Apprenticeship Levy Manager

Bridging the Skills Gap
An Employer’s Perspective

The Engagement Nationally

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92% of Apprenticeship Levy funds were not spent within the first year

£1.28bn remains in digital account across England

40 per cent of business leaders reported treating the levy as a tax

While almost one in five (17 per cent) – No expectation of recouping their funds

Figures down significantly - 25% YOY

24 MONTHS TO UTLISE THE LEVY FUNDING

USE IT OR LOSE IT

5 steps to maximise Apprenticeships

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Step 1. Align with business strategy

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What is your vision for Apprenticeships in your organisation?

Should you use Apprenticeships as a vehicle to up-skill your existing employees?

Should you bring in (and train) new talent?

Embed your core values and behaviours

Career pathways- probationary reward

What skills/roles will be important in 3/5 years time?

Risk control

Step 2. Conduct a skills audit

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Understand the skills-base of existing staff and specific skills needs for the future, to make informed decisions on where to create apprenticeship opportunities

REVIEW your appraisal data

ALIGN the skills gap across areas of the business

PLAN effective use of the Apprenticeship Levy

Step 3. Get senior and organisational buy-in

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Build the business case to get leadership buy in

Engage on directorate meetings to embed an upskilling culture

Internal communications strategy

Attract a diverse workforce

Succession planning is key in all organisations.

What information can you provide managers with?

20% ‘off the job’ support material

Consider apprenticeship ambassadors or organising roadshows?

Step 4. Choose the right provider

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Ask a broad range of questions to really assess whether the apprenticeship provider will meet your needs.

- Do they have a proven track record & experience? OFSTED
- Can they help with attraction, selection and recruitment?
- What's their delivery methodology?
- Where can they add value?

Step 5. Take an integrated approach

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Ensure that you align your apprenticeship offer with existing learning and development activity.

Think about how apprenticeships fit in with organisational career pathways

Do you have a plan in place for when the apprentice completes.

Provide a supportive and safe environment

Give regular feedback

Up-skill and develop line managers

Use workplace learning mentor/ buddy scheme

Apprenticeships Dos and Don'ts

Dos

- ✓ Integrate apprenticeships and levy funding into your workforce planning.
- ✓ Connect your apprenticeships with progression opportunities.
- ✓ Get buy-in internally, particularly with senior leadership.
- ✓ Work with the local community, but cast the net widely when recruiting.
- ✓ Shop for and work with a quality training provider.
- ✓ Offer transferrable, rather than narrow and specific, skills.

✗ Don'ts

- ✗ Don't re-badge existing training as apprenticeships unless it adds value.
- ✗ Don't ignore levy funding as an opportunity to revitalise your apprenticeship programme.
- ✗ Don't view apprentices as cheap, short-term labour.
- ✗ Don't hire lots of apprentices all at once.
- ✗ Don't neglect to offer line management and other support.

Network Groups

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Young Apprentice Ambassador Network (YAAN)- YAAN

Diversity Champion- Apprenticeship Diversity Champions Network

Local Government Association (LGA)

Knowledge Hub- Public Sector - k-hub

Chamber of Commerce

Local Enterprise Partnership (LEP)

National Apprenticeship Service

Education Skills Funding Agency (ESFA)

Join together with other large organisations- (WM Levy Network Council Group)

Thank you

Louise Ward

louise@theapprenticeshiplevymanager.co.uk