



## **A Managers quick guide to Apprenticeships and Career Development**

Apprenticeships are an excellent way of attracting new talent into the organisation and re-skilling existing staff using the career development programme.

### **What is an Apprenticeship?**

Apprenticeships are work based learning programmes which are available to anyone over the age of 16. Apprenticeships run for 12 months, 18 months or 24 months depending on the level of qualification being studied on the apprenticeship.

Employment is a fundamental part of the apprenticeship; the apprenticeship must sit within a productive and purposeful role. The apprentice will form part of the team and will be there to learn about the role and also gain the competences needed to complete the qualification. 20% of the programme is off the job training e.g. completing training, completing their qualification etc.

### **The Career Development Programme**

The career development programme is available for existing staff. Currently this is for Bands 1-4 but changes in legislation and funding going forward from May 2017 will mean that staff within other bands will have further opportunities to develop their skills and learning opportunities.

Staff undertaking the career development programme will follow an Apprenticeship framework or standard for their learning, the use of the term "Apprenticeship" is for funding and reporting requirements and this also ensures that we are using the right framework or standard for the role and the staff members learning needs.

The career development programme allows your staff to gain technical knowledge and real practical experience, along with functional and personal skills required for their immediate job and future career pathways/progression. These are acquired through learning in the work place and personal one to one sessions with their allocated Assessor. This will allow them the opportunity to practice and embed new skills in a real work context.

On completion of the career development programme the staff will be able to undertake the full range of duties relevant to the job confidently and competently to a high standard. They will also gain broad based-training in the chosen occupational area and work experience that leads to competency in the work place along with transferable skills.

**Apprenticeship/Career Development Programme Levels and job examples are:-**

Diploma/NVQ Level 4/Foundation Degree or higher level Apprenticeship

Roles may include:- Assistant Practitioner, Nurse Associate, Senior Support Worker (community and in-patient roles), Nursery Nurse, STR Worker, Trainee Practitioner, Assistant Psychologist

Diploma/NVQ Level 3 or advanced level Apprenticeship

Roles may include:- Health Care Support Worker (community and in-patient roles), Phlebotomist, Technical Instructor, Social Care Support Worker,

Diploma/NVQ Level 2 or intermediate level Apprenticeship

Roles may include:- Health Care Support Worker (community and in-patient roles), Phlebotomist, Technical Instructor, Social Care Support Worker,

Entry level - GCSE's, A levels, Care Certificate training,

For further details about the career development programme, apprenticeships or a general chat then please contact:-

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