

**From Apprenticeship
Commitment Statements
to *Training Plans***

(Recorded session)

IFATE consultation outcomes for Integrated EPA

ESFA Funding Rules
change: Training Plans

SHU FSP: Model D

0-credit
module

SHU Apprenticeship Principles

Blended

OfSTED QIP Action:
Revise SHU Templates

OfSTED QIP Action:
KSB Assessment

QIP - OF2: *Ensuring that assignments delivered as part of apprenticeship provision clearly articulate the KSBs from the apprenticeship standard that are being assessed.*

ESFA Funding Rules

- As a leading applied university SHU has over 2000 Apprentices (3000 this year?) with about 500 employers. We deliver the MOST Degree Apprenticeship Standards nationally
- Apprenticeships are funded by the Education & Skills Funding Agency (ESFA). Employers typically pay for the training using their “Apprenticeship Levy”, or direct ESFA funding for smaller employers
- The ESFA change the rules (and move the goalposts) most years
- The University has to update its forms and operational procedures to remain compliant with the funding rules and minimise financial / reputational risk
- Sometimes the rules affect how we “deliver” apprenticeships

How does this affect us in 22/23?

- The new rules mean that we have to offer more information up front about how we will deliver “the training”
- We also need to be clearer about the expectations on employers.
- This helps us to be more rigorous about the correct amount we charge - the *Total Negotiated Price* (TNP) (allowing for any RPL and adjustment to the programme “duration”). (RPEL and RPCL)
- The changes will help us to monitor and track the Off the Job Training (20% OTJT !!)
- Nb, There are other changes impacting on On-Boarding, Apprenticeship Progress Reviews (APRs), etc. (not covered in this academic briefing)

Key change:
Out with “Commitment Statements”
In with “Training Plans”

- Note, this does not apply retrospectively. New cohorts (from Autumn '22 onwards) have Training Plans. Pre-existing Apprentices remain on Commitment Statements.
- At SHU part of the ~~Commitment Statement~~ *Training Plan* documentation is a mapping grid that shows how academic modules support KSB development through experience in the work place and vice versa.
- To remain compliant, we are issuing some changes to the mapping grid. These should add value to relationships with employers.
- We have completed this transition for Phase 1 (Autumn starts)
- This recording and workshops will support Phase 2 (Jan-March starts '23) and ongoing implementation for all courses.
- External Information Advice and Guidance (IAG) in AIR has been updated.

Mapping doc from validation gets appended to the “Commitment Statement”

ESFA Rules Training Plan Key Extracts:

P56.1 This must set out the training (including the volume of off-the-job training hours) that will be delivered in the practical period and document how all three parties (apprentice, employer and main provider) will support the achievement of the apprenticeship.

P56.3 The training plan must be agreed before any training is delivered (see paragraph P57.6.3).

P57.6.2 For standards with a mandatory qualification this must be, as a minimum, a list of the units, along with a description of any additional activities that the apprentice will undertake to develop occupational competency.

P57.6.3 Details of when content will be delivered. We accept that for longer programmes (i.e. 12 months +) these details may not yet be finalised, and the plan may initially only detail the first year; in these circumstances the training plan should be updated as the information becomes available. This equally applies where an apprentice may have optional aspects

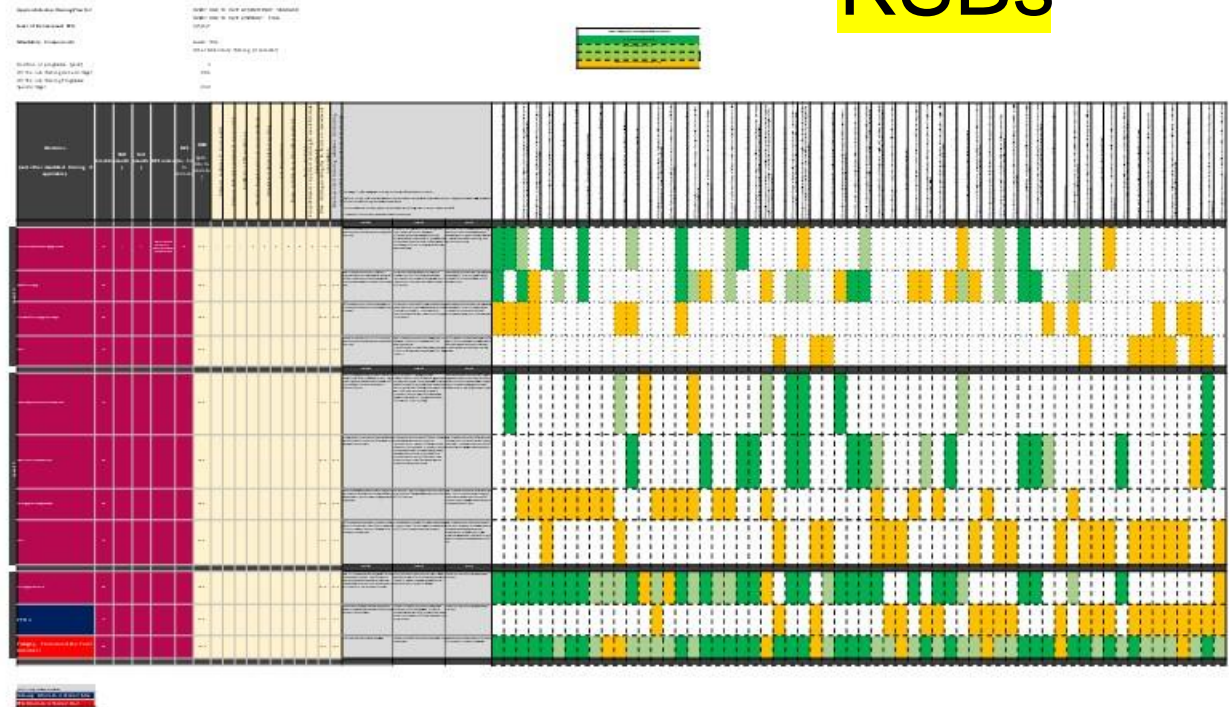
		Modules

KSBS

BESE will release re-worked maps
into a new template for a map to be
appended to the “Training Plan”

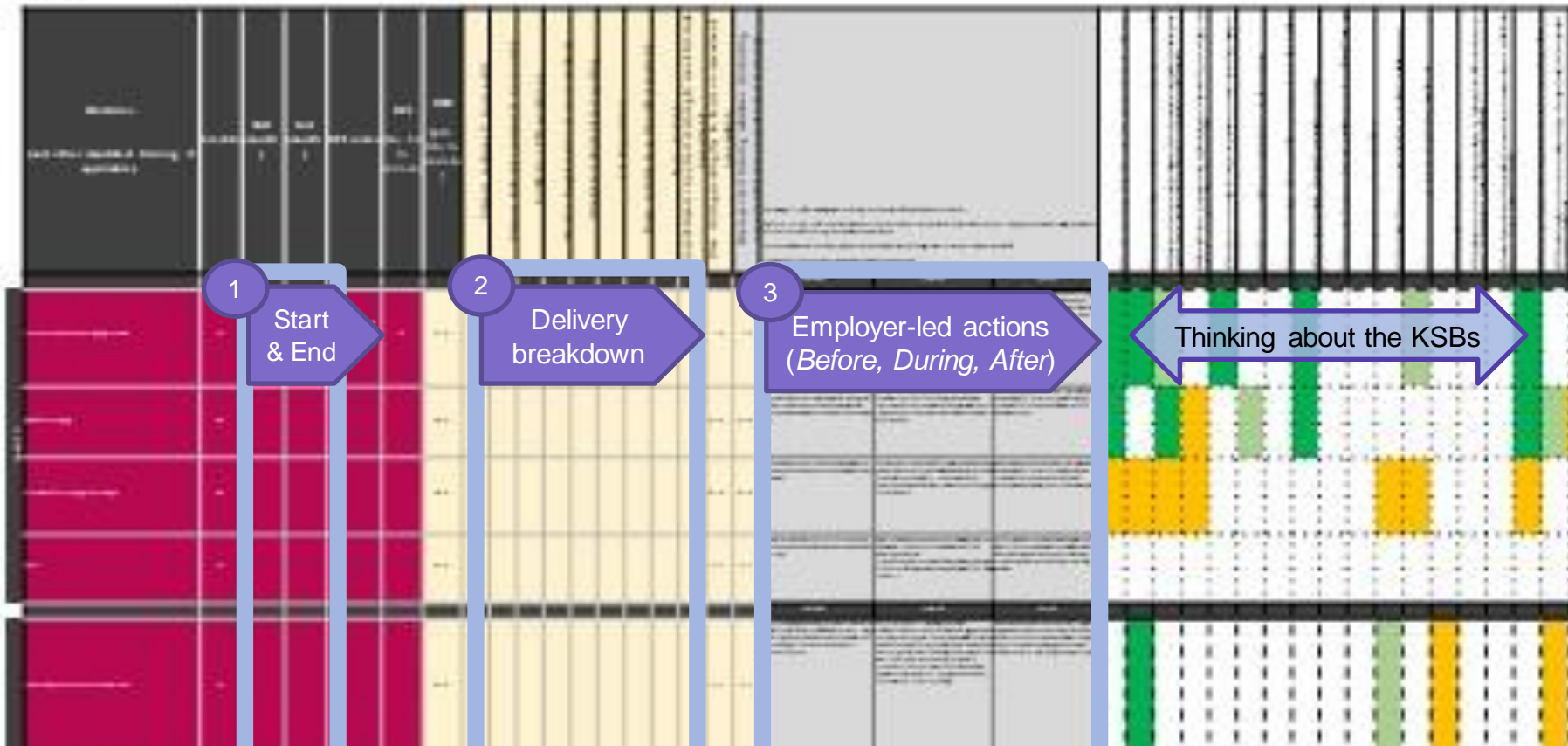
KSBs

Modules



Academically led changes

Check key information and insert course overview



Academic changes for Training Plans (in the mapping annex)

Basic Initial Checks:

- Check the key details at the top and adapt the template for a course overview
- Are these the right modules for the most up to date delivery?
- Revise credit allocations as necessary
- Insert missing detail, including *duration* (Do not include the EPA period in this number)
- Leave the yellow alert for BESE Ops Check in place (do not delete)
- Check the colour coding for Gateway and EPA Modules are correct

and then:

1. Insert the months for start and end of each module (3-year course - use months 1-36)
2. Enter figures for the delivery breakdown for each module *
3. Devise the employer action plan (“before, during after”)

- Only work in the first tab – other tabs are for information or will be auto-populated and checked by BESE)
- (don't change the auto calc columns – SM will do a final check with you on the balance and the pie chart)

Module start and end dates:

- Module start date, e.g. “month 3
- = When substantial delivery of the teaching commences (not necessarily what it says in SITS)
- Module end date = final assessment
- For long thin modules “before” might overlap with the start of the module – be creative
- For significant changes in the delivery of a programme (deviation from the “Training Plan”) we will have to re-issue the Training Plan. Under consideration is a new ADOG agenda item to capture changes.

Module Delivery Breakdown

- For timetabled taught delivery (on campus / on-line) include what it says in the module
- Do not try and account for all the self directed learning – a lot of that will be outside contracted working hours and cannot count as Off the Job Training
- Don't adjust the prepopulated columns
- SM will support the overall balance at the final stage
- e.g. Distribution of Clinical Practice? / Significant WBL Project adjustment?
- Your entries will pre-populates a new pie chart and “Plan on a Page” for the employer – please don't change any formula or other tabs – just work in the main first tab please.

Devising the Employer-Led Actions for each module (example)

Before

During

After



Offer insight into decision making process within organisation, which feature economic factors.
Allow access and review of the business models used.



Provide opportunities for delivering business critical change, for example shadowing senior staff and actively supporting their work.



Help the Apprentice to use the next progress review to re-examine how they have been engaging in potential mitigation strategies to manage projected legislative/regulatory risks and opportunities to develop evidence for EPA.

Employer-Led Actions Before, During, After

- Employer led activities should be designed with reference to the KSBs for the module
- Think of it as a wish list!
- Some modules will ask require focussed tasks, but avoid high risk, e.g. “Make sure your apprentice is engaged in a serious conflict resolution action in week 2 of the Apprenticeship” (= unrealistic!)
- Others may be more broadly expressed allowing for employer variation, but avoid being too bland. e.g. “Offer the apprentice plenty of relevant work experience before the module starts” (= vague)
- Tasks can relate to actions needed for later modules – e.g. project scoping.
- All employers *must* ultimately cover all KSBs in job role! so we can influence the timing for better integration. How do we police? = Assessment + APR.
- OfSTED expect us to have a KSB-centric curriculum, so how can we make use of the employer-led actions in our LTA plan for the module? - Take a look at the Updated guidance on [Assessment for KSB Development](#)

Phase 2 Courses info

College	Depart	Employer	CBO start date	Apprenticeship Standard(s)	Course	Course Leader/ Course Contact
BTE	FABs	clipper	JANA	398- Supply Chain	BA HON PROF PRAC IN SUPPLY CHAIN LEADERSHIP CLIPPER (DA) - cohort 9	requested Michael Benson/Simon Peck
BTE	FABs	clipper	JANC	398- Supply Chain	BA HON PROF PRAC IN SUPPLY CHAIN LEADERSHIP CLIPPER (DA) cohort 11	requested Michael Benson/Simon Peck
BTE	FABs	clipper	JAN	398- Supply Chain	BA HON PROF PRAC IN SUPPLY CHAIN LEADERSHIP CLIPPER (DA) - cohort 8	requested Michael Benson/Simon Peck
BTE	FABs	clipper	JANB	398- Supply Chain	BA HON PROF PRAC IN SUPPLY CHAIN LEADERSHIP CLIPPER (DA) - cohort10	requested Michael Benson/Simon Peck
BTE	FABs	Hermes	JAND	398- Supply Chain	BA HON PROF PRAC IN SUPPLY CHAIN LEADERSHIP HERMES - cohort 12	requested Michael Benson/Simon Peck
BTE	DoM	Mixed	Feb-23	055 - Chartered Manager	BA HON PROFESSIONAL PRACTICE IN MANAGEMENT(DA) FEB	Claire Holland
SSA	NBE	Kier	Feb-23	501 - Construction Site Management	BSC HON CONSTRUCTION MANAGEMENT PRACTICE(KIER) DA	requested Anna Dowd
SSA	NBE	Kier	Feb-23	482 - Construction Quantity Surveyor	BSC HON CONSTRUCTION QNT SURVEYING PRAC(KIER) DA	requested Anna Dowd
HWB	AHP	Mixed	Mar-23	391 - Occupational Therapist	BSC HON OCCUPATIONAL THERAPY (DA)	requested Marie/Petra
HWB	AHP	Mixed	Mar-23	391 - Occupational Therapist	BSC HON OCCUPATIONAL THERAPY (DA) Derby	requested Marie/Petra
SSA	A&D	Mixed	Jan-23	302 - Packaging Professional	BSC HON PACKAGING PROFESSIONAL (DA)	requested Peter Macqueen
HWB	AHP	Mixed	Mar-23	397 - Physiotherapist	BSC HON PHYSIOTHERAPY (DA)	requested Marie/Aimee France
HWB	AHP	Mixed	Mar-23	397 - Physiotherapist	BSC HON PHYSIOTHERAPY (DA) NW	requested Marie/Aimee France
SSA	NBE	Barratt	23/01/2023	050 - Chartered Surveyor	BSC HON PROFESSIONAL PRACTICE IN REAL ESTATE (BAR) (DA)	
HWB	AHP	Mixed	Mar-23	445 - Therapeutic Radiographer	BSc Therapeutic Radiography (DA) (TRAD)	Keeley Rigby
SSA	NBE	Kier	Feb-23	502 - Construction Site Supervisor	CERTHE CONSTRUCTION MANAGEMENT PRACTICE(KIER)(HA)	requested Anna Dowd
SSA	NBE	Kier	Feb-23	468 - Construction Quantity Surveying Technician	CERTHE CONSTRUCTION QNT SURVEYING PRAC (KIER) (HA)	requested Anna Dowd
SSA	NBE	Barratt	16/01/2023	502 - Construction Site Supervisor	CERTHE PROF PRAC IN RSDTL DEVT & CONST (BAR) (HA)	requested Emma Harrison
SSA	NBE	Barratt	16/01/2023	468 - Construction Quantity Surveying Technician	CERTHE PROF PRAC IN RSDTL DEVT & QNT SRV (BAR)(HA)	requested Emma Harrison
SSA	NBE	Barratt	16/01/2023	500 - Construction Design and Build Technician	CERTHE PROF PRAC IN TECHNICAL & DESIGN MGT (BAR)	requested Emma Harrison
HWB	AHP	Mixed	Mar-23	431 - Diagnostic Radiographer	DIAGNOSTIC RADIOGRAPHY (DA)	requested Marie/David Smith
HWB	N&M	Mixed	Jan-23	252 - Advanced Clinical Practitioner	MSC ADVANCED CLINICAL PRACTICE (DA)	Tim Butterill
SSA	SIOE	SHU	Jan-23	272 - Academic Professional	PGD ACADEMIC PRACTICE (HA)	David Owen confirmed Jan start date
BTE	DoM	Mixed	Feb-23	236 - Senior Leader	PGD SENIOR LEADERSHIP (FEB)	Claire Holland
SSA	DLC	SYP	Jan-23	256 - Police Constable	POLICE CONSTABLE (DA)	Laura confirmed to be requested
SSA	DLC	SYP	Mar-23	256 - Police Constable	POLICE CONSTABLE (DA)	Laura confirmed to be requested
SSA	NBE				ARCHITECTURAL ASSISTANT	Not running until Sept 23 - awaiting validation Nov 22
HWB	AHP		Mar-23	Dietician	BSc DIETETICS (DA)	Awaiting validation (academic lead Katie Peck), scheduled validation Autumn 22
HWB	AHP			Sonographer	BSC Medical Ultrasound	Awaiting validation - Michelle Hood
HWB	AHP		Mar-23		BSc Operating Department Practice Degree Apprenticeship	Awaiting validation scheduled Autumn 22 course leader Martin Reilly, Katie Mcallum
HWB	AHP		Mar?		DIAGNOSTIC RADIOGRAPHY (DA) DL	Not going ahead
HWB	AHP		Next year (sept 23)		ECP (PARAMEDIC ROUTE)	Awaiting validation
BTE	Eng				MANUFACTURING MANAGER	Awaiting validation
HWB	N&M				NURSING (DISTRICT), (LD)	Awaiting validation

Roles:

- ADBEs and HoWBL to host workshops, updating guidance and check collate outputs.
- Principle Academic leads to offer oversight of actions in Departments.
- ACLs to ensure their course mapping table is populated
- Module Leaders to ideally provide line by line input.
- WBL Coaches: support with ideas and creative contributions. Be ready to support implementation.
- Final checks and balances with HoWBL (SM).
- BESE Ops team will issue the Training Plans to employers and complete onboarding.

Resources:

- [Apprenticeship Assessment Essentials](#) pages include an overview, with video and these slides:
- Templates for each course will be located here: [Templates for Phase 2 Courses](#)
- The [generic template](#) includes a tab with sample text you can adapt and improve on. *Your draft needs to work for your modules.* This is the original exemplar for [Packaging Professional before-during-after](#).
- You can access the [Phase 1 work done in this folder in Teams](#).
- [Use this Teams Site for questions](#), ideas and posting emerging practice to help each other with work in progress.
- Upload your [completed Mapping for Training Plans here](#)

Time line for Phase 2

Tasks / Events	Provisional Timescale
Resources and templates generated by BESE Invites sent for workshops	SM WC 26 Oct
Templates release target date	12 Oct.
ACL and practitioner workshops	WC 3/12/19/26 Oct
ACLs produce initial draft Training Plan content	14 Nov.
Employer consultation (Indicative period where needed)	14 Nov to 1 st Dec
BESE review of TPs to finalise	Late Nov/Early Dec
Course Start dates	(variable Jan/Feb)

Some courses in Phase 1 only found time to prepare content for Level 4.
This should be addressed during Phase 2 timescales.