

Educ8tions Ltd.



Recruitment for Funded Learners Policy
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Change Mechanism

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Types of Apprenticeships

An Apprenticeship incorporates the following elements:

- **Apprenticeships** (equivalent to five good GCSE passes)
Apprentices work towards work-based qualifications such as an NVQ Level 2, Key Skills and, in some cases, a relevant knowledge-based qualification such as a BTEC.
- **Advanced Apprenticeships** (equivalent to two A-level passes)
Advanced apprentices work towards work-based learning qualifications such as an NVQ Level 3, Key Skills and, in most cases, a relevant knowledge-based certificate such as a BTEC. To start this programme, candidates should ideally have five GCSEs or equivalent (grade C or above) or have completed an Apprenticeship.
- **Higher Apprenticeships**
Apprentices on the Higher Apprenticeship programme work towards work-based learning qualifications such as an NVQ Level 4 and, in some cases, a knowledge-based qualification such as a Foundation Degree.

How an Apprenticeship works

Apprenticeships can be employer driven working in partnership with a Training Provider.

An Apprentice undertakes a role which links with a relevant NVQ. The NVQ course however, can be tailored to suit the requirements of the role. The relevant HR Business Partner contacts the local coordinator of the National Apprenticeship Scheme in the first instance who can advise on suitable Apprenticeship frameworks, availability of provision and any related costs. NAS will contact the Training Provider to discuss the terms of the Apprenticeship, take the recruitment process forward and acting as an intermediary between the Provider and Human Resources.

Throughout the duration of the Apprenticeship, the Apprentice will normally spend up to one day a week at college during term time and would be expected to attend work during the Provider's vacation.

An Apprentice will have action plans issued by an Assessor (who will normally be a Provider Training Officer) led by what they are doing at work. They will also be given tasks to complete at work and will be required to keep evidence of these. An appointed Line Manager/Work Based Recorder and the Assessor can discuss the type of evidence required where there are issues of confidentiality.



The appointed Line Manager/Work Based Recorder is required to monitor and support the Apprentice at work. This will be a workplace supervisor or mentor who is skilled in the area in which the Apprentice is employed. They will be required to record evidence of the Apprentice's competencies during work time. The Assessor will support the Apprentice through the provider and every 8-12 weeks will undertake reviews in the workplace, meeting with the Expert Witness on every other visit. The appointed Line Manager/Work Based Recorder will therefore be required to make a time commitment here for these visits.

An Internal Verifier will 'spot-check' the development of an Apprentice at work. This role may be undertaken by any of the college Assessors. An External Verifier will then be asked to verify the Apprentice's progress when required.

Mentors are provided by the Training Provider to oversee progress towards qualification. Once evidence is satisfactorily verified the Awarding Body accredits leading towards the full qualification.

Funding

Apprentices ages 16-18

The Provider place for an Apprentice (or Advanced Apprentice) is funded by the National Apprenticeship Service (NAS) and the employer will pay a salary. In 2009 training on the Apprenticeships Programme for 16 to 18 years olds is a priority and fully-funded by Government.

Training for Apprenticeships for 19 to 24 year olds is part-funded, with employers making up the costs.

Funding for Apprenticeships for those aged 25 and over is very limited and employers may have to meet part of or the full cost.

It is important to note that the Employment Equality (Age) Regulations 2006 which came into force on 1 October 2006 prohibit unjustified age discrimination in employment and vocational training and therefore the above costs linked to the age of apprentices should not influence employment decisions.



Contractual terms

Length of contract

a) If the Apprenticeship vacancy is purely to develop an individual and give work based experience the contract will be fixed-term, and on completion there would normally be a vacancy for another Apprentice. The length of the contract would depend upon prior skill levels of the successful applicant, the qualification being obtained and the industry sector. Generally, the Apprenticeship takes between one and three years to complete.

b) If the post is a substantive post and the Apprenticeship is to develop an individual to work to the full grade of a post, the contract will be open-ended. Continuance in the post then depends upon successful completion of the Apprenticeship.

Salary

The role will be graded prior to recruitment. Once graded, the remuneration for an Apprentice will be as follows:

First year – 75% of first point on scale.

Second year – 75% of second point on scale.

Third year (if applicable) – 75% of third point on scale.

If the Apprentice is appointed to a similar role (of the same grade) on completion of the course, they will return to the first point on the scale and will receive 100% of its value. An appointment to a role of another grade will be made in line with the procedures stipulated under the Framework Agreement. (It is important to check that these salaries comply with the National Minimum Wage legislation.) All employed apprentices must receive a wage of at least £95 per week.

Other terms of employment

The Apprentice will receive a standard contract of employment and will be expected to adhere to the Provider's Terms and Conditions of Employment. Where there are issues with performance or attendance for example, the Provider will work in dealing with any issue relevant to both organisations and the Apprenticeship as a whole.

Apprentices will be employed for at least the period of the Apprenticeship. Minimum hours for the employment of an apprentice are 16 hours weekly including training.



Implications for staff

It may be necessary for Educ8tions Ltd. staff to undergo a [Criminal Records Bureau](#) check depending on the age of the Apprentice.

Initiating recruitment

The Professional Service will be asked to contact their HR Business Partner when a post becomes available suitable for an Apprentice to fill. An SR1 will be initiated for each vacancy and Human Resources will liaise with both the Professional Service and the relevant college to discuss the recruitment process. There will be a link through NAS to Provider and Apprenticeship vacancies. The Provider may interview applicants at set times through the year so it is important to discuss the vacancy with the Provider as early as possible to allow time to find suitable applicants.

Advertising

As Apprenticeships are a government initiative it is acceptable to advertise for applicants between 16 and 24 years old. Adverts may be placed by the relevant Provider through 'Apprenticeship vacancies' (NAS's web based vacancy matching service) and NAS will liaise with 'Connexions' – a careers advisory Centre for young people. There are no costs to Professional Services for any of this advertising. The Professional Service may wish to advertise in other publications, websites and this can be discussed with the HR Business Partner on a case by case basis.

Shortlisting and Interviewing

The Provider will carry out initial interviews with those that have applied directly to them, to screen and assess for suitability for both the post and the programme. Applications will then be forwarded to Human Resources who will liaise with the Professional Service over the shortlisting and interviews to complete the recruitment process.

The normal standards for recruitment will apply. A suitable representative from the Provider may sit on the interview panel if required. If this is not needed and interviews are carried out solely by Educ8tions Ltd. staff then all feedback to candidates needs to come from the Chair of the panel as they are best placed to provide accurate and constructive feedback.

The Provider needs to be informed of the successful and unsuccessful candidates to ensure that they begin the paperwork needed to set up the Apprenticeship or to try and find an alternative position for unsuccessful candidates. There is also a confidential



feedback facility for unsuccessful candidates on the NAS Apprenticeship vacancies website.

Eligibility criteria

The candidate needs to be:

- Living in the UK
- Not in full-time education at the time of appointment
- Have the right to work in the UK
- 16-24 year olds or a returner to work to be eligible for government funding

Foreign Nationals

The eligibility of foreign nationals with the relevant work permits onto an Apprenticeship programme is as follows:

- a) Lived/settled in the UK 3 years prior to the start date of the Apprenticeship contract.
- b) Hold an EU/UK passport and/or a national of the EU.
- c) Have a passport entitling them to the right of abode in the UK.
- d) Hold a Certificate of Naturalisation as a British Citizen.
- e) Are an official refugee.
- f) Are an asylum seeker.
- g) Are studying under a reciprocal agreement.

Under 18s

There are some restrictions/specific guidelines on the employment of people below the age of 18 under The Management of Health and Safety at Work Regulations, 1999. Therefore, where the successful applicant is under 18, the College/Professional Service should contact their HR Business Partner in the first instance before making an offer of employment.

Induction

The nominated Induction Facilitator will undertake induction.

In addition the Provider may have further requirements. The appointed Line Manager/Work Based Recorder and Provider will undertake these elements. They include:

- The Provider carrying out a workplace health and safety assessment prior to or on commencement of employment of the Apprentice;



- The Provider delivering an occupationally specific induction within the first month of the Apprentice starting. This will cover subjects and topics relating to the chosen industry and apprenticeship.
- The appointed Line Manager/Work Based Recorder and Apprentice complete any paperwork from the Provider
- The appointed Line Manager/Work Based Recorder ensuring the 'Learner and Employer Handbook Declaration' is read and signed;
- The appointed Line Manager/Work Based Recorder covering Health and Safety issues, particularly:
 - Machinery, tools and equipment
 - Working environment and areas out of bounds
 - Protective clothing and equipment
 - Relevant legislation
- The appointed Line Manager/Work Based Recorder covering conditions of work, particularly:
 - Breaks
 - Dress code
 - Behaviour and conduct
 - Action to take in case of sickness
 - Processes and systems of work

On successful completion

On successful completion of the Apprenticeship, the Apprentice will be awarded the appropriate certificate, a copy of which is sent to the appointed Line Manager.

The status of the Apprenticeship role may need to be addressed.