



Pearson



# Apprenticeships without limits

Future-proof apprenticeships  
and qualifications from Pearson





At Pearson,  
we're creating  
apprenticeships  
without limits.

# We make it easy to create, deliver and grow a first-class apprenticeship programme.

This guide tells you everything you need to know about how apprenticeships work, what the new standards are and how we can help you deliver them to build a stronger workforce – today and in the future.

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# The apprenticeships landscape

Setting the context



# Transforming apprenticeships



## A timeline of change

2012

### The Richard Review is published

Apprenticeships are central to business growth and productivity in the UK.

Over 200,000 businesses currently offer apprenticeships, and the need for more skilled, qualified and experienced workers means the demand for a higher quality of training is growing.

The Richard Review was published in November by entrepreneur Doug Richard, detailing key areas of reform needed in the apprenticeship programme.

This included the need for a more rigorous assessment and grading process, and a greater focus on the development of employability and transferable skills.

2013

### The government's implementation plan is published



In October, the government published its implementation plan, in response to the Richard Review. The overall aim was to put employers in the driving seat: simplifying the system and giving employers purchasing power. By doing so, it would increase the quality and quantity of apprenticeships available in the UK. The plan also announced the introduction of an end-point assessment, and the use of grading to encourage apprentices to strive for excellence.

The first employer groups, known as trailblazers, were also formed in October, to start developing the new apprenticeship standards delivered from 2016 onwards – with the ambition of all new apprenticeships using standards by 2020.

**2016****Sainsbury Report published**

A radical overhaul of the post-16 vocational qualification system is announced with 20,000 courses to be replaced with 15 'high quality routes'.

**2017****The new apprenticeship levy will be introduced**

The government will introduce an apprenticeship levy requiring employers with an annual pay bill of over £3 million or more to contribute 0.5% for investment in apprenticeships.

The levy is being introduced for large employers and there will be separate funding arrangements for SMEs.

In addition, the Institute for Apprenticeships will be fully operational by April 2017, and will be renamed the Institute for Apprenticeships and Technical Education.

**Early 2020****The government hopes to reach £3b in levy funding**

By 2020, the government hopes that the levy will be worth £3 billion, with government spending for apprenticeships double what it was in 2010/11, as it attempts to boost productivity and maintain the economy.

**Late 2020****The government aims to have created three million apprenticeships**

By the end of 2020, the government hopes to have created three million apprenticeships in the UK, helping more learners find their way into skilled and well-paid employment to boost the economy.



# Apprenticeships and the economy

Apprenticeships are highly valued in the UK economy. With the government planning to increase the number of high-quality apprenticeships available in the UK, and calling on employers for investment, the demand for apprenticeships is growing, and so is the need for skilled, experienced and motivated employees.

Over 200,000 workplaces in the UK already offer apprenticeships, enabling learners to study and earn a salary while gaining valuable work-based skills and experience.

By 2020, the government aims to have created three million apprenticeships.

## A smarter way to fund apprenticeships

Under the current SASE framework, employers contribute an optional 50% to fund apprenticeships. This is changing under the new standards and both the employers and the government will make a contribution.

This means that employers will not have to rely as much on central funding, and will benefit from more shared ownership and greater control of their spending.

One significant change in funding under the new standards is that, from April 2017, employers with an annual pay bill of £3 million or more will have to pay an apprenticeship levy of 0.5% through PAYE.

They will also receive an allowance of £15,000 to offset against their payment.

The idea is to empower employers: with the new Digital Apprenticeship Service (DAS), they will have a greater say in how their funding is being spent, and also be able to choose an apprenticeship, find a candidate and choose a training provider.





“

*Apprenticeships continue to provide an important entry point for young people, and the demand among young people continues to grow; the latest figures suggest 11 applications for every apprenticeship vacancy.*

Source: AELP / Pearson, Routes into Work... it's Alright for Some research report April 2016.



# The benefits of apprenticeships

## Providing real choice for learners

There are now real choices to be made when deciding whether to go to university or college, or straight into employment, with apprenticeships offering a valuable alternative. The level of the apprenticeship will reflect the skills required for the job, and apprentices are able to learn while working, gaining real industry knowledge, valuable employability skills and real-life experience – all highly valued by their current and future employers.

Learners are able to progress through different levels of apprenticeships, and even work towards a higher apprenticeship or study a qualification, such as the NVQ Level 4 or a higher national certificate or diploma.

## With the development of the new apprenticeship standards the benefits are greater than ever before. The new standards will:

- **Put employers in the driving seat.**  
Apprenticeships will be based on standards designed by employers, making them more relevant and therefore more attractive to existing and new employers.
- **Increase the quality of apprenticeships.**  
Apprentices will need to demonstrate their competence through rigorous and holistic assessment. This will focus on the end of the apprenticeship to ensure that the apprentice is ready to progress.
- **Simplify the system.**  
The new employer-designed standards will be short and easy to understand. They will describe the knowledge, skills and behaviour (KSs) that an individual needs to be fully competent in an occupation.

## Give employers purchasing power.

By putting control of government funding for the external training of apprentices in the hands of employers, businesses will feel empowered, and the quality and relevance of training will increase.

“

*An apprenticeship gives learners things they wouldn't get from college or university alone – unbeatable industry knowledge, employability skills and real-life experience.*



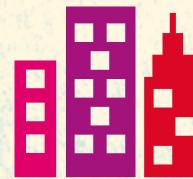
## Benefits of apprenticeships for employees



**Better job prospects**



**Gateway to a degree**



**Job retention**

## Benefits of apprenticeships for employers



**Addressing the skills gap**



**Attracting new talent**



**Government support through funding**



Get in touch

The new apprenticeship standards

The transition to the new apprenticeships

The apprenticeships landscape

Our current portfolio



# Our current portfolio

Qualifications and services from Pearson

The apprenticeships landscape

Our current portfolio

The transition to the new apprenticeships

The new apprenticeship standards

Get in touch



# Qualifications and services from Pearson

Our qualifications and services have supported millions of learners in their transition from education to employment, helping them achieve their career goals.

From new apprenticeships, BTEC Apprenticeships and traineeships to National Vocational Qualifications (NVQs) and functional skills, we are constantly updating and adding new subjects to our qualifications.



Check [quals.pearson.com/apprenticeships2016](http://quals.pearson.com/apprenticeships2016) for our latest qualifications.





# Our existing qualifications at a glance

To find out more about our new apprenticeships see [page 26](#).

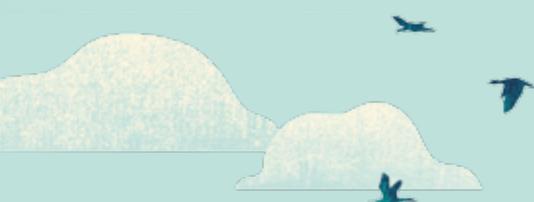
Qualification type	How it works	A taste of the subjects we offer
BTEC Apprenticeships	<p>A work-based learning programme developed with employers to equip learners with essential employability skills and work experience.</p> <p>Available at Levels 2 to 5, learners can progress to a higher apprenticeship or qualification, such as the NVQ Level 4 or a higher education certificate or diploma.</p>	<ul style="list-style-type: none"><li>Automotive</li><li>Business administration</li><li>Cleaning and facilities management</li><li>Construction and the built environment</li><li>Retail</li></ul>
Traineeships	<p>Designed for 16- to 24-year-olds who want to progress through to an apprenticeship, paid employment or further study. Lasts for a maximum of six months, and is available as a pre-packaged bundle or flexible programme.</p>	<ul style="list-style-type: none"><li>Art and design</li><li>Business administration</li><li>Construction</li><li>Sport and active leisure</li></ul>
National Vocational Qualifications (NVQs)	<p>Designed to be delivered in the workplace, our Edexcel NVQs and competence-based qualifications are based on the national occupational standards for each sector. Available at Levels 1 to 7, NVQs are not always applicable to the new standards.</p>	<ul style="list-style-type: none"><li>Health and social care</li><li>Assessor/verifier</li><li>Domestic energy assessment</li><li>Front of house reception</li></ul>
Functional Skills & English and maths	<p>Edexcel functional skills are available at entry level, Level 1 and Level 2.</p>	<ul style="list-style-type: none"><li>English</li><li>Maths</li><li>ICT</li><li>GCSE maths and English</li></ul>



# Our existing BTEC Apprenticeships

## Apprenticeships without limits

Our BTEC Apprenticeships are still available at levels 2 to 5 and involve both on and off-the-job training that result in a set of over 250 nationally recognised qualifications to prepare your learners for a choice of careers in more than 35 sectors.



### Why BTEC Apprenticeships from Pearson?

- We have experience of developing quality qualifications and working with employers to set up apprenticeships in over 35 industry sectors.
- We can map employers' in-house training to apprenticeships.
- We have a comprehensive English and maths provision including Functional Skills and GCSEs and QCF Awards. These support and underpin core English and maths skills allowing progression onto the next learning outcome.
- They have been built on core BTEC values of flexibility, employability, progression and quality.
- Employability skills development is built into the learning to ensure learners have the relevant skills to be employed.

- We have a first class range of resources to support you in the delivery of our BTEC Apprenticeships and to support your learners, including our ePortfolio.

### Easy set-up, approval, registration and certification

We have streamlined our online offer to make the apprenticeship approval, registration and certification processes quick and easy for you. This means you can get one approval for your entire apprenticeship scheme, rather than having to obtain separate approvals for each component.

For more information visit  
**[qualifications.pearson.com/btecapprenticeships](http://qualifications.pearson.com/btecapprenticeships)**

“

*We have created a series of concise and easy-to-use sector-specific delivery guides to help employers and learning providers create high-quality BTEC Apprenticeships.*



Still available!



# Go further with Pearson BTEC Higher Apprenticeships and degrees

## Our BTEC Higher Apprenticeships

Backed by major government investment, the higher apprenticeship is a direct response to employer demand for candidates with higher-level skills. Delivered at Levels 4 and above, they represent the highest levels available in the apprenticeship framework.

BTEC Higher Apprenticeships combine respected BTEC higher nationals, BTEC professional qualifications as well as on-the-job training and industry endorsement from employers, leaders and professional bodies. They offer a clear path to employment and a practical route to higher education qualifications.

Built on the core BTEC values of flexibility, employability, progression and quality, they are a clearly defined part of the wider BTEC portfolio, allowing learners to take advantage of progression opportunities from other BTEC programmes.

“

*This course is a unique and exciting opportunity to get into the world of work, earn money and gain a degree at the same time.*

Source: BBC careers website

## Our degrees

Pearson offers a new way to study an undergraduate degree and aims to have more industry involvement than any other higher education provider. Our programmes are designed, developed and delivered with industry experts to help learners succeed in the real world.

- Learners will be taught by innovative employers and enterprising academics and will take part in regular workshops and industry events.
- Our facilities are highly professional, and our approach is personalised to meet the needs of the individual.

To find out more about BTEC Higher Apprenticeships, visit [quals.pearson.com/higherapps](https://quals.pearson.com/higherapps)



# Traineeships from Pearson

Our traineeships are designed for learners aged 16–24 and allow progression to an apprenticeship, paid employment or further study.

## Why choose traineeships from Pearson?

- Off-the-shelf packages with one-click entry or personalised programmes.
- Resources with initial assessment and delivery.
- Qualifications that provide progression for learners into employment, apprenticeships or further study.

## Designed to meet your needs

Featuring one-click-registration, our pre-packaged bundles offer complete and ready-to-use programmes. There are 13 sector bundles and 2 non-sector bundles available, and with each one you and your learner get FREE access to the interactive online learning and assessment tool, AppQual.

Alternatively, if these do not suit your learners' requirements, you can choose to 'build your

own' personalised programme with the Skilled for Life Programme Builder – with around 1400 units the possibilities are limitless.

## Use flexible funding

You will get funding for:

- English and maths
- Work preparation and work experience

You can draw down funding for the core offer of a traineeship (English and maths, work preparation and work experience), but you can also be funded for other learning provision, described as the 'flexible' element.

For 16- to 19-year-olds, all four elements are funded based on the Education Funding Agency funding rate for the planned hours for the programme. Students will normally be funded on a part-time band.

For 19- to 24-year-olds, the Skills Funding Agency funds English and maths at a set rate, and funds work experience and work experience at a single rate of £970. The flexible element attracts additional funding

## Supporting you to support your learner

We have a wide range of resources to help you make the most of our traineeship programmes.

These include:

- Access to a dedicated adviser, on hand to answer any queries you have
- Diagnostic tools, learning units, teaching resources, SelfSmart, English and maths initial assessment tools
- An easy-to-use interactive online learning and assessment tool, AppQual, plus more.

In addition, learners receive an overarching, free-of-charge record of their achievement, providing them with proof of completion of their traineeship.

## Our partnership with AppQual

We are also partnering with AppQual to offer an interactive online learning and assessment tool, allowing the learner to test-drive industries and benefit from end-to-end learner support for the learner journey.

The AppQual platform supports all our traineeship bundles and in the future we will be integrating AppQual into more and more of our programmes.

For more information on AppQual visit [quals.pearson.com/appqualstlk](http://quals.pearson.com/appqualstlk)

For more information about traineeships from Pearson visit: [quals.pearson.com/tships](http://quals.pearson.com/tships)



# National Vocational Qualifications (NVQs)

Designed to be delivered in the workplace, our Edexcel National Vocational Qualifications (NVQs) and competence-based qualifications are based on the national occupational standards for each sector.

Available at Levels 1 to 7, these flexible qualifications cover a huge range of careers, from design to policing to engineering.

NVQs are designed to demonstrate a learner's occupational competence.

They are usually delivered in the workplace, although some sectors and levels may be delivered in settings that replicate the working environment, if this is explicitly stated by the relevant Sector Skills Council or Standards Setting Body.

Our NVQs are based on the National Occupational Standards, which define the skills, knowledge and understanding needed to do a particular job.

National Occupational Standards are set by Sector Skills Councils or Standards Setting Bodies in consultation with the sector. This means that our NVQs are designed to meet the changing needs of your area of work.

National Occupational Standards are statements of performance which describe what competent people in an area of work should be able to do. This may include:

- The knowledge and understanding that underpin competent performance
- Current best practice
- The standards required for competence.

NVQs are available in England, Wales and Northern Ireland.

If you're in Scotland, you may be interested in our Edexcel SVQ (SCQF) qualifications.





# Post-16 English and maths

**Functional Skills** are qualifications in English, maths and ICT that equip learners with the practical skills needed to live, learn and work successfully.

They are available in England at Entry Level, Level 1 and Level 2.

Suitable for learners of all ages, they are also a mandatory part of all apprenticeship frameworks in England and will be a requirement of the new standards based Apprenticeships.

Pearson is fully committed to supporting the development and implementation of high quality maths and English programmes, as they are key skills to enable learners to make progress in their lives.

Different learners come to understand and master literacy and numeracy through different approaches, and it is for these reasons that Pearson values the importance of being able to offer a wide range of qualifications and curriculum approaches.

We offer a comprehensive range of support for Functional Skills, including a wide range of teaching and learning materials, training and podcasts, and an online Initial Assessment Tool (IAT).

## Rich feedback

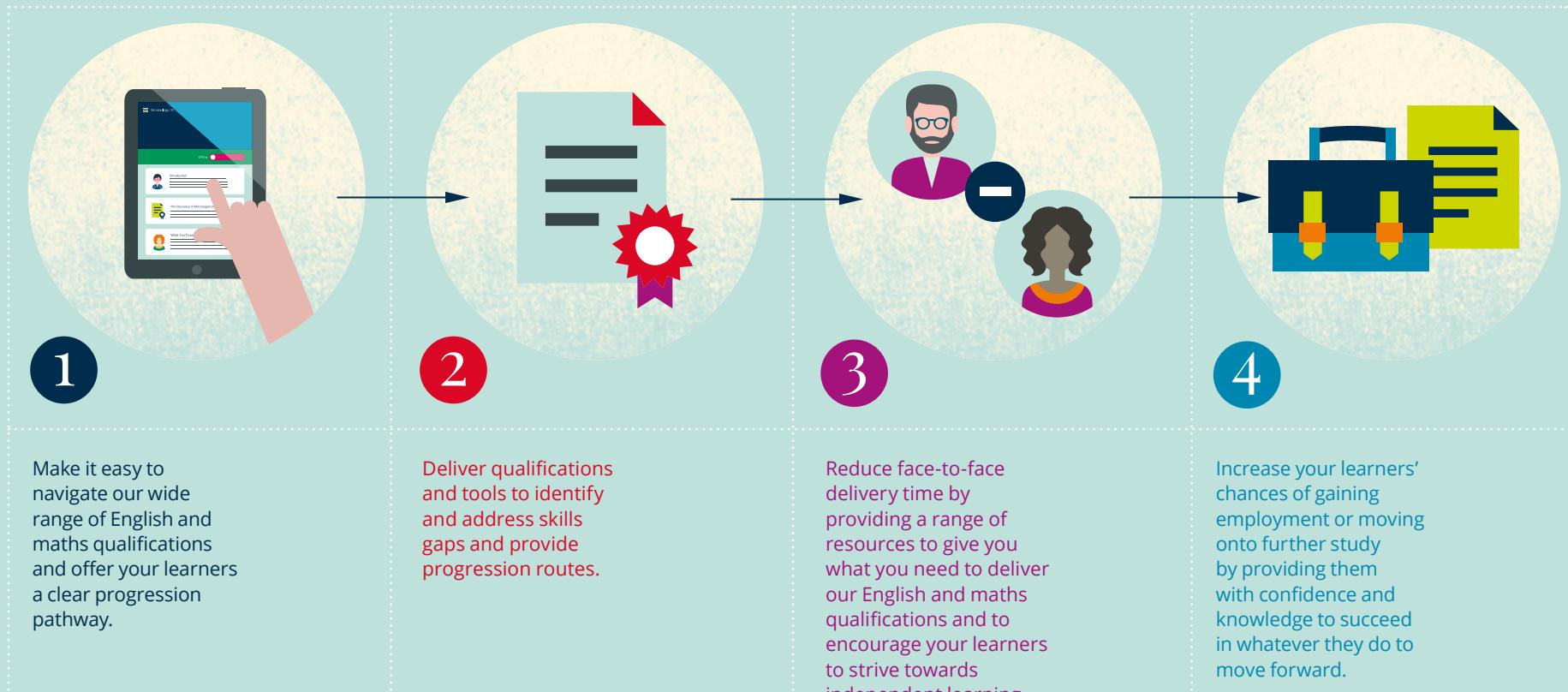
From September 2016, you will be able to receive rich feedback on learners' Functional Skills English and maths assessments. By signing up for the free service, providers will receive weekly cohort and individual learner feedback.

The feedback is designed to simply and effectively provide analysis on assessments, allowing providers to pinpoint areas of need so that learners can receive the support they need from their assessor/tutor.





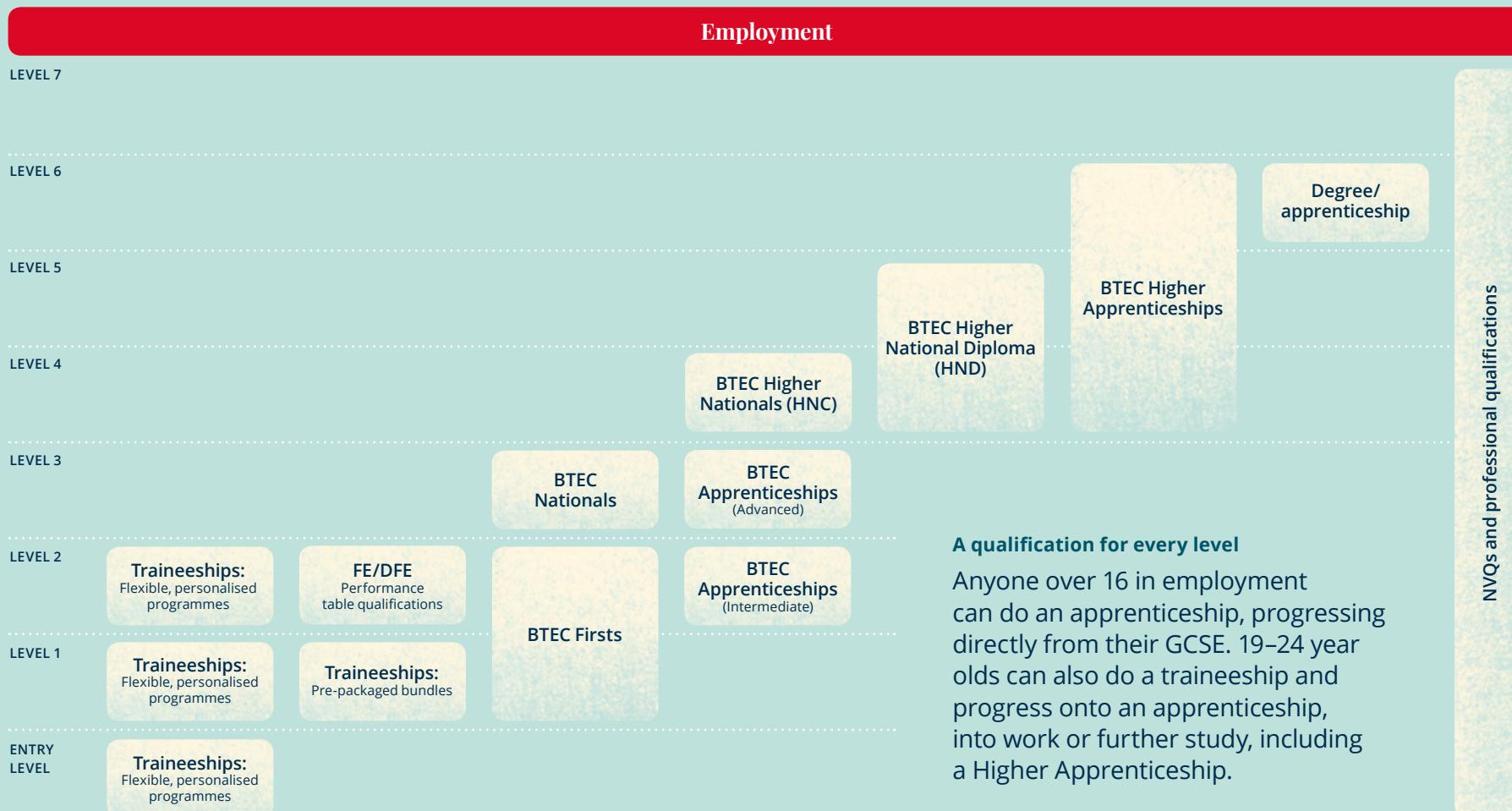
We can help you identify your learners' skills gaps and support them with English, maths and ICT training that is tailored to their needs and ambitions. At Pearson, we:



To find out more about post-16 English and maths, visit [quals.pearson.com/p16engmaths](https://quals.pearson.com/p16engmaths)



# Progression with Pearson





# Our bespoke solutions

We know that every business has different needs and requirements. That's why we treat our clients as individuals – with different company sizes, sectors, occupations and aims.

Our bespoke solutions service allows us to help businesses create high-standard training programmes to generate a valuable workforce of the future. From apprenticeships and traineeships to Functional Skills, WorkSkills, BTECs and other programmes, we're highly experienced in identifying the right training options for every business.

When apprenticeships cannot be used or are not suitable, BTEC Customised and Pearson Assured Services offer a strong track record in developing qualifications and carrying out regular quality assurance on our own learning programmes. Pearson is ideally placed to ensure your systems and processes are thoroughly developed and properly executed.

We can help you discover which skills would be most valuable to your business or the job market that you work within, enabling us to create a more informed and profitable training programme.

We also offer bespoke services in mapping, coaching and mentoring, quality assurance and return on investment consultancy, ensuring you are fully equipped to deliver a high-quality work-based training programme. Whatever your training needs, we have an ideal solution for you.

“

*We can help you discover which skills would be most valuable to your business or the job market that you work within, enabling us to create a more informed and profitable training programme.*





# Babcock International

## Customised apprenticeships to fill the skills gap

We work closely with training providers to help them identify skills gaps, and develop customised programmes to fill them. Our flexible approach enables them to create sector-specific apprenticeship solutions.

In this case study, we look at how we collaborated with Babcock International Group to develop tailored apprenticeship programmes for their clients.



Babcock is a world-class engineering, training and technical support services company. They help thousands of organisations, across a wide array of disciplines, to get the best out of their employees.

From training RAF pilots, retailers and drivers to fire fighters, scientists and motor mechanics, Babcock's experience, insight and commitment to quality make it a trusted partner for many leading organisations in the UK.

In February 2016, Babcock was awarded the prestigious Training Partner of the Year award at the Semta Annual Skills Awards.

### Creating tailored training solutions

Babcock works with Pearson across a range of sectors, including hospitality and retail, adult care and childcare, and business administration and management. The challenge is to find the right people to fill the available roles and skills gaps within each sector.



### A simplified recruitment process for employers and apprentices

Each programme we create is tailored to the individual business, which improves the outcome for employers and learners. While employers get the skills and resources they need, learners are able to advance in their training and progress in their careers. Babcock has also made higher apprenticeships a part of its solution, enabling them to extend its apprenticeship offering from Levels 2 and 3 to Levels 4 and 5.

Pearson and Babcock have developed a strategic partnership to ensure the programmes continue to match the demands of the apprenticeship market, and we intend to continue this close collaboration as the market evolves and the new apprenticeship standards become established.

The customised nature of Babcock's apprenticeship programmes means that the outcome is different for every client. Here are two examples from Babcock's major clients, to help illustrate how tailor-made solutions have led to business success.



*Pearson and Babcock have developed a strategic partnership to ensure the programmes continue to match the demands of the apprenticeship market, and we intend to continue this close collaboration as the market evolves and the new apprenticeship standards become established.*

#### **Example 1:**

Babcock has provided a national apprenticeship solution to Asda, one of the UK's largest supermarket retailers, since May 2013, supporting over 8,400 Asda apprentices since the launch, with more than 30 job-specific pathways available. This means that Asda's colleagues benefit from tailored training wherever they work in the business.

The apprenticeship programme has achieved a range of return-on-investment measures. It is operating above the national average in terms of success rates and is having a positive impact on learner progression with many progressing from a L2 to a L3 qualification.

The partnership between Asda and Babcock has received a number of awards including the Scottish Training Federation's Large Employer of the Year 2014 and Success in Partnership 2015 awards, recognising the strength of the model.

#### **Example 2:**

Babcock developed the Marriott Culinary Apprenticeship Academy with Marriott Hotels, a partnership that has gone from strength to strength in its 15 years. The academy aims to develop the technical skills of young professional chefs, and supports increases in professional standards, teamwork and staff retention.

The academy offers masterclasses, classroom-based workshops, market supplier visits and competitions, all of which are carefully designed to build each apprentice's technical knowledge and professional skills.

Chef apprentices from Marriott Hotels join apprentices from all over the UK to attend the academy, allowing each apprentice to benefit from effective peer-to-peer support.

The Marriott Culinary Apprenticeship Academy first launched in 2012 with 16 apprentices, and has been so successful that, for the 2015/16 cohort, it created over 40 vacancies – all of which have been filled.





# The Co-operative Group

## Working with employers to champion every apprentice

We work directly with employers to ensure their apprenticeship schemes are mutually beneficial for employers and learners. Many employers recognise that investing in their staff from day one can deliver a significant return on investment.



In this case study, we look at the work we have done with The Co-operative Group (or Co-op), to develop an apprenticeship scheme that revolves around its commitment to championing staff at all levels.

The Co-op Group is one of the world's largest member-owned co-operatives. It is the UK's fifth largest food retailer, with 2800 stores. It is also the UK's number one funeral services provider, a major general insurer and a legal services business.

In addition, it owns a minority shareholding in The Co-op Bank and operates a joint venture in the travel industry with Thomas Cook.

The Co-op employs nearly 70,000 people across its business portfolio. Central to its values is a desire to generate benefits for members, customers, staff and the wider community. One of its fundamental principles relates to the education and training of staff, so it's no surprise that the Co-op has an effective and supportive apprenticeship programme.



### Taking the lead to create rewarding apprenticeships

The Co-op believes that investing in apprenticeships is good for business, and since 2011 they have taken on over 3000 apprentices. They have all been paid the standard rate for the role they are training for (rather than the national minimum apprenticeship wage), and been offered the same employee benefits as those received by full-time employees.

The Co-op's apprenticeship manager, Lloyd Thomas, is also chair of the retail Trailblazer group. This group works with awarding organisations, including Pearson, to address the challenge of providing relevant apprenticeship courses to the retail industry, in line with new industry-led regulatory standards.



**“**There are great options for anyone who comes out of school or university – apprentices in many fields are now progressing quickly and earning good salaries. Most of the people I’m speaking to now are thinking along similar lines.”

**Lloyd Thomas, Apprenticeship Manager at The Co-op**

#### **Developing the potential in every apprentice**

The Co-op has worked with Pearson since 2011 to provide a first-class apprenticeship programme that develops the skills apprentices need to meet the Co-op’s business requirements.

With the support of the retail sector skills council (People 1st), learndirect and EDI (which is now a fully integrated part of Pearson), the Co-op devised Level 2 qualifications for funeral arrangers and funeral service operatives, and a Level 3 qualification for funeral directors.

The Co-op also introduced a Level 2 food retail programme, which enables apprentices to progress to Levels 3 and 4. This programme provides apprentices with the opportunity to continually build on their existing skills, creating a pathway to managerial roles.

#### **Changing the apprenticeship landscape with professional development for all staff members**

The Co-op’s Funeralcare programme has been so successful that every new Funeralcare employee is now placed into one of its apprenticeship levels. The Co-op signed up its 1500th Funeralcare apprentice in early 2016, and its 500th successful apprenticeship completion is also on the horizon.

The Co-op is currently working with Pearson to provide a Level 2 business admin qualification for its apprentices. Since April 2016, the Co-op has been integrating new apprenticeship courses into its offering that have been developed under the new Trailblazer standards.

By implementing the new standards as part of its ongoing commitment to providing a first-class apprenticeship programme, the Co-op remains ahead of the curve. Placing employee development at the forefront of their business strategy means that the Co-op can rest assured that they have a well-trained workforce – one that has been assessed carefully using end-point assessment, and supported with firm quality assurance guidelines in mind.





# The transition to the new apprenticeship standards

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landscape

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portfolio

The transition to the new  
apprenticeships

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Get in touch



# Destination trailblazers!

## New apprenticeships from Pearson

At Pearson, we have an excellent range of new apprenticeships available, and this is steadily growing. By 2017, our new-look apprenticeships will provide outstanding assessment quality, reliability and flexibility across a wide range of sectors.

From advanced manufacturing and engineering to dental, rail design and customer service, our new apprenticeships are boosting employment and producing skilled workers in multiple sectors.

By allowing businesses to enhance productivity and profit, our new apprenticeships are helping the UK economy recover and grow.

Our priority is to fill real jobs within your company. That's why, within each sector, we offer a choice of specialised roles – rather than just an overall subject.

If your business is related to aerospace and airworthiness, for instance, you could hire an apprentice as an aerospace software development engineer or an aerospace manufacturing fitter.

If you're in the life and industrial science industry, you could opt for a laboratory technician or a science manufacturing technician.

As well as giving learners the specific training they require, this approach is cost- and time-effective for employers. By training apprentices in specific occupations, using detailed standards, employers are able to better allocate time and resources for training – helping them produce a higher-quality apprenticeship programme.

For our current list of new apprenticeships please visit  
**[quals.pearson.com/  
newapprenticeships](http://quals.pearson.com/newapprenticeships)**





# Get ready for the new apprenticeships

## Six things you need to know

1

### **Learning providers and employers will continue to work closely together**

Private training providers (PTPs) and FE colleges will continue to be integral to the new apprenticeship standards, working with employers as they continue to define them. The involvement of learning providers will depend on the sector and the individual requirements of particular employers.

2

### **Check if you need to contribute to the apprenticeship levy**

If your annual pay bill is more than £3 million, you will have to contribute a 0.5% levy, which will go towards funding apprenticeships in the UK. You will receive a £15,000 allowance to offset against your payment.

3

### **Check if your learners will need to take formal qualifications**

Some sectors and occupations require our new apprenticeships to involve qualifications. For example, a healthcare science assistant will need to complete our BTEC Level 2 Diploma in Healthcare Science. Whichever new apprenticeship they take, your apprentice will be assessed on their skills, knowledge and behaviours.

4

### **Find out how long the apprenticeship will take to complete**

The length of a new apprenticeship depends on the role the apprentice is training for, the subject and the level. The minimum duration for a new standards apprenticeship before an apprentice can take the end-point assessment is 12 months, with 20% off-the-job training.

For subjects such as dental and healthcare science, our new apprenticeships typically last for 18 months; to train an apprentice as a science manufacturing technician (Level 3) we suggest 30 months; and as a toolmaker or a tool and die maintenance technician (Level 3), we suggest 48 months.



Have any questions about the new apprenticeship standards?  
Ask us anything!

Training providers and employers:  
[wblfe@pearson.com](mailto:wblfe@pearson.com)

FE colleges:  
[fecentresupport@pearson.com](mailto:fecentresupport@pearson.com)

5

### **Learn how your new apprenticeship will be assessed**

For many new standards we will offer an end-point assessment service and can arrange these for employers. If we are not offering this service, we can help employers arrange this with other assessment organisations. If no qualification is required, we can offer a formative assessment service or learning material mapped to the standards and EPA requirements. The employer has a key role in deciding when their apprentice is ready for assessment.

We are currently, and will continue, to undertake applications on the RAAO (Register of Apprenticeship Assessment Organisations) for sectors in which we intend to offer new apprenticeship standards and end-point assessment services.

Where we don't offer an end-point assessment service for a particular new apprenticeship standard, we will work closely with employers and relevant third party assessment organisations to ensure the apprentice is supported with a well structured learning programme which prepares them for an end-point assessment.

6

### **Talk to Pearson about additional support**

Our experienced team are up to date with the new apprenticeship standards, and our nationwide account management team are equipped with the knowledge and resources to help learning providers and employers set up and deliver high-quality apprenticeships in line with them.

We want to help you realise the same benefits, and our highly-skilled team of experts is here to support you through every step of the apprenticeship process – from gaining centre approval to registering learners and claiming certificates – to make it as simple as possible for you to set up a high-quality, productive and inspiring apprenticeship programme for your company.





# The new apprenticeship standards

Get in touch

The new apprenticeship standards  
The transition to the new apprenticeships  
Our current portfolio  
The apprenticeship landscape



# Why work with Pearson on the new apprenticeship standards?

We are passionate about learning. As the world's leading learning company, we offer education and assessment services to employers in over 60 countries, developing programmes that are highly engaging for learners and incredibly efficient for providers.

## What we do

We offer advice and support for learning providers and employers transitioning to the new apprenticeship standards, working closely with you to ensure we meet the needs of your business and the market you're working in. We've been creating and delivering apprenticeships in over 35 sectors from business administration and construction to health and retail for many years and have the expertise to deliver the new apprenticeship standards too.

## We know the new standards inside-out

We believe that everyone – employers, FE colleges and private training providers – will work together to realise the success of the new apprenticeship standards.

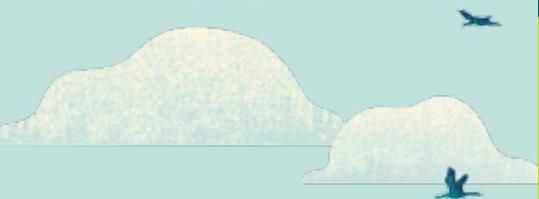
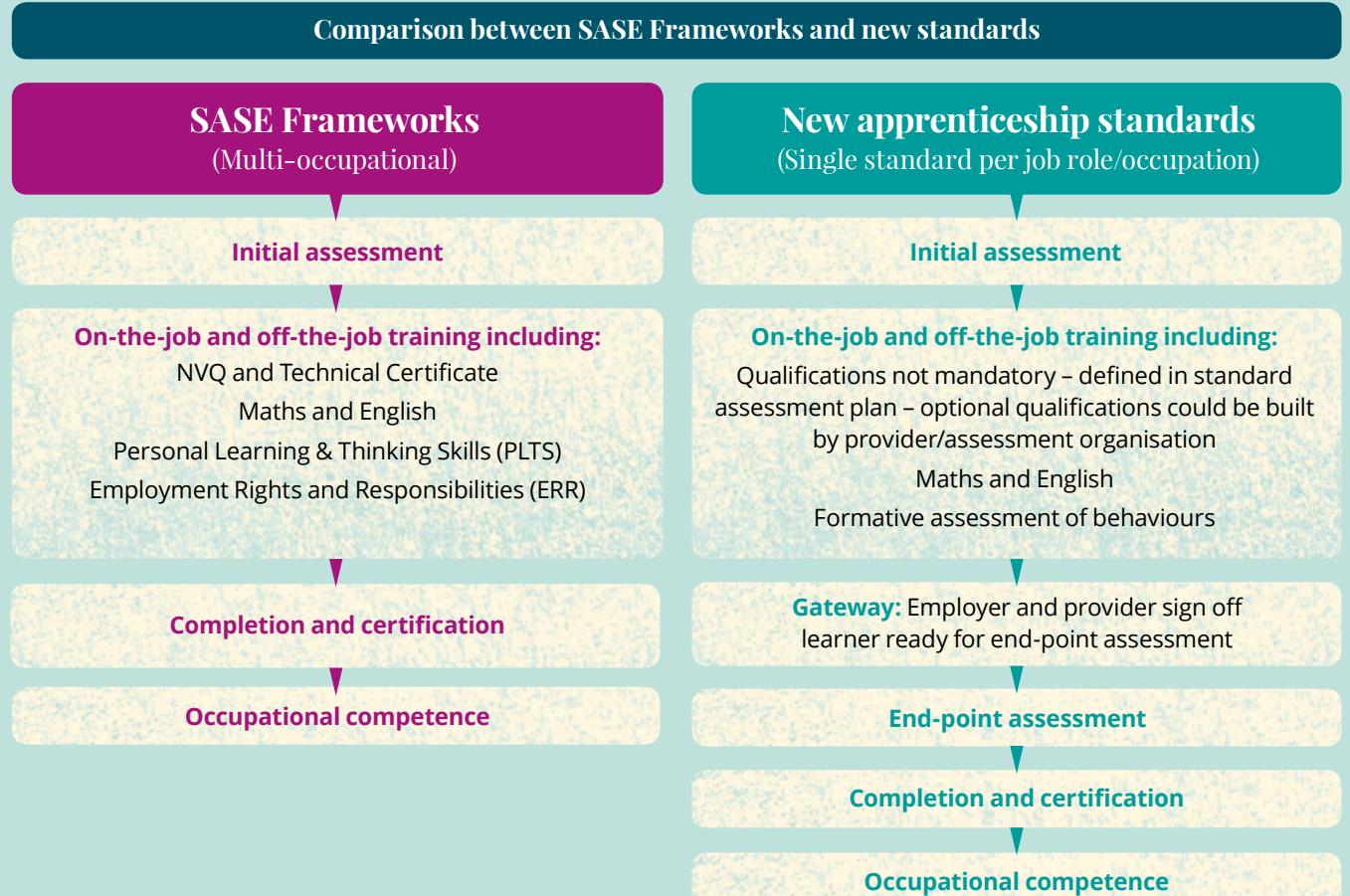
We have worked with trailblazers and BIS to develop the new apprenticeship standards, advising them on assessment and grading, as well as developing assessment plans that ensure quality, rigour, responsiveness, independence and consistency, so we have first-hand knowledge of what is required to deliver an apprenticeship under the new standards.

“

*We believe that everyone – employers, FE colleges and private training providers – will work together to realise the success of the new apprenticeship standards.*



# What's changing?





## The differences in more detail

	How apprenticeships currently look	How apprenticeships will look from 2017 onwards
<b>Grading</b>	Apprentices either pass or fail their apprenticeship.	Apprentices are graded – encouraging them to strive for excellence.
<b>Training</b>	On-the-job and off-the-job training is allocated in line with the learning provider's preference.	Apprentices receive a minimum of 20% off-the-job training.
<b>Behaviour</b>	The apprentice's behaviours are not formally measured by learning providers.	Apprentices are trained to meet the level of behaviour set out in the new standards.
<b>Assessment</b>	Apprentices are assessed throughout their training, with no specific end-point assessment.	Apprentices are assessed at the end of their training by an independent assessor.
<b>Certification</b>	Apprenticeships are accredited by Apprenticeship Certificates England (ACE), Sector Skills Councils (SSC) and Sector Skills Bodies (SSB).	Apprenticeships are accredited by the Federation for Industry Sector Skills and Standards (FISSS). Not all standards have incorporated qualifications that recognise the apprentice's achievement.
<b>Funding</b>	Funding for apprenticeships is channelled through learning providers, colleges and employers with direct contracts.	Employers with a £3 million annual pay bill contribute a 0.5% levy with funding directly channelled to them. Separate arrangements are in place for SMEs.



# Your countdown to the new apprenticeship standards

## PREPARING FOR LIFT OFF...

The new apprenticeship standards are being developed by groups of employers working together to design the new apprenticeships within their sectors.

Pearson is supporting a large number of trailblazer groups of employers in the development of the new apprenticeship standards.

Old SASE (Standard of Apprenticeship Standards England) frameworks will be replaced fully by the new standards in 2017. Not all sectors are on the same time frame but all must be delivered by the 2017 deadline. To date, more than 112 new standards have been approved by the government for delivery.

## READY?

Get informed!

It's vital for learning centres to stay informed in a fast-changing apprenticeship landscape.

Appoint an internal trailblazer champion to be your 'expert' voice and to keep an eye on government and provider developments. It's also a good time to speak to local employers about which programmes are in demand, do online research or make contact with other bodies such as Local Enterprise Partnerships, trailblazer groups or Sector Skills Councils.

### CHECKLIST:

Have you signed up for updates and information?



Have you appointed an in-house new standards expert?



Have you decided what occupational areas you want to grow?



Speak to your local employers...

As apprenticeships are moving to a more employer-led approach it's important you consult with your local employers when developing their programmes.

### CHECKLIST:

Have you spoken to local employers to test and develop high level proposals for your programmes?



Have you tested your programmes with employers and acted on feedback?



Check what's already available...

Check whether the new standard is available for delivery for your chosen apprenticeship occupation here:

[www.gov.uk/government/collections/apprenticeship-standards](http://www.gov.uk/government/collections/apprenticeship-standards)

If you are an existing provider of SASE frameworks, you will need to decide when to make the transition.

### CHECKLIST:

Have you checked what apprenticeships are already available?



Have you agreed your schedule for transition?





For more information on implementing the new standards, talk to us.

We can support you in every step of your new apprenticeship standards journey.



## STEADY

Develop your programme

**Get informed now to make your programme development run more smoothly further down the line.**

Will you offer a qualification-based programme or something more bespoke? There are different routes you can take and lots of information is available online from the government website [www.gov.uk/government/collections/apprenticeship-standards](http://www.gov.uk/government/collections/apprenticeship-standards)

### CHECKLIST:

Have you assessed what qualifications are available and decided what to include?



Have you decided how long programmes will take?



Have you assessed costs and negotiated prices with the employer?



Are you integrating maths and English?



## Choose an end-point assessment provider

**Registered Assessment Organisations (RAOs) will deliver end-point assessment. Learning providers can recommend a registered organisation but the final choice is down to the employer.**

Pearson is a registered assessment organisation and you should contact your local Pearson Account Manager for more information.

### CHECKLIST:

Have you investigated and chosen an end-point assessment provider?



## Create a pricing structure

**Your pricing structure must give you the flexibility to negotiate with employers and contractors and must fall within the maximum funding available, unless employers wish to contribute more towards training.**

### CHECKLIST:

Do you have a simple funding model/pricing structure staff and employer partners will understand?



Does your pricing model consider overheads, programme content and end-point assessment?



Does your pricing structure give you flexibility to negotiate with employers and contractors?



How much discount (if any) can you afford to offer?



## GO!

Are you ready?

**Check you have considered all aspects of implementing the new standards both internal and external – including assessing internal technology and training issues and initiating contractual and evaluation processes.**

### CHECKLIST:

Have you considered all aspects of delivering the new standards?



Do you need to provide training to staff?



Have you agreed how you are going to monitor, review and evaluate the success of your apprenticeship programmes?



Have you developed templates for contracts with apprentices?



Do you have a marketing plan in place?





# An example of a Pearson solution for the new Customer Service Practitioner standard





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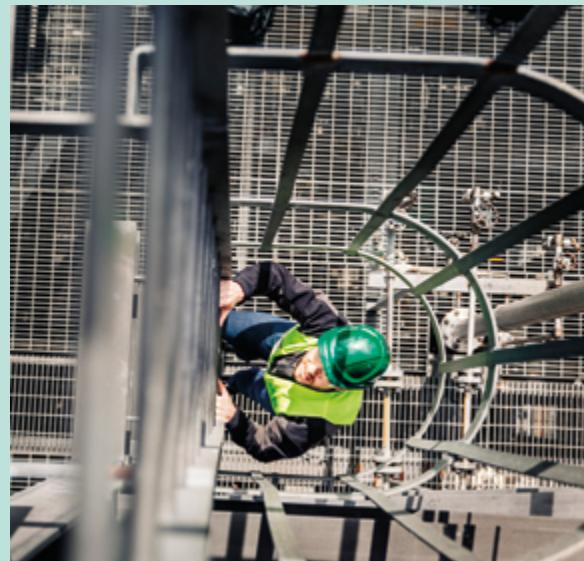


# Helping you to implement the new apprenticeship standards

We will work with you at every stage of your programme and provide you with valuable resources, including assessment requirements, online services and training guidelines.

Our support service is divided up into four main stages: planning, teaching and training, tracking and assessing, and developing.

Each step is an integral part of running a work-based training programme, and we have devised expert materials, events, technologies and services to help you excel throughout.



“

*We believe it is the employers, FE colleges and private training providers, that will work together to deliver success in apprenticeships and turn the aspiration of the new reforms into a reality for the apprentices of the future. We want to continue to work with you on the new apprenticeship standards to understand how we can help with this, and how you can help us get the next generation of apprenticeships right for your learners.*



## Here are a few ways we will support you

**1**

We will help you plan your programme in line with the new standards

**2**

Our teaching and training resources will ensure high-quality learning outcomes

**3**

We make it easy to track and assess your apprentice

**4**

We will introduce you to fresh ideas to support your training

**Good preparation is essential to a successful work-based training programme.**

From introductory events and advice from sector experts to our 'Getting Started' guidelines, blogs and online resources, we have plenty of information to set you on the right track.

**The new standards require your learner to achieve full competency in their chosen occupation before you sign them off for assessment.**

From digital materials, delivery guides, and delivery and assessment webinars to BTEC WorkSkills, Functional Skills assessments, and podcasts for your learners, we have the tools you need to help them reach that stage.

**Our online resources help you monitor your apprentice's performance and review their work quickly and easily.**

Once you are satisfied with their progress, you can use our independent assessment service to ensure they meet the new standards.

**Pearson's support and guidance services are second to none.**

From preparation through to assessment, we have the expert information, resources and solutions you need to run your work-based training programme smoothly.

Our customer services team and your account manager will be on hand to help you at any time.



# What makes Pearson different?

We can provide you with a reassuring bespoke 'individualised' approach to creating a new apprenticeship that fits the new apprenticeship standards.

We provide end-to-end support and tailored solutions and a team that is passionate about your company.

We will get to know your business inside-out, helping you develop the perfect work-based training programme with ease.

## Here are just a few reasons to work with us.

- Our services can be customised to develop skills for specific roles, helping to grow your business.
- We're on hand to support you at every step of the way – from gaining centre approval to registering learners and claiming certificates.
- You will have access to our industry-leading behavioural diagnostics, digital learning and assessment support, as well as specially designed books and activities for your apprentice to work through.
- We offer training webinars and learner podcasts to help your apprentices prepare for their assessments.
- You will receive our quality assurance manual to help you meet the new standards, and we will conduct standards verification visits to help ensure the quality of your work-based training.
- Our assessment plans have been developed with employer groups to ensure quality, rigour, responsiveness, independence and consistency.
- We can help you choose an appropriate independent assessment organisation to conduct the end-point assessment of your apprenticeship programme.



# How we will work with you

From the initial set-up process to signing off your learners for assessment, we are here to support you. We are passionate about helping companies create, deliver and assess exceptional work-based training programmes, and we know you'll be delighted with our expert service.

You will be provided with the name and details of your dedicated account manager, making it simple for you to talk to an expert who already knows your requirements. Our Standards Verifiers (SVs) are also on hand to give you expert advice and support, and oversee and ensure the quality of your apprenticeship.

“

*From the initial set-up process to signing off your learners for assessment, Pearson is here to support you.*





# HIT Training

## Strengthening businesses with work-based learning

Our extensive range of apprenticeships is designed to meet the training needs of employers and the new apprenticeship standards, allowing employers to closely follow the progress of their apprentices.

In this case study, we look at how we collaborated with HIT Training to provide solutions for the hospitality and catering industry.



HIT Training is the leading apprenticeship provider for the UK's hospitality and catering industry. They offer hotel and catering apprenticeships at all levels and in all sectors – from chefs, waiting staff and bar staff to sales, marketing and event management roles. They pride themselves on the practical experience of their trainer-assessors – who have all worked in the industry – who provide HIT with insight into the needs of the employer and the learner.

### Meeting the training challenges presented by the hospitality and catering industry

HIT faces two key challenges as a training provider for this industry:

- To ensure employers can access training interventions that suit their business needs.
- To help employers gain access to public sector funding.



Apprenticeships provide SMEs with effective bespoke training routes for their learners, helping them to develop their skills while working on site. By maximising each apprentice's time in the role, businesses can build a workforce that is not only fully trained, but has an in-depth understanding of how the business operates.

HIT knows that their training needs to meet the requirements of every business, and allow apprentices to thrive. Linda Martin, Quality and Development Director at HIT, says: "Our customers range from a single independent fish and chip shop to multinational organisations such as Aramark, and include the licensed trade, hotels and restaurants of all sizes. At any given time, we will be working with 10,000 apprentices, and it is crucial that we are able to offer every one of them, as well as their employers, the bespoke training and qualifications they require."



**“** The relationship with Pearson has been a key part of the solution for us. As well as the infrastructure and systems the relationship gives us, Pearson is also able to give us a wider insight into the world of education and qualification development.”

**Linda Martin, Quality and Development Director at HIT**

#### **Roll-on, roll-off apprenticeships**

To meet the consistent demand for hospitality and catering apprentices HIT offers apprenticeships on a roll-on, roll-off basis. This means that apprentices start and finish their training throughout the year, making Pearson's flexible offering of registration, training, assessment and certification valuable.

As HIT's principal awarding organisation, we provided them with an entire suite of hospitality qualifications and resources, from apprenticeship Levels 2 to 5. We also assess HIT's quality assurance processes, which underpin their delivery standards. We always have a dedicated account manager on hand to enable HIT to provide a responsive and flexible service at all times.

Our up-to-date knowledge of apprenticeship funding helps HIT deliver their second objective: to connect employers with funding solutions and support their business development strategies.

#### **Working with Pearson to achieve successful training outcomes**

We are pleased to say that over 70% of HIT apprentices finish their training and obtain a qualification. HIT have delivered apprenticeships to more than 45,000 hospitality and catering staff and Linda estimates that 30,000 of those staff completed a course awarded by Pearson.

“The success of our learners is reflected in quantifiable improvements and benefits for their employers”, she says. “Well trained, competent staff are a valuable asset and can help a business perform well by delivering improved efficiency, better customer service and reduced staff turnover.”

She adds: “The relationship with Pearson has been a key part of the solution for us. As well as the infrastructure and systems the relationship gives us, Pearson is also able to give us a wider insight into the world of education and qualification development.



“Pearson is large, but accessible – it is also very competitive on price and not as bureaucratic as some awarding organisations can be. We have a good relationship with our account manager and I know I will get an answer from our account manager within 24 hours of any query, which I think makes the Pearson offer very good value for money.”

Linda concludes: “The fact that Pearson is also able to offer its suite of products and services to suit our roll-on, roll-off model is one of the core elements of our own success in delivering the right solutions to our customers.”

HIT holds two Grade 2 'Good' OFSTED inspection results, which reflects their effectiveness and operational excellence.



## Get in touch

Ask a question...



# Find out how we can provide the right work-based training solution for you

For further information and support:

To find out more about apprenticeships qualifications from Pearson visit:

[qualifications.pearson.com](http://qualifications.pearson.com)

Training providers and employers:

**Call: 0844 576 0045\***

**Email: [wblfe@pearson.com](mailto:wblfe@pearson.com)**

FE colleges:

**Call: 0845 373 0114\***

**Email:**

**[fecentresupport@pearson.com](mailto:fecentresupport@pearson.com)**

\* Calls cost up to 3p per minute plus your phone company's access charge

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