

# Adult Social Care Apprenticeship Employer Support Pack



**An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals of any age, both new staff and existing employees, to earn while they learn while gaining valuable skills and knowledge in a specific job role.**

Apprentices gain this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practice new skills in a real work environment.

This guide shows you the progression routes into an Adult Social Care career, and how apprenticeships can be used to support professional development and a long-term career in the sector.

Development pathways are not always linear and can include sideways steps to gain additional specialist skills and knowledge, or to move into a different field in the occupational area.

## Getting Started – 6 Simple Steps

1

Choose an apprenticeship for your business or organisation.

2

Find an organisation that offers training for the apprenticeship you've chosen.

3

Check what funding is available for training and other costs to your organisation

4

Create an apprenticeship service account. After you've done this, you can choose a training provider to train your apprentice.

5

Advertise your apprenticeship - using your apprenticeship service account or give your training provider permission to do this for you.

6

Select your apprentice and make an apprenticeship agreement and commitment statement with them.

# Choose an apprenticeship for your business

Apprenticeships are more rigorous, better structured, independently assessed and more clearly aligned to your needs as an employer. By considering apprenticeships and implementing a strong workforce development plan, your business will be working towards making a positive change to its culture, work ethics and business succession planning.

For further information on the standards, please refer to the [Institute for Apprenticeship and Technical Education](#) website.

## Adult Social Care Apprenticeship Standards

Below are just some of the standards relevant to Adult Social Care:

<p><b>Adult Care Workers</b> are the frontline staff who help adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives.</p> <p><b>Related job titles:</b></p> <ul style="list-style-type: none"><li>■ Care Assistant</li><li>■ Relief Team Worker</li><li>■ Support Worker</li><li>■ Personal Carer</li><li>■ Care Worker</li><li>■ Supported Living</li><li>■ Key Worker in Residential Settings</li><li>■ Key Worker in Domiciliary Services</li></ul>	<p><b>Adult Care Work</b></p> <p><b>Level 2</b></p> <p>Duration: 12 months to end point assessment</p> <p>Max funding: £3000</p>
<p><b>Lead Adult Care Workers</b> are similar to adult care workers, however, they have additional responsibilities that includes providing supervision, frontline leadership, guidance and direction for others, or working autonomously, exercising judgement and accountability.</p> <p><b>Related job titles:</b></p> <ul style="list-style-type: none"><li>■ Care Officer</li><li>■ Senior Care Worker</li><li>■ Senior Support Worker</li><li>■ Care Supervisor</li><li>■ Supervising Care Worker</li><li>■ Team Relief</li></ul>	<p><b>Lead Adult Care Worker</b></p> <p><b>Level 3</b></p> <p>Duration: 18 months to end point assessment</p> <p>Max funding: £3000</p>
<p><b>A Lead Practitioner</b> in Adult Care will guide and inspire team members to make positive differences to someone's life when they are faced with physical, practical, social, emotional, psychological or intellectual challenges</p> <p><b>Related job titles:</b></p> <ul style="list-style-type: none"><li>■ Dementia Lead</li><li>■ Physiotherapy Assistant</li><li>■ Social Care Assessor</li><li>■ Care Assessment Officer</li><li>■ Public Health Associate Worker</li><li>■ Occupational Therapy Assistant</li></ul>	<p><b>Lead Practitioner in Adult Care</b></p> <p><b>Level 4</b></p> <p>Duration: 18 months to end point assessment</p> <p>Max funding: £7000</p>

# Choose an apprenticeship for your business pt.2

**A Leader in Adult Care** has responsibility for managing community or residential based services. This role has a large element of leadership, whether with other care workers and networks or in leading the service itself. A successful apprentice will have met all the requirements. They have a responsibility to ensure the service is safe, effective, caring, responsive to people's needs and well-led.

#### Related job titles:

- Registered, Assistant, Deputy Unit or Service Manager

#### Leader Adult Care

##### Level 5

Duration:  
18 months to end point assessment

Max funding:  
£7000

**Nursing associate** is a stand-alone role that will also provide a progression route into graduate level nursing. It's intended that the role will enable registered nurses to focus on more complex clinical duties. Nursing associates work in the public, independent and voluntary sectors and it is a statutorily regulated profession.

An employee in this occupation will be responsible for providing care for people of all ages and from different backgrounds, cultures and beliefs. They must be able to care for people in their own home, in the community or hospital or in any care settings where their needs are supported and managed.

#### Nursing Associate

##### Level 5

Duration:  
24 months to end point assessment

Max funding:  
£15000

**Social Work** is an exciting and fulfilling international profession. As a Social Worker you will work in partnership with adults, children, carers and families in a range of different settings to support and promote positive change in people's lives in order to improve their wellbeing and independence.

#### Social Worker (Integrated Degree)

##### Level 6

Duration:  
30 months to end point assessment

Max funding:  
£23000

Registered nurses work in the public, independent and voluntary sector. Registered nurses are a statutorily regulated profession and the standards for proficiency are set by the Nursing and Midwifery Council (NMC).

Successful completion of this apprenticeship will meet the education requirements to see registration with the NMC.

An employee in this occupation will be responsible for providing leadership in the delivery of care for people of all ages and from different backgrounds, cultures and beliefs.

#### Registered Nurse

##### Level 6

Duration:  
48 months to end point assessment

Max funding:  
£26000



# Find a training organisation

Choosing a training provider that's right for your business is really important. Consider things like:

- how well they communicate with you about the training
- what other employers say about them
- what apprentices say about them.

To choose a training provider, use the [find apprenticeship training](#) service. It allows you to:

- choose an apprenticeship training course
- choose a course at the right level and skills
- check the availability of training providers at the apprenticeship location
- view employer reviews
- share your interest in an apprenticeship training course with all training providers.

Your training provider doesn't have to be located near you as many are national and offer training at your workplace and online.

Your training provider can provide you with as much help and support as you need when you take on an apprentice.

It's up to you how you work together. Just ask them any questions you have.

For further guidance please refer to the [Choose a Training Provider](#) page.



# Funding an apprenticeship

You can get help from the government to pay for apprenticeship training. The amount you get depends on whether you pay the apprenticeship levy or not.

## Levy Paying Employer

As an employer with a pay bill of more than £3 million, you're required to pay the apprenticeship levy. You can manage funds using the apprenticeship service and spend it on training and assessing your apprentices.

The government will apply a 10% top up to the funds you have in your account.

For further information please refer to the [Funding an apprenticeship](#) page.

## Non Levy Paying Employer

As an employer that doesn't pay the apprenticeship levy, you pay just 5% towards the cost of training and assessing an apprentice. The government will pay the rest up to the funding band maximum.

You'll pay the training provider directly and agree on a payment schedule. If you employ fewer than 50 employees, the government will pay 100%.

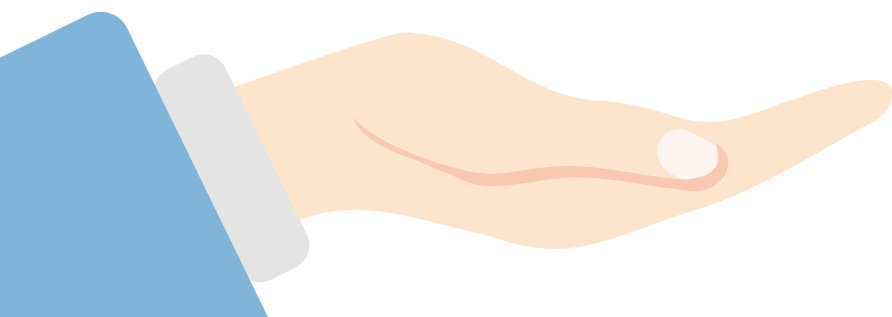
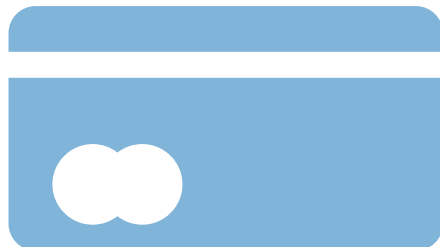
## Find a business to fund your apprenticeship costs

Large levy-paying businesses who pay the apprenticeship levy can pledge up to 25% of their unspent levy funds to a business of their choice.

You can apply to receive a transfer of funds to cover 100% of your apprenticeship training and assessment costs (up to the funding band maximum).

You can view all live pledges using our [public website](#).

Read our guidance on [GOV.UK](#) for further information on how to apply.



# Recruitment and retention

Learning and development can help improve recruitment and retention rates.

Taking part in learning and development can help your staff develop the right skills and knowledge to enable them to provide high-quality care and support.

## Did you know

Workers that receive structured learning and development feel valued and supported and are likely to remain in their posts.

## Benefits of apprenticeships

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

[What are the benefits of hiring an apprentice? \(apprenticeships.gov.uk\)](https://www.apprenticeships.gov.uk)



**Apprenticeships are also a great tool for business growth. Through prompt investment in ap-prenticeship programmes early in the pandemic, Sunlight Care was able to upskill right across our workforce and this higher skillset has been critical in supporting customers and other**

Sunlight Care



**Apprenticeships are good for the business as they support our manpower planning processes with 'new to care' staff and also enable us to develop and 'grow our own'. We've also upskilled and developed the quality of our existing staff, supporting talent and succession planning and quality performance in care within our homes.**

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## Reducing recruitment cost

Through the apprenticeship service account, you can:

- create your own apprenticeship opportunity using [recruit an apprentice](#) and manage the recruitment process or ask your training provider to manage it on your behalf
- create and display adverts with the new [Application Programming Interfaces](#).

**And this is all at no cost to you!**

# Links and resources

## Off The Job Training

[Off-the-job training](#) is defined as learning which is undertaken outside of day-to-day work duties and leads towards the achievement of the apprenticeship. This training takes place within the apprentice's normal (contracted) working hours. The off-the-job training must be directly relevant to the apprenticeship.

## Apprentice Commitment Statement

The apprenticeship commitment statement is a contract signed by you as the employer, your apprentice and your training provider before the start of the programme. The commitment statement is a list of expectations from the learner, Training Provider, and employer, and additional information about the programme. Click [here](#) for the for the commitment statement that you must sign with your apprentice and training provider.

## Recruit An Apprentice

This is the official government service for posting and managing apprenticeships adverts. This [video](#) demonstrates how to create a vacancy to recruit an apprentice on the apprenticeship service and have it posted on 'Find an apprenticeship' and how to view and manage applications. There are over 8 million searches for Find an Apprenticeship each month.

## The Road to A Quality Apprenticeship

Steps to a quality apprenticeship can be found [here](#).

**Employer Case studies** – Listen to [employers and their experiences](#) of hosting an apprenticeship.

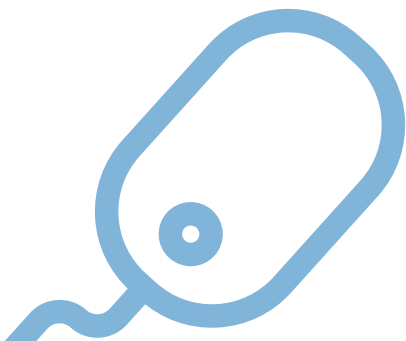
## Employer Incentives

As an employer, you and your training provider could be eligible for £1000 each if you hire an apprentice who is either:

- aged 16 to 18 years old, or
- aged 19 to 25 years old and has an education, health and care plan or has been in the care of their local authority.

Find out more about [payments for hiring a young apprentice](#).

[The Workforce Development Fund](#) supports the provision of high-quality care and the continuing professional development of staff across the adult social care sector.



**National Helpdesk: 08000 150 600**

**Email: [helpdesk@manage-apprenticeships.service.gov.uk](mailto:helpdesk@manage-apprenticeships.service.gov.uk)**