

# 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:

Adult Care Workers 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.

Related job titles:

Lead Adult Care Workers 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.

Related job titles:

# 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 an 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%.

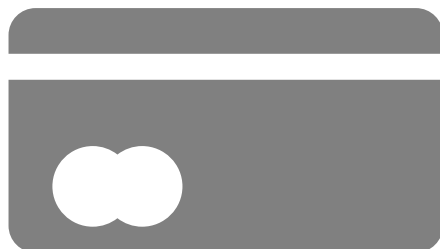
## Find a business to fund your apprenticeship costs

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 apprenticeship 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.

NorseCare



## 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!

