



Apprenticeships - Pass It On

Brought to you by The National Apprenticeship Service Intermediary Team

Issue 4: February 2018

Introduction

Welcome to the February edition of the Intermediaries team newsletter. Our aim is to keep you updated on the National Apprenticeship Service activities, resources and publications, apprenticeship opportunities and forthcoming events.

In this edition, you will find information on National Apprenticeship Week, an update on the apprenticeship service and transferring apprenticeship levy funds to another employer.

It is an opportunity to showcase the work your organisation is doing to promote and engage your members/employers with apprenticeships.



National apprenticeship week

National Apprenticeship Week 2018 - **#NAW2018** – is taking place from 5 to 9 March 2018. The theme of The Week is *Apprenticeships Work* to showcase how apprenticeships work for employers, individuals, local communities and the wider economy.

Whatever the size of your business, the Week is a fantastic opportunity to showcase your great work as a forward-thinking and successful apprenticeship employer. One of the ways you can get involved is to be a part of the 10,000 talks movement.

We're encouraging employers to deliver inspiring talks on why Apprenticeships Work through the [#10kTalks](#) movement using our resources. This could take place in a local school, at an industry conference, in a shared office space, or at a supplier event. By sharing your story with #10kTalks, we can show others why they too should seize the opportunities apprenticeships offer.

If you're keen to host a talk and not sure how to go about it, drop us a line and we would be more than happy to support you with this. Email us at: the.WEEK@education.gov.uk or [go to the website](#) to access resources and find out more.

Celebrate the Class of 2018!

Have your apprentices completed their apprenticeship in the past year?

During National Apprenticeship Week, 5 – 9 March, we will be holding [graduation ceremonies](#) to celebrate all apprentices who have completed their apprenticeships in the past 12 months

3 reasons why you and your apprentices should attend a Class of 2018 graduation ceremony:

- **Share your pride**
With a lot of hard work and dedication, you have helped your apprentices complete their apprenticeship, it's a massive achievement! Join fellow employers, apprentices and their families to celebrate. Encourage your apprentices to share their #CelebrationSelfie pictures on social media, using #NAW2018
- **Celebrate at a landmark venue**
They deserve to celebrate this milestone in their career, in style.
- **Network, Network, Network**
Take this opportunity to network with the 'Class of 2018' employers and apprentices.



[Register](#) today and encourage your apprentices to attend a ceremony near them.

Under the Spotlight

In each edition, we are offering a fantastic opportunity to show case the work you are doing with your members to promote apprenticeships. This month Daniel Pedley from the **Chartered Insurance Institute (CII)** is 'Under the Spotlight'.



Q - What is your role within your organisation?

I am the CII's Partnerships Manager. Apprenticeships are a significant part of my role – working with trailblazers, employers, training providers, and policy makers.

Q - How long have you been involved in apprenticeships?

For several years – I drafted the CII's first employer's guide to apprenticeships in 2012. Since then I've worked on a number of apprenticeship related pieces, including consultation responses, educating employers, addressing events and being part of trailblazer groups.

Q - How do you encourage more employers/members to engage with apprenticeships?

As the professional body for insurance, we have been a long-time supporter of apprenticeships. We recently launched an enhanced guidance service for employers of all sizes – this includes understanding funding, developing a strategy and creating your programme. This has been supported by NAS.

Through our relationships with employers, we are able to discuss the role apprenticeships could play within a particular firm. We also promote apprenticeships through our local institutes, events, webinars, podcasts, briefings, [website](#), as well as our membership magazine.

Q - What motivates you to promote apprenticeships?

Apprenticeships are a great way of attracting talent into a sector – providing an entry point and encouraging those who might not, in the past, have considered a career in insurance or financial services in general. Managed correctly, they also have the potential to support increased social mobility.

Insurance apprenticeships set individuals on the professional qualifications pathway, providing a sound base for a successful career.

In addition, we work very closely with schools and colleges to promote apprenticeships to students. Our recent parents' guide has proved popular.

Q – In relation to apprenticeships what is your organisation's biggest achievement?

Increasing the awareness and uptake of apprenticeships within a sector that might not have automatically considered them as an option. This led to insurance being an early adopter of the trailblazer model, which has been another success with the development of new standards.

Q – What are your plans for apprenticeships over the next year?

We will be ramping up our support for employers, and further developing our service. We will also continue to work closely with employers, providers and policy makers.

Q – How has working with the NAS Intermediary engagement team benefited your organisation?

Working with NAS, and in particular Laurence Basco, has been hugely beneficial to the CII. The detailed knowledge, promotional vehicles and logistical support is vital in helping us further spread the word of apprenticeships across insurance.

Get behind the national apprenticeships campaign

The next burst of the apprenticeships campaign across England is now live and runs until the end of March. The campaign will target [employers](#), parents and [young people](#) and use radio adverts, digital advertising, social media and telemarketing activity. Its aim is to help increase the number of vacancies created by employers and encourage young people to choose an apprenticeship as a high quality career route.

Please share social media content and join in the conversations on Twitter, LinkedIn, Facebook and Instagram. Find out more about how apprenticeships can benefit businesses at hireanapprentice.campaign.gov.uk. For information about what it's like to be an apprentice and the opportunities available visit gettingofar.gov.uk.

Latest improvements to the apprenticeship service

The ESFA is continually making improvements to the apprenticeship service to help employers make the most of their apprenticeship levy. Why not talk to your clients about whether they are using the levy to its full potential for training their workforce?

Recent updates on the service include:

- employers being able to view an apprentice's unique learner number (ULN), which will help when trying to resolve any queries
- a new task list feature on the account home page so that activities an employer needs to complete will be visible including prompts to sign agreements, review and approve apprentice changes and cohorts
- employers being able to see the stop date for any apprentices they have stopped
- an improved process for amending apprentice records
- employers being able to see end-point assessment organisations for an apprenticeship standard when they're looking on 'Find apprenticeship training', making it easier to contact them about the service they offer and the costs involved
- colour-coded screens so that employer-providers can now easily see which part of the service they're in – purple for employer view and orange for training provider view

Future developments for the apprenticeship service

To understand more about the apprenticeship service and how it is being continually improved and developed, based on feedback from employers and training providers, check out the latest blog posts on our [vision for the service](#) and our [current delivery roadmap of planned improvements](#).

To keep up to date with all the latest information follow [@ESFAdigital on Twitter](#) and [sign up to blog post alerts](#). If you have any queries about the apprenticeship service, please call the National Contact Centre helpline on **08000 150 600** or email helpdesk@manage-apprenticeships.service.gov.uk

Transferring apprenticeship levy funds to another employer

From April 2018, we plan to allow levy-paying employers to transfer funds to other employers, through the apprenticeship service. Levy-paying employers will initially be able to transfer up to 10% of the annual value of funds entering their apprenticeship service account.

They will be able to transfer funds to any employer and will have to agree the apprenticeships that are being funded by a transfer with the employer receiving the funds. Employers receiving transferred funds will only be able to use them to pay for training and assessment for apprenticeship standards.

For more information, visit the [apprenticeship funding: how it works page](#) on GOV.UK and look under the heading 'Share funds with another employer'. We will be providing further details about the transfer process in the near future.

Stakeholder story - small businesses/firms at risk of getting lost in world wide web

In the midst of Brexit and increasing digitalisation, the country's drive for increased productivity is at risk without businesses – especially small businesses/firms – having people with the right skills says the [Federation of Small Business](#). New findings from the FSB suggests that nearly half of small businesses "lack full proficiency" in their workforce and a quarter are missing crucial basic digital skills. It calls for government and industry to act and asks apprenticeship levy employers to transfer funding to smaller businesses in their supply chain. Technical skills are cited as particularly important to smaller companies, and government should make it easier and more flexible for them to offer T level work placements. The new National Careers Service website should also act as a signpost for businesses searching for local skills training.

Apprentice Minimum Wage increase from April 2018

The national minimum wage for apprentices will rise again in April 2018, from £3.50 to £3.70 an hour. This is a 5.7% increase, above UK inflation.

This rate applies to apprentices under 19 and those aged 19 or over who are in their first year. Apprentices must be paid at least the national minimum wage rate if they're an apprentice aged 19 or over and have completed their first year.

Intermediary Events and Resources 2018

A reminder to let us know of any events you are holding during 2018 or resources you have produced promoting apprenticeships.

We would like to capture and showcase the good work you are undertaking to ensure your members are engaged with apprenticeships. Please send the details to intermediary.team@education.gov.uk as and when they are agreed.

Employer Guide

[Employer guide to apprenticeships](#) - this guide gives employers the information and benefits of recruiting apprentices to their business.

Dates for Diary

5 - 9 March 2018 - [National Apprenticeship Week 2018](#).

5 - 10 March 2018 – [National Careers Week 2018](#).

Next Issue – will be in April 2018.

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