

# Mental Health Transformation Theme Apprenticeships Newsletter

## **PRIORITY AREA – please read no**

Items outlined in this area is for action within the next seven days. Please forward to advised area/professional group for their attention/feedback/action.

### **Apprenticeship Job Standard Development** ([click here for more detailed information](#))

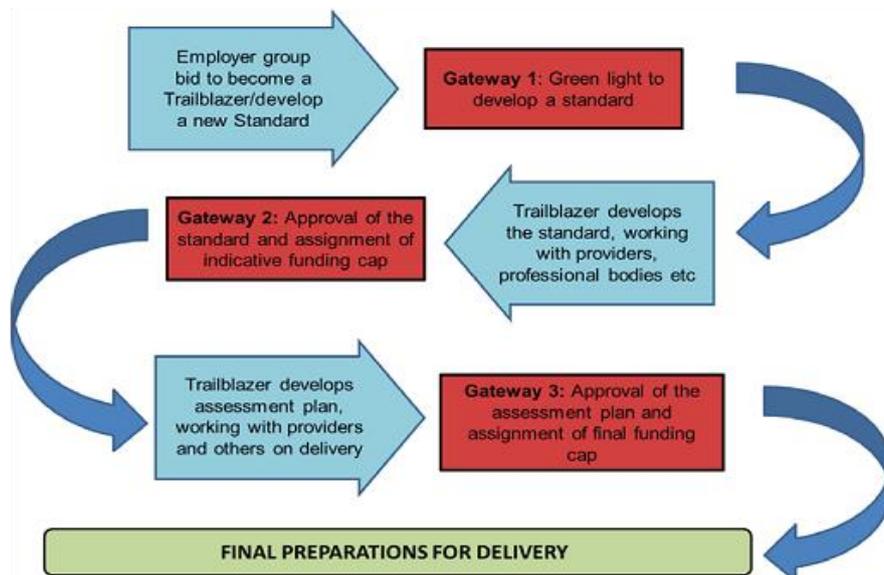
Apprenticeship job standards show what an apprentice will be doing and the skills required of them, by job role. Standards are developed by employer groups known as 'trailblazers'.

More standards will be published as they are developed and approved.

Before a job standard can be developed an application to develop an apprenticeship standard or an Expression of Interest (EOI) is submitted to the Department of Business, Innovation and Skills (BIS). EOI need to be submitted by the last Thursday of each month (there is no submission for December 2016). Once an EOI has been accepted the National Apprenticeship Service and BIS will notify employers (via subscription newsletter) of the opportunity to give any potential interested parties that have not been involved in its development the opportunity to comment on it, and provide further evidence of the potential support and demand, for the proposed standard. The EOI will give a basic outline of the applicable job role/s for the job standard, indicate a level, knowledge skills and behaviours (KSB), qualifications/regulations (if applicable) and will have contact details of lead employer/project lead for the development of the job standard.

Once an EOI has been accepted, trailblazer employer groups are able to develop an apprenticeship job standard with support from a relationship manager appointed from Skills Funding Agency (SFA). Drafts of these job standards are also published with the opportunity to give feedback.

Once a job standard has been approved the trailblazer group will receive an initial Funding Band and will be responsible for the development of an End Point Assessment (EPA). Once again once an Apprenticeship End Assessment or EPA is completed this will be made available for feedback.



**There is only a 2 week window each month to respond to EOI, Draft Job Standards and EPAs.**

Each month, as these are published potentially relevant job standards and the corresponding job roles in Mental Health and Learning Disabilities Transformation Theme Trusts will be compiled in a table where you will be able quickly sort and send the relevant information to the appropriate professional/leads groups within your organisation for them to directly feedback through the Department of Education survey portal. This is only a guide and it is recommended you look through the completed list of all EOIs, Job standards and EPAs requesting feedback to ensure no feedback on a job standard which could be potentially mapped to a job role is missed.

[Please click here for table for October 2016 – please respond no later than midnight 13 November to all surveys](#)

## PRESENTATIONS AND OTHER USEFUL INFORMATION

### Apprenticeship Levy and Job Standards

In the last two weeks there have been a series of events and activities around apprenticeship development and the levy.

Please click on the various presentations given at the Apprenticeship Event held at HEE in London on Monday, 31<sup>st</sup> October. Please ensure that these presentations are distributed to the following suggested people within your organisation:

- Director and Deputy Directors of Human Resources
  - Organisational/Workforce Transformation/Workforce Planning / Learning and Development Leads
  - Recruitment Leads
  - Widening Participation Leads
  - Directors and Deputy Directors of Finance
  - Payroll Lead
  - Professional Group Leads
1. [Presentation from Kirk Lower, National Lead for Talent for Care and Widening Participation \(for everyone\)](#)
  2. [Apprenticeship Levy Slide \(for everyone – please highlight to Finance and Payroll\)](#)
  3. [Apprenticeship Standards Presentation](#) (for everyone – please highlight to professional group leads as this contains information of how apprenticeship job standards are developed).
  4. [Digital Apprenticeship Service](#) (for all although not relevant to professional group leads)
  5. [Higher and Degree Apprenticeship](#) (for everyone)

### Trailblazer Development

Please find attached a copy of a presentation I gave to a group of NHS employer seeking to understand the trailblazer process. This highlights the experience gain through the Healthcare Trailblazer group over the past 3 years. Please click here for the [Trailblazer Presentation](#). This will be useful to all professional leads and various professionals working within the HR/OD/Workforce Development areas.

### Employer / Learning Provider / Employer-Provider / Subcontracting

Whether you have been training your own apprentices in your Trust or using a Learning Provider (including universities, training companies or further education colleges) to help deliver your apprenticeships, and potentially various learning and development it is important to ensure key decision makers have an awareness and begin to develop a strategy for the delivery and training of apprentices within the organisation now. This will most likely require a Trust Board/Executive commitment in the short and long term. Please read and distribute this presentation on [Employer-Provider Challenges and Opportunities](#) and the [Black Country Partnership model](#) which was given yesterday at the Healthcare Trailblazers Meeting.

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