

Bite Size Apprenticeships bulletin for the South East: easy to understand information about apprenticeships and how they can support Public Health.

Bulletin topic 3: **How employers can create and deliver a successful apprenticeship including engaging with training providers to shape the programme:**

Step 1: Assess your workforce development need

Identify the skills gaps of either your current or future workforce. Think about any vacancies that could be considered as a future apprentice role.

Step 2: Identify:

- A training programme (also known as an Apprenticeship standard) here: <https://www.instituteforapprenticeships.org/apprenticeship-standards/>
- A provider here: <https://findapprenticeshiptraining.apprenticeships.education.gov.uk/>

It's also worth speaking to education providers you may already have an existing relationship with to discuss apprenticeship provision. More about procurement to come in a future bulletin.

For the newer Public Health Practitioner (PHP) Apprenticeship we invite you to the first South East Employer's forum meeting on 26th May 10-11am (invite attached). We will work together to choose a provider and shape the process and delivery of the apprenticeship for apprentices starting in September 2021. This will help to ensure that the apprenticeship programme is fit for purpose and is a good place to find out what you need to do. Contact joanne.keeling@phe.gov.uk for further details.

Step 3: Set up a Digital Apprenticeship Service (DAS) account.

- For levy paying organisations, this will probably have already been set up – contact your HR or Learning & Development team to ask who has access to your DAS account.
- For non-levy paying organisations or those that do not have a DAS account follow instructions at gov.uk - [How to register and use the apprenticeship service as an employer](#) and EFSAs YouTube [video on registering an account on the apprenticeship service](#).

Step 3: Access funding for apprenticeship training costs via the apprenticeship levy:

- by using your own organisation's levy funds; via a reservation; or from a levy transfer – more detail about this to come in the next bulletin.

Step 4: Advertise your vacancy

Your training provider can help with: advertising & shortlisting; identifying an existing employee or recruit new apprentices. The gov.uk apprenticeship service can also advertise.

Step 5: Provide ongoing support for the apprentice including:

Helping the new apprentices to adjust to the workplace, nominating a member of the team to be the apprentice's mentor, planning workload to provide the necessary opportunities to complete practical tasks in line with training goals.

Also build in time for the apprentice to receive regular assessment / workplace reviews by the training provider and ensure the training programme meets the needs of the learner and your organisation.

Your HEE apprentice lead can provide guidance and support on all/any stage of the process (elaine.lancaster@hee.nhs.uk)