that lasts for a minimum duration of 12 months for the training period plus an agreed period for EPA depending on the apprenticeship standard.

The apprentice must be involved in active learning throughout the apprenticeship.

You must allow the apprentice to complete the apprenticeship off-the-job training within their normal working hours, in addition to any English and Maths training required. Evidence of this will be recorded and kept in the assessment pack.

Off-the-job Training (OTJ)

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

"To attract government funding, a 20% minimum threshold has been set. This is the minimum amount of time that should be spent on occupational off-the-job training during an apprenticeship. This applies to both apprenticeship frameworks and to apprenticeship standards at all levels".

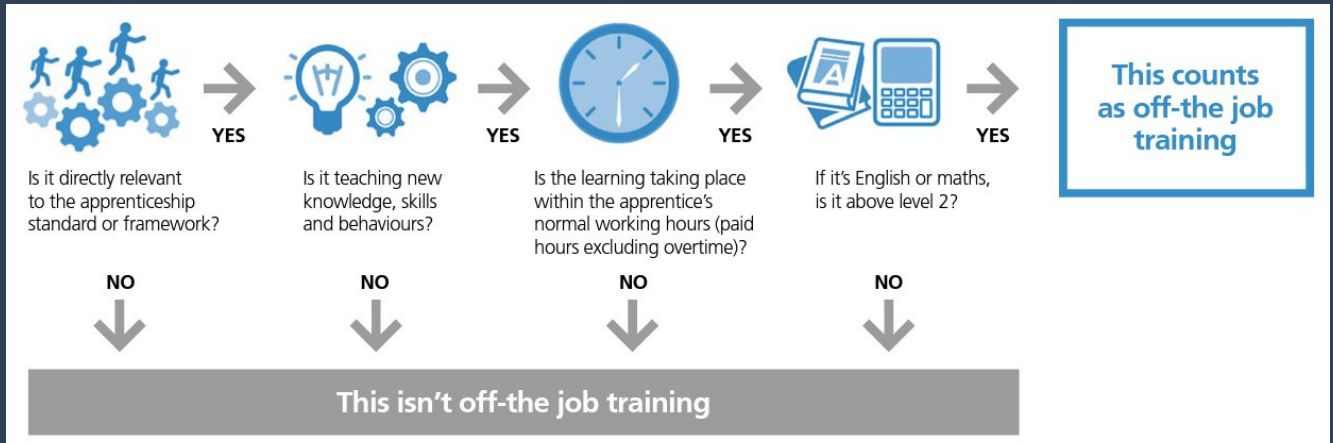
<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

Things you CAN include in OTJ

Learning theory/professional knowledge through:	Practical training through:	Learning support time spent on:
Classes and workshops	Online learning and webinars	Writing self-assessments
Online learning and webinars	Masterclasses	Writing assignments
Masterclasses	Relevant Reading	Reflective journals
Relevant Reading	Research	Revision
Research	Lunch and learn sessions	Peer discussion
Lunch and learn sessions	Roleplaying and simulated exercises	Preparation for assessments
Roleplaying and simulated exercises	Online learning and webinars	One to one tutorials that offer guidance or learning support to your apprenticeship

Excluded from OTJ

- Training to acquire Knowledge, Skill's and Behaviours that are not required for the standard.
- Progress reviews or on-programme assessment required for the standard.
- Training which takes place outside the apprentices normal working hours.
English and Math's (up to level 2)



Formal Progress Reviews

Every apprentice will go through a formal review of their progress at least every 12 weeks or more frequently if required. The purpose of this review is to look at their progress to date, address any concerns and plan for the next stage of learning.

A member of your organisation will be asked to participate in every review.

We value your input and reviews are an ideal opportunity to formally update the apprentice on their progress and plan for the future. Please try to provide feedback which highlights clearly the areas they are performing well in and areas they need to improve. In our experience this feedback process can have a significant effect on the success of an Apprenticeship.

E-Portfolio

OneFile is our e-portfolio platform. This is where your apprentice will access resources, submit your work, receive feedback from the delivery and track their progress. It is also accessible by our Internal Quality Assurance Team. At the start of your apprentices programme, you will both receive log in details and you will be shown how to use the system. You will be able to login and check progress but you will also be required to add comments and countersign a number of components throughout the duration of your apprentices programme.

Should access to technology be an issue at any time during your employees apprenticeship, please do not hesitate to contact us as we may be able to support with IT accessibility.

British Values

We actively promote and reinforce fundamental British Values to all our learners. The UK Government set out its definition of British Values in its 2011 Prevent Strategy. The four British Values are;

- democracy
- the rule of law
- individual liberty
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

These values will be embedded in the curriculum and actively promoted throughout the duration of the apprenticeship. If you have any questions regarding British Values, please do not hesitate to contact us.

Prevent

As part of the government's overall counter terrorism strategy, CONTEST, Prevent's aim is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. We are aware of the important role it plays in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

This strategy has 5 key objectives;

1. To ensure that learners and staff are aware of their roles and responsibilities in preventing violent extremism.
2. To promote and reinforce shared values and to listen and support the learner voice.
3. To break down differences between different learner communities including supporting inter-faith and inter-cultural dialogue and understanding, and to engage all learners in playing a full and active role in wider engagement in society.
4. To ensure that we are free from bullying, harassment and discrimination and that learners feel safe.
5. To provide support for learners who may be at risk by providing appropriate sources of advice and guidance.

Health and Safety

All learners have the right to work and study within a healthy and safe environment. We will endeavour to ensure that all facilities used for training delivery and work placements adhere to all health and safety regulations as outlined in Health and Safety at Work Act (1974), by conducting an initial risk assessment followed by ongoing reviews of health and safety practices and procedures.

You are likely to have your own procedures in place for Health and Safety. We encourage employers to clearly communicate to apprentices the importance of Health and Safety and outline the sanctions that might apply should the apprentice fail to follow your guidelines

Safeguarding

The term safeguarding is used to define actions taken to protect children, young people and vulnerable adults from harm.

We have a professional duty to provide our learners with appropriate safety and protection from abuse and/or neglect. Examples of abuse may include, but are not limited to;

- Physical Abuse
- Emotional Abuse
- Financial Abuse
- Sexual Abuse
- Neglect
- Discrimination
- Self-neglect/harm
- Cyber Abuse

We are committed to providing a safe learning environment for all our learners in addition to promoting ethical behaviour, providing children/vulnerable adults with a sense of being valued.

Should you have a safeguarding issue, in the first instance please contact our **Designated Safeguarding Lead (DSL), Sarah Shinnick, on 07960552002 or at s.shinnick@skillsforsecurity.org.uk.**

Alternatively, you can email the safeguarding team on safeguarding@skillsforsecurity.org.uk

Skills for Security

www.skills4security.com | 01905 744000

National Apprenticeship Service

www.gov.uk/topic/further-education-skills/apprenticeships

Employer Guide for Apprenticeships

www.gov.uk/government/publications/apprenticeships-guide-for-employers

Apprenticeships

www.apprenticeships.org.uk

Health and Safety Executive (HSE)

www.hse.gov.uk

Wages and Working Hours

www.direct.gov.uk

