



# Apprentice Levy Meeting

Tuesday 4<sup>th</sup> April



## Agenda

- 9:00 Welcome & Introduction (Iain Elliott)
- 9:15 Apprentice Standards, Training Programmes & EPAs (Matthew Gardner)
- 9:30 Funding, Levy Payments and DAS (Becky Cooper SFA)
- 9:45 Apprenticeship Costs & ATAs (Joanne Lawson)
- 10:00 BREAK
- 10:15 Higher National Programmes (Graham Taylor)
- 10:30 Recruitment Launch & Upskilling Courses (James McIntosh)
- 10:45 Q&A Session



50 years  
**HETA**  
Engineering the future  
Est.1967

# Welcome & Introduction

Iain Elliott- HETA



50 years  
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# Apprentice Standards

Matthew Gardner - HETA





## Current Frameworks: Prescribed & Funded by Government

- ▶ You must achieve:
  - ▶ L3 Tech Cert (VRQ)
  - ▶ L3 NVQ
  - ▶ L2 PEO (In recent years as part of the NVQ3)
  - ▶ ERR & PLTS
  
- ▶ As well as (if you haven't already got GCSE grade C or higher):
  - ▶ FS L2 Maths
  - ▶ FS L2 English
  - ▶ FS L2 ICT



## Current Frameworks = Funding lost for:

- ▶ Any prior learning (ie PEO or L3 tech Cert done at school/college) even at HETA for those Traineeships!
- ▶ Being over 18 (19+) means cut in half
- ▶ Being over 24 means non at all!
- ▶ Having achieved any qual in any sector at a higher level
- ▶ If they achieve grade 'C' at GCSE (FS exempt)



## New Standards: Written and Funded by Employers!

- ▶ Paid for through a Levy system, based on payroll (0.5% over £3M)
- ▶ Funding Caps put on standards but not on overall costs
- ▶ All standards are written with a job role in mind:
  - ▶ Maintenance & Operations Engineering Technician (MOET)
  - ▶ Utilities Engineering Technician
  - ▶ Science Industry Maintenance Technician
  - ▶ Engineering Design & Draughtsperson

15 Bands, most STEM subjects being in Band 15 (£27K)



## New Standards: So what's different?

- ▶ None are standard in their approach (some contain mandatory quals, some don't and some have optional ones!)
- ▶ The content of training is entirely up to employers and providers
- ▶ All will be achieved by way of an **independent** End Point Assessment (EPA)  
e.g. MOET Standard:
  - ▶ Knowledge assessment (weighting 20%)
  - ▶ A final observation of practical work (weighting 40%)
  - ▶ A technical interview, based upon an evidence portfolio which will include all evidence of practical observations, progress reviews and work activities (weighting 40%)
- ▶ Age is no longer a barrier
- ▶ Prior quals are also not always a barrier
- ▶ FS L2 Eng & Maths remain **but** FS ICT is gone, as are ERR & PLTS



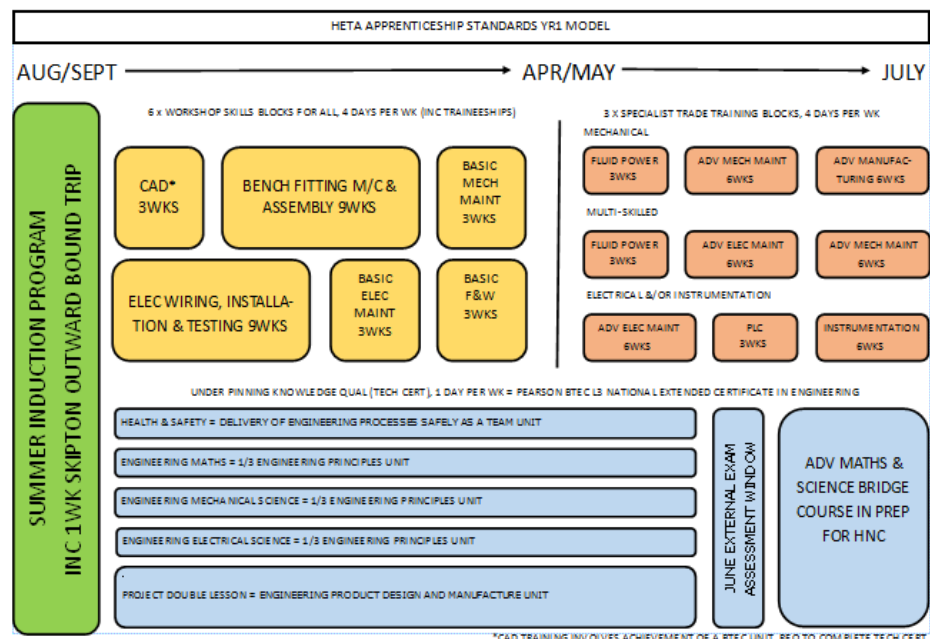
## New Standards: So what are we doing? - YR1

- ▶ A totally new approach but a more familiar feel
  - ▶ VRQ/PEO/NVQ3 all gone!
- ▶ A new Tech Cert - Pearson BTEC L3 National Extended Certificate
- ▶ Practical based workshop modules which are subject EPA
- ▶ Portfolio built in a Journal/Diary format
- ▶ **All** learners will do 46wks
- ▶ 2/3 standard training and 1/3 specialism
  
- ▶ All working towards the MOET standard (Our recommended standard for Maintenance Engineers) unless requested otherwise.



This YR1 models works for Maint Standards:

- Maintenance & Operations Engineering Technician
- Utilities Engineering Technician
- Science Industry Maintenance Technician
- Engineering Design & Draughtsperson





## New Standards: New Look YR1 the benefits

- ▶ All workshop training modules are being written around developing core skills and not with the aim of achieving qualification criteria or passing an exam in mind.
- ▶ All workshop training modules will have an EPA to get apprentices used to understanding the process for the real thing in 3 to 4 years time.
- ▶ If anyone 'Fails' anything, inc Tech cert, its sponsoring companies discretion to have them re-sit/repeat. (Tech Cert re-sits in Jan of YR2).

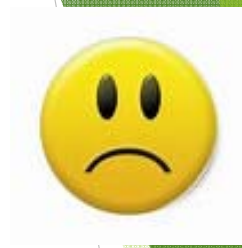


## New Standards: Year 2 and beyond

- ▶ Our dedicated Field Team will continue to visit and review apprentice progress regularly against the standards requirements allowing:
  - ▶ Assistance to learners when building portfolio/journal of work over an extended period and monitor progress against the standard(s).
  - ▶ Advice to clients on apprentices suitability/readiness to be put forward for EPA.
  - ▶ Potential 'Mock' EPA work at clients request prior to being put forward.



## New Standards: Other routes Machining & Manufacturing



# A YEAR OFF!


- ▶ Standard in place is far too cumbersome to deliver
  - ▶ Containing Mandatory 4 quals prior to EPA (2 @ L2 followed by 2 @ L3)
  - ▶ Requiring 1 year off the job, to achieve L2 quals, then minimum 2 further years of day release at HETA to achieve the L3 quals
  - ▶ It is aimed at Large manufacturing companies that make a specific product using specific equipment
  - ▶ Is all based entirely around CNC Advanced Manufacturing



## New Standards: Other routes Fabrication & Welding



- ▶ **WORKING UP A PLAN!**
- ▶ It will be based around existing frameworks as currently there is only 1 standard available at L3: Coded Welder




## New Standards: EPA Overview

M = Mandatory  
O = Optional  
R = Recommended

New Standard	Quals prior to EPA	EPA Exam	EPA Interview / Portfolio	EPA Workplace Observation	EPA Practical Test
Maint & Ops Engineering Technician		✓	✓ (M)	✓	
Sci Ind Maintenance Technician	✓ (M)	✓	✓ (O)		✓
Utilities Engineering Technician		✓	✓ (M)		✓
Design & D'person	✓ (O)	✓	✓ (R)		✓

All Weighted Differently!!!



## New Standards: EPA Who/When/Where

- ▶ Who?
  - ▶ Independently for 2017/18 NCOM or EUSKILLS are current recommended options.
- ▶ When?
  - ▶ In the final 3 months of apprenticeship, however waiting lists are anticipated so it could roll on into another year.
- ▶ Where?
  - ▶ On HETA or client premises. There is no requirement for apprentices to travel to test centres as was first muted.





## Apprenticeship Costs

HETA Itemised Costs	
Recruitment Process	FOC
Outward Bound Week	FOC
YR1 'OFF THE JOB' (45 wks @ 4 Days PW)	£18,000
TECH CERT (1 YRS @ 1 Day PW)	£4,500
YR 2 & 3 'ON THE JOB' Assessment	£3,000
Behavioural/Pastoral Training	FOC
End Point Assessment	£1,500
<b>Total Cost</b>	<b>£27,000</b>



## Funding & Levy Payments

Becky Cooper - SAF



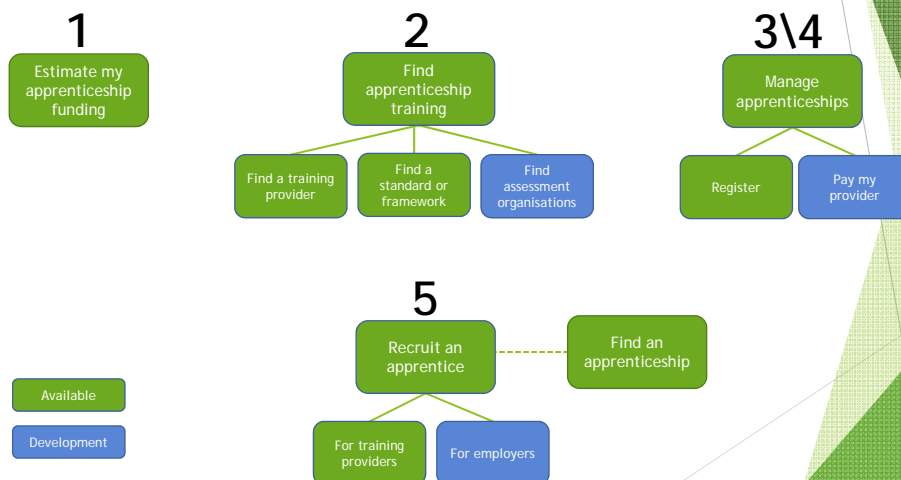
## Apprenticeship service

Rebecca Copper, Education and Skills Funding Agency

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Apprenticeship  
Service

### What is the apprenticeship service?

The apprenticeship service is made up of several functions



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# 1\2 Plan and choose your apprenticeship programme

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Service

## Estimate my apprenticeship funding

Skills Funding  
Agency

Estimate my Apprenticeship Funding

### Estimate my apprenticeship funding

Use this tool to estimate if your organisation will pay the apprenticeship levy, how much your organisation will have available to spend on apprenticeships and how much the government will contribute towards the cost of training.

You'll need to know your organisation's annual UK payroll.

[What is my payroll?](#)

[Start >](#)

It would also help if you know:

Skills Funding  
Agency

Estimate my Apprenticeship Funding

#### Your monthly funding breakdown

Date	Levy credit	Cost of training	Co-investment		Balance
			Your share (10%)	Government share (90%)	
May 2017	£3,208	-	-	-	£3,208
June 2017	£3,208	-	-	-	£6,416
July 2017	£3,208	-	-	-	£9,624
August 2017	£3,208	£5,000	-	-	£16,832
September 2017	£3,208	£5,000	-	-	£14,040
October 2017	£3,208	£5,000	-	-	£1,248
November 2017	£3,208	£5,000	£154	£1,360	£3
December 2017	£3,208	£5,000	£276	£2,343	£3
January 2018	£3,208	£5,000	£276	£2,343	£3
February 2018	£3,208	£5,000	£276	£2,343	£3
March 2018	£3,208	£5,000	£276	£2,343	£3
April 2018	£3,208	£5,000	£276	£2,343	£3

[Add another 12 months](#)

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# Find apprenticeship training

## Find apprenticeship training

### Business and Administration

[Find training providers](#)

This information is taken from an apprenticeship framework. It sets out what qualifications the apprentice can achieve.

#### Summary of this apprenticeship framework

Level	3 (equivalent to A levels at grades A to E)
Typical length	18 months
Entry requirements	Your chosen training provider can advise you about entry requirements for apprentices.
Suitable roles for apprentices	<ul style="list-style-type: none"> <li>Administration Officer / Administration Executive</li> <li>Administration Team Leader / Office Supervisor</li> <li>Personal Assistant</li> <li>Secretary</li> </ul> Your chosen training provider can advise you about the kinds of skills

## Find apprenticeship training

### Search results

178 training providers for the Business and Administration, level 3 apprenticeship. Results are ordered by distance from 'CV1 29RT'. Results labelled **LEARNDIRECT LIMITED** are training providers who are willing to offer apprenticeship training across England.

#### Filter results

##### Training options

- day release (99)
- block release (27)
- at your location (187)

##### Explain training options

**Day release:** for example one day a week at the training provider's location.

**Block release:** for example 3-4 weeks at the training provider's location.

#### LEARNDIRECT LIMITED

Distance: 0.1 miles away  
 Training options: at your location  
 Employer satisfaction: 21%  
 Learner satisfaction: 80%  
 Achievement rate: 70%

#### BUSINESS MANAGEMENT RESOURCES (UK) LTD

Distance: 0.2 miles away  
 Training options: at your location  
 Employer satisfaction: 85%  
 Learner satisfaction: 89%  
 Achievement rate: 85%

#### Inquire 2 Independence (2) Ltd

Distance: 0.3 miles away  
 Training options: at your location  
 Employer satisfaction: 70.00% quality

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## 3 Manage apprenticeships

Register securely to set up an employer account and view your available funding

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## 3a Registering and setup

Register securely to set up an employer account

<https://manage-apprenticeships.service.gov.uk>

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Service

GOV.UK

Manage apprenticeships

**BETA** This is a new service – your [feedback](#) will help us to improve it.

### What you'll need

Your levy funds are based on the levy amounts you declare to HMRC through your PAYE schemes.

To access your funds you will need:

- the Government Gateway login details for your PAYE schemes (ask your payroll department if you don't have access to this)
- your organisation's Companies House Number or Charity number (only if your organisation has one)

Search for [your Companies House number](#) or [your Charity number](#)

**Do you have everything you need?**

- Yes, I have everything I need
- No, I don't have everything I need

<https://manage-apprenticeships.service.gov.uk>

Continue

**GOV.UK** Manage apprenticeships

**BETA** This is a new service – your [feedback](#) will help us to improve it.

▸ Settings Sign out

[Home](#) [Finance](#) [Apprentices](#) [Your team](#) [Organisations](#) [PAYE schemes](#)

## Account created

### Red and White Holdings PLC

**Your team**

Control what your team can do and invite new team members.

**Organisations**

Add and manage organisations that'll hire apprentices.

**Apprentices**

Update the status of your apprentices, or recruit new ones.

**Finance**

View transactions and forecast your funds.

**PAYE schemes**

Add or remove PAYE schemes.

**Notice**

Before May 2017 you'll be asked to accept an agreement for each of your organisations that will spend levy funds. This agreement will allow the SFA to pay your training providers.

[Help us improve this service](#)

 **Apprenticeships**
 **Traineeships**

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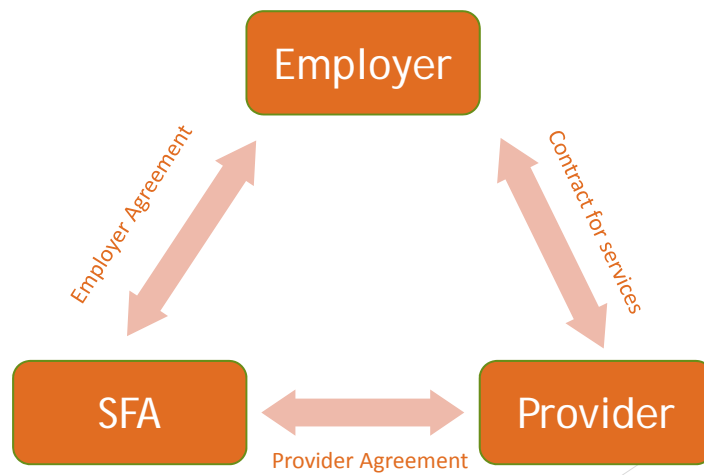
# 3b Agreements

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Trinity of agreements linking the Skills Funding Agency, employer and training provider

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Agreements will be needed.....



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## 4 Start a new apprenticeship contract

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Service

**GOV.UK Manage apprenticeships**

**Apprentices**

**Add an apprentice**  
Add an apprentice to your account, so your training provider gets paid for their training.

**Requests in progress**  
Review, edit, approve and add more apprentices to requests you've already started.

**Update existing apprenticeships**  
View, pause and stop apprentices that you've already added and approved.

**GOV.UK Manage apprenticeships**

**Review your cohort**

1 Apprentice | 0 Incomplete records | £27,000 Total cost

**1 x Aerospace engineer, Level: 6**

Name	Date of birth	Training dates	Cost
John Smith	1 Jan 2001	May 2017 to May 2020	£27,000

**Add an apprentice**

You must add the apprentice's first and last names - fill in can. You'll be able to return later to make changes or add.

You'll only be able to approve the release of payments for this apprentice once all the fields have been completed - either by yourself or your training provider.

**First name**  
John

**Last name**  
Smith

**Date of birth**  
For example, 06 12 2001  
Day Month Year  
01 01 2000

**Apprenticeship training course**  
Aerospace engineer, Level: 6



## 5 Advertise your vacancy and recruit an apprentice

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Service**



## Recruit an apprentice and Find an apprenticeship

The screenshot displays two main sections of the National Apprenticeship Service website. The top section, 'Recruit an apprentice', is for registered training providers and includes a search bar, a 'Start now' button, and a 'Before you start' section with links to government information and registration. The bottom section, 'Find an apprenticeship', features a job listing for 'Business Administration and Support Apprentice' at 'AXIOM RECRUITMENT LTD'. This section includes a 'Sign up to work' button and an 'Apprenticeship summary' table.

<b>Weekly wage</b> £131.25	The job seeker recruitment business is looking for an apprentice to assist in an office and sales role.
<b>Working week</b> 8:00 AM - 5:00 PM Total hours per week: 37.50	
<b>Apprenticeship duration</b> 12 months	The role includes:
<b>Popular start date</b> 28 Nov 2016	<ul style="list-style-type: none"> <li>• Supporting businesses to determine their needs for recruitment, processing all the required information.</li> </ul>
<b>Bills posted</b> 12/06/16	<ul style="list-style-type: none"> <li>• Entering data onto the business CRM system and ensuring these are correct.</li> </ul>
<b>Business</b> 02-16165	<ul style="list-style-type: none"> <li>• Supporting to clients to discuss vacancies and also interviews.</li> </ul>

National Apprenticeship Service

## Key milestones

Please note that all dates are provisional and are subject to change.

2017	
March	<ul style="list-style-type: none"> <li>• National Apprenticeship Week (6 to 10 March)</li> <li>• RoATP published</li> </ul>
April	<ul style="list-style-type: none"> <li>• Apprenticeship Levy introduced (6 April)</li> <li>• Ability to sign employer agreement</li> <li>• Ability to sign a provider agreement</li> <li>• Record commitments with providers</li> </ul>
May	<ul style="list-style-type: none"> <li>• Starts on new funding arrangements (1 May)</li> <li>• Apprenticeship levy declared funds credited to account</li> </ul>
June	<ul style="list-style-type: none"> <li>• Accounts debited for May training</li> <li>• Training providers receive payment for May training</li> </ul>
To 2020	<ul style="list-style-type: none"> <li>• All employers to use the service</li> </ul>

National Apprenticeship Service

## Information and support

For more information search for 'apprenticeships' on GOV.UK

Register to manage your apprenticeship funds  
<https://www.gov.uk/guidance/manage-apprenticeship-funds>

Skills Funding Agency Digital Blog <https://sfadigital.blog.gov.uk/>

Follow SFA Digital Service @SFADigital

Set up web alerts from GOV.UK

Contact us:

By phone: 0800 015 0600

By email: [Helpdesk@manage-apprenticeships.service.gov.uk](mailto:Helpdesk@manage-apprenticeships.service.gov.uk)

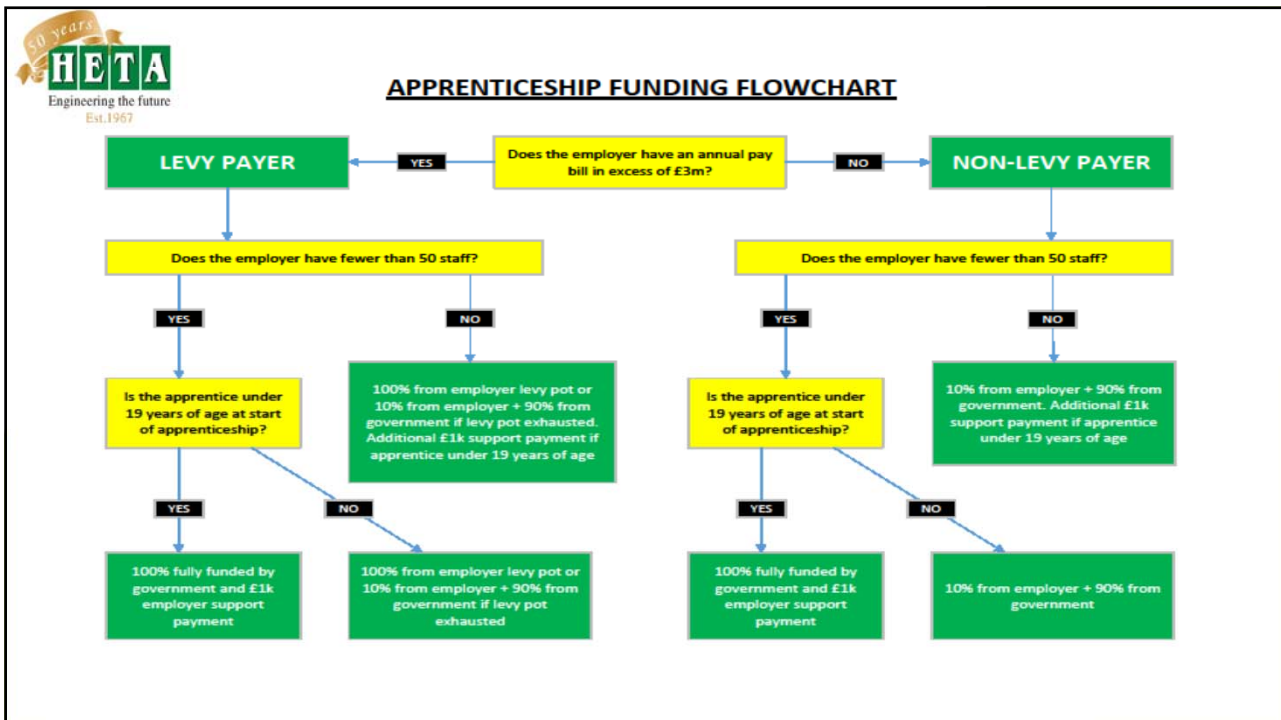
Available : 8am - 10pm (everyday)

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# Apprenticeship costs & ATAs

Joanne Lawson - HETA



## HETA Apprenticeship

- ▶ Band 15 - £27,000
- ▶ 45 weeks training '*off the job*' at £100 per day = £22,500
- ▶ In company assessment £3,000
- ▶ End point assessment £1,500



## Apprenticeship will be fully funded by government if:

- ▶ Employer has fewer than 50 employees
- ▶ AND
- ▶ Apprentice is under 19 at start of apprenticeship



## Apprenticeship will be fully funded by levy pot if:

- ▶ Employer has sufficient funds in levy pot
- ▶ £600 per month on HETA apprenticeship over 3 years
- ▶ £600 x 36 months = £21,600
- ▶ 20% completion payment at end of apprenticeship £5,400
- ▶ Total amount £27,000



## 10% employer contribution if applicable:

- ▶ £2,700 charged in year 1 over 4 quarters
- ▶ Sept £675
- ▶ Dec £675
- ▶ March £675
- ▶ June £675



## Apprentices employed via Humber ATA:

- ▶ 90% funding from government
- ▶ 10% (£2,700) charged to sponsoring company in year 1
- ▶ Sept £675
- ▶ Dec £675
- ▶ March £675
- ▶ June £675



## Incentive payments for employers

- ▶ £1,000 if apprentice under 19 at start (16-18)
- ▶ £500 after 3 months
- ▶ £500 after 12 months



## Video for Levy employers setting up digital account

Link to Government DAS video

- ▶ <https://www.youtube.com/watch?v=XDYEtj16E38&feature=youtu.be>



## Levy pot calculator example for employers


Link to Government calculator

- ▶ <https://estimate-my-apprenticeship-funding.sfa.bis.gov.uk/>



## Individual help for employers

- ▶ Contact your HETA account manager
- ▶ Will bring a member of HETA finance team in to advise and assist
- ▶ Keep talking to us if you have a problem - we are here to help



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# Break



50 years  
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Est.1967

# Higher Education

Graham Taylor - HETA







## Higher Education Available

- ▶ Currently offering 3 HNC pathways: Operations Engineering, Electrical & Electronic Engineering and Mechanical Engineering
- ▶ All HNC's are 2 year programmes
- ▶ 2 HND's in Electrical & Electronic Engineering and Mechanical Engineering.
- ▶ HND's are a 1 year programme.



## Degree top up offered by Coventry University at Scarborough

- ▶ BSc in Combined Engineering, IET.
- ▶ 55 week programme. (5 x 11 week blocks)

The units studied are as follows:

- ▶ Level 5 Microcontrollers
- ▶ Level 6 Robotics
- ▶ Level 6 Engineering Management
- ▶ Level 6 Mechatronics
- ▶ Level 6 Project



## Degree Apprenticeships

- ▶ Developing Degree Apprenticeships with University of Hull and Coventry University at Scarborough independently to create new programmes, to be available September 2018.
- ▶ Electrical & Electronic Technical Support Engineer
- ▶ Manufacturing Engineer
- ▶ Product Design & Development Engineer



## Our Goal

To provide an education programme that will offer school leavers a pathway to obtaining a degree.



# Apprentice Recruitment

James McIntosh - HETA



## Recruitment Process & Additional Support



**Key Dates:**

- Employer Open Days -  
31<sup>st</sup> May KCOM Stadium, Hull
- 1<sup>st</sup> June Forest Pines, Scunthorpe
- Company Interview Window - June/July



## Funding Available

Greenport Funding Available for North and South Bank Companies available through Hull & East Riding Council. This offers:

### Apprentice Wages:

- ▶ £7280 back over 2 years.
- ▶ Yr 1 - £80 p/w and Yr 2 - £60 p/w

### Higher Education:

- ▶ 50% funding towards total cost

### Upskilling Courses

- ▶ 50% funding towards cost of any Level 3 courses
- ▶ Inc. 17<sup>th</sup> Edition, 2394/5, Coded Welding Assessments

*Contact details and further information can be found in your pack*



## Open Forum Q&A Panel