



The Historic Environment Trailblazer

Apprenticeships

Here is a list of frequently asked questions about apprenticeships, for more information please see the [gov.uk webpages on apprenticeships](https://www.gov.uk/webpages-on-apprenticeships), and the [Institute for Apprenticeships website](https://www.institute-for-apprenticeships.org.uk).

What is an apprenticeship?

Under the Enterprise Act the term 'apprenticeship' is now protected and must be a formal job opportunity that involves substantial training, combining on-the-job training, formal learning and paid employment. Each new apprenticeship must provide 20% off-the-job and 80% on-the-job training, and overall comprise 30+ hours per week and last for 12 months or more. Apprenticeships can be from Level 2 to 7 (GCSE to post-graduate), and they offer employers the opportunity to take on new staff or to up skill existing staff.

What are the benefits of recruiting apprentices in my organisation?

Apprenticeships will offer an important new route into a range of professions in all sectors and could **address personnel shortages and skills and knowledge gaps** in your organisation. Apprenticeships can also help to create more **structured career pathways** and **support career progression for existing staff, improving productivity** through up or side skilling opportunities delivered through formal training. Apprenticeships are now being designed by employers to ensure quality training is delivered during an apprenticeship, with support from professional bodies to ensure they **meet professional standards**, and will **ensure apprentices are ready to work in the role** at the end of their training.

In the Historic Environment sector apprenticeships will help to meet the demands placed on the heritage workforce - addressing significant skills shortages and gaps in a range of professions, and help to **improve social mobility and diversity in the sector**.

Additional benefits include **development opportunities for managers and mentors** whilst training an apprentice, and utilising **government funding to invest in training new and existing staff**.

What are the benefits for the apprentice?

Apprenticeships offer a unique and valuable opportunity for individuals to **learn a profession through formal training, gain valuable experience in the workplace and earn a wage at the same time**. Degree apprenticeships also offer the opportunity to study for a degree, for free, making many roles in the sector far more accessible to a wider audience.



What should I pay an apprentice?

Each organisation will have to decide independently their pay rate for apprentices.

Historic England and the English Heritage Trust have committed to paying their apprentices the living wage. There is a national minimum wage rate for apprentices, which you can find on the [gov.uk website](https://www.gov.uk). You can also contact your relevant professional body for further guidance.

For any existing staff member that you place on an up or side skilling apprenticeship, their contract and pay remain the same.

What funding is available to help my organisation?

If you are a small or medium sized organisation and do not pay the apprenticeship levy (have an annual paybill of less than £3 million), the government will pay 90% of your apprentice's training and assessment costs. For example, if you support an apprentice through a Level 7 degree apprenticeship that costs £27,000, the government will pay £24,300 of the apprentice's training and assessment costs and your organisation will pay the remaining £2700.

For organisations that pay the apprenticeship levy, the training and assessment costs of your apprentice are funded by your levy and an additional 10% top up from the government. If you spend more than your levy amount, you will be treated as a small or medium sized employer and continue to pay just 10% of the apprentices training and assessment costs.

The government have also introduced some additional funding to support employers with apprenticeship recruitment. Employers are not required to pay National Insurance Contributions for apprentices under the age of 25. There is also a £1,000 payment available to the employer when they train a 16 to 18 year old, or when they train a 19 to 24 year old who has previously been in care or who has a local authority education, health and care plan.

What other costs do I need to consider?

The apprenticeship levy will only cover the costs of your apprentice's training and assessment, all other costs will need to be covered by your organisation. For example, if you recruit a new apprentice you will need to pay the apprentice's salary, travel and subsistence, and any other additional costs such as equipment or material costs. If you are intending to support an existing member of staff through an apprenticeship you will need to consider the cost implications of the 20% off-the-job training and any additional travel and subsistence costs.

What kind of contract will the Apprentice be on?

The Apprentice will be on an apprenticeship contract for the duration of their apprenticeship which differs from a fixed term contract. Apprentices have a specific legal status which protects them from certain forms of dismissal during their apprenticeship as they are expected to learn on the job. This does not mean you cannot dismiss an apprentice on fair and reasonable grounds, but



you will need to consider carefully the reasons for dismissal and whether or not this is performance related.

Do apprentices have the same rights as other employees?

Apprentices will have the same statutory rights and will generally follow the same performance development review processes as any other employee in your organisation.

Do I need to guarantee a job at the end of the apprenticeship?

The employer is under no legal obligation to employ the apprentice once they have completed their apprenticeship. You can however include this in an apprenticeship agreement - if you wish to retain the skills in your organisation once the apprentice has completed their training.

How do I know if there is an apprenticeship available for the role I have in mind?

A list of all the apprenticeships currently available can be found on the [Institute for Apprenticeships website](#) which includes an apprenticeship finder tool.

How do I find a Training Provider and End Point Assessor to deliver the off-the-job training and assessment?

On the gov.uk website, you can check the [Register of Approved Training Providers \(RoATP\)](#). In most cases, the Training Provider will help you find a suitable End Point Assessor, but you can also check the [Register of Approved EPAs](#) on the gov.uk website.

Can I up-skill members of my current team through an apprenticeship?

Yes you can, but you will need to go through the same process of identifying whether or not a suitable apprenticeship is available through the [Institute for Apprenticeship website](#) and identify a training provider. The individual's job title and contract status will not change, but your member of staff will have to sign a training agreement and you will need to agree to release your member of staff for the 20% off-the-job training.

Is an apprenticeship suitable for my organisation?

An apprenticeship provides an opportunity to address some of the skills needs of your organisation. It is one method of providing structured training for new or existing staff amongst other training opportunities, and it is important to consider the difference between **what could** and **what should** be an apprenticeship.

Before you recruit an apprentice, consider what skills you are looking to develop and if you have the capacity and resources to develop these skills through an apprenticeship. The following questions may help you identify if an apprenticeship is a suitable option:



- Can the skills, knowledge and/or behaviours you are looking to develop be achieved through a few CPD courses, through more experience, through mentoring, or does this require more substantial training?
- What is the role you would like the apprentice to be able to do at the end of their training – do you need someone to be able to perform in this capacity immediately?
- Have you considered the apprentice will be spending 20% of their time off-the-job training and could you make reasonable adjustments for this?
- Do you have the right mentoring and support in place?
- The apprenticeship levy will fund at least 90% of the training and assessment costs of your apprentice. Do you have the funding to cover any additional costs?

It is important to recognise the benefits but also the implications of taking on an apprentice in your organisation. Apprenticeships have not been developed to replace existing training programmes, but as an alternative route that provides structured vocational training for a specific profession.

How are new apprenticeships being developed?

In recent years there have been some radical changes to the way apprenticeships are designed and delivered. In 2012 the Richards Review highlighted the value of apprenticeships, but called for a new approach to developing quality apprenticeships more focused on the needs of employers. As a result employers are now at the heart of the process, and through groups known as 'Trailblazers' develop 'standards' or outlines for new apprenticeships - for approval by a non-departmental public body called the Institute for Apprenticeships. More information on Trailblazers can be found on the [Institute for Apprenticeships website](#).

What apprenticeships are being developed for historic environment professions and when are these likely to be available?

The Historic Environment Trailblazer is currently developing apprenticeships for a range of historic environment professions and several are likely to be available from September 2018.

Two entry level roles have been finalised and are awaiting approval from the Institute for Apprenticeships. The first is an Archaeological Technician (level 3) role aimed at creating new site assistant opportunities. Similarly, a Conservation Technician (level 4) is designed to provide a vocational route into the Conservation profession.

The group is actively working on a number of other standards for investigative, technical and advisory roles at a range of levels. We have recently submitted a proposal for a Conservator role - this will be a level 7 degree apprenticeship, and begun work on a level 7 degree apprenticeship for Archaeological Specialists which it is hoped will address some of the specialism shortages



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identified for the profession, particularly in post-excavation analysis. A standard will also be developed for roles that provide heritage advice, such as Historic Environment Officers, Conservation or Listed Buildings Officers and Consultants.

Who is involved in developing these apprenticeships?

More than fifty private and public sector employers, education institutions and professional bodies are now involved in the Historic Environment Trailblazer.

Historic England has an obligation to support the arts and cultural sector as set out in the March 2016 Culture White Paper, and is accordingly supporting the Trailblazer by funding a Project Coordinator post until September 2018 to facilitate meetings and manage the documentation required by the Institute for Apprenticeships, while the Historic England Heritage Apprenticeships Programme Manager chairs the group.

For more information please contact liz.long@historicengland.org.uk.

Liz Long, Heritage Apprenticeship Programme Manager, Historic England

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