

Apprenticeship Standards

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What is an Apprenticeship?

- Paid employment
- Contract of employment and Apprenticeship Agreement
- 20% off-the-job training, usually supported by training provider
- Minimum 12 months
- All age programme, minimum 16 years
- Levels 2-7, degree apprenticeships
- English and maths

Apprenticeship standards

Not qualification driven



**Focus on the knowledge, skills
and behaviours needed**

Short & concise



**Providing a clear and attractive
'shop window' for parents,
apprentices and businesses**

End-point assessment



**Ensuring that apprentices are fully
competent**

Grading



Recognising excellence

**Alignment to professional
registration**



**Ensuring apprentices gain
professional registration where
applicable**

The role of the Trailblazer Group

- Develop the standard and end-point assessment, within a year
- Specify external quality assurance arrangements, could be employer led option
- Supply costing information to support funding band allocation
- Work inclusively and collaboratively with other employers or groups who come forward with an interest in the same or similar occupation
- Support implementation through promotion to other employers, training providers and assessment organisations
- Commit to starts and be early adopters of the apprenticeship standard

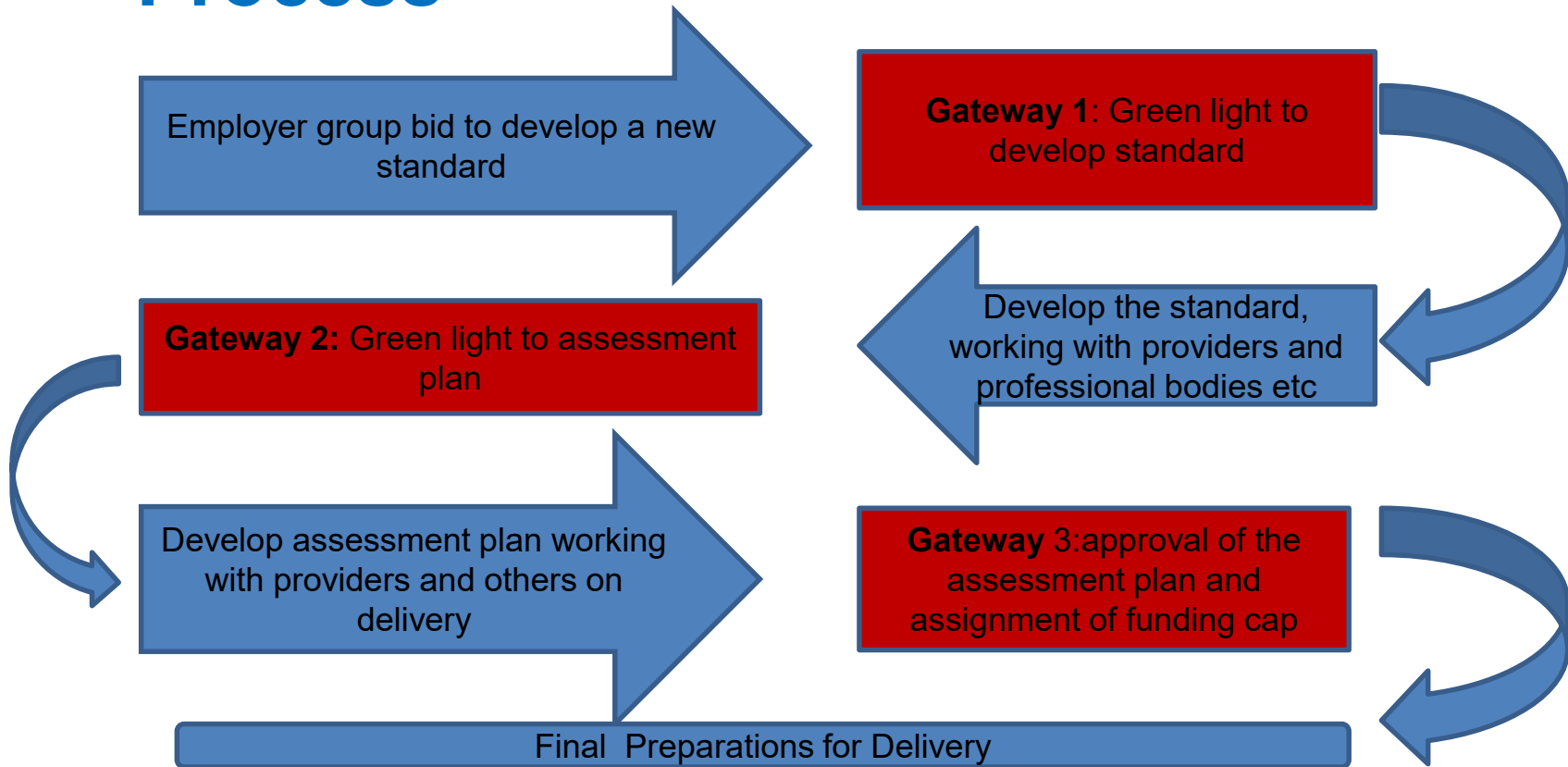
Trailblazer Group make up

- Wide range of employers
- Reflective of employers who employ people in the occupation, including size, geographical spread and sectors
- Have employer member as Chair
- Ensure any other organisations involved support the process by the employers rather than lead the process

Trailblazer Groups - support

- How to Guide – criteria that must be met, good practice, processes, templates
- Relationship Manager
- Access to assessment specialists
- Travel fund for small employers

Process



Standards criteria

- Short, concise and clear
- Contain a clear occupational profile setting out the responsibilities of the occupation
- Set out full competence needed in an occupation: knowledge, skills and behaviours
- Require at least one year of employment before EPA, with at least 20% off-the-job training
- Align with professional registration where it exists
- Contain minimum English & maths requirements and digital skills
- Only include mandatory qualifications under certain circumstances
- Have the support of employers, including smaller employers – consultation, letters of support

Including a qualification

You can only mandate qualifications in the standard if they meet one of the criteria below:

- legal or statutory requirement
- required for professional body registration
- widely used for hard sift, meaning an apprentice would be at a significant disadvantage without it

Relationship Manager (Banking) Trailblazer Apprenticeship Standard

Role / Occupation: Relationship Manager (Banking)

Overview: The role has responsibility for providing products and services to achieve their business goals alongside delivering the bank's business and governance standards. The role may sit in several different areas and responsibilities for a portfolio (SMEs) or be supporting a Director on the responsibility for a portfolio (SMEs) or be supporting a Director on the responsibility for a portfolio (SMEs). Typical roles are likely to be part of a career path for the individual. Typical roles are likely to be part of a career path for the individual. Typical roles are likely to be part of a career path for the individual. On completion it is likely to be similar to an individual senior position.

Competence	What is required
Knowledge	
Ethical standards	Understand the ethical standards that the employees and the implications of these standards
Product knowledge	Understand the range of financial service products, including pricing and margins
Risk and Governance	Understand the risk and governance that these products themselves in the role
Market awareness	Understand the local market in which they compete
Customer understanding	Understand the sector in which their competitors operate
Financial analysis	Understand data/financial analysis, profit
Skill	
Develop customer relationships	Build ethically sound and "trusted" and long term partnerships
Identify and meet customer needs	Work with customers to identify their innovative solutions, integrating product goals
Manage governance and risk	Apply the organisation's risk and compliance and breaches are managed
Deliver commercial results	Support, develop and deliver on customer needs across the product area of the bank eg provide guidance solutions / lending structures
Communications and relationship building	Use a range of advanced communication skills to build and maintain relationships both internally and externally
Teamwork	Bring the right people and functions together for the customer

Options
The apprentice will typically specialise in a particular area of the full qualification below will contain one element:
Regulation module as a core, Retail Financial Services
area will differ eg:

- Corporate/Commercial – corporate lending;
- Retail – personal loans, mortgages, savings;
- Wealth – advice, investments, private banking;

Electrotechnical Trailblazer Apprenticeship Standard

1. Occupation
Installation Electrician
Maintenance Electrician

2. Duration
It is unlikely that a candidate coming to the apprenticeship without complete the apprenticeship in less than 42 months, and a typical This may reduce if an apprentice is part-qualified or has relevant experience.

3. Role profile (what the successful candidate should be able to do)
Electricians install, maintain and repair electrical systems in industrial, commercial and domestic environments. Electricians might work in both indoor and outdoor settings. They may include switchboards, motors, cables, fuses, thermal relays, fault current protection, energy conditioning and metering equipment as well as energy and energy technologies. They are able to work on their own profitably and frequently in the most efficient and economical manner. They may contribute to the design and installation of electrical systems. They must adhere to safe working practices without endangering themselves or others. Electrical safety is an important area of electricians' work. On completion of the apprenticeship, electricians will be able to set out jobs from drawings and specifications and requisition the materials and components required for the installation. Electricians work on the installation, testing, commissioning and maintenance of electrical and electronic devices and appliances. Electricians work on the maintenance of electrical and electronic systems, including automated production systems. Duties include the supervision of the equipment, its operation and repair.

4. Knowledge and skills
Electricians will use engineering knowledge and understanding to apply their technical and maintenance of products, equipment, processes, systems or services. Electricians must understand and apply the principles, practices and legislation for the termination and commissioning and certification of electrochemical systems and equipment in buildings, structures and the environment.

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- Understand and apply the electrical principles associated with the design, building, installation and commissioning of electrical equipment and systems.
- Oversee and organise the work environment.

Railway Engineering Design Technician Apprenticeship Standard

Job description
Railway engineering design technicians provide technical support to engineers who design infrastructure and systems for railways. The engineering disciplines involved include signalling, rolling stock, track, systems, civil engineering, communications, electrification and electrical plant. It is likely that many technicians will specialise in a particular discipline whilst others will have a broader skills base.

A technician's work could involve:

- Design - surveying a site, producing design drawings, assisting the development of technical solutions and production of calculations.
- Analysis - use of software systems for data gathering, analysis and design.
- Planning - helping to manage projects, set deadlines for the design of the project and working to a programme.
- Site engineering - taking responsibility for checking the progress and quality of specified technical aspects of construction work on site.

Key elements of the role include:

- Contributing to design solutions by preparing calculations, producing engineering drawings and models.
- Supporting the administration and management of projects.
- Ensuring outputs meet the required standards set by clients and the industry.
- Working as a member of a team in both an office and on-site environment.

Entry requirements
Individual employers will set the selection criteria for their Apprenticeships. Apprenticeship candidates will typically have at least 5 GCSEs at Grades A-C including Maths (Grade B), English and Science or their equivalent. Employers who recruit candidates without English or Maths at Grade C or above must ensure that the candidate achieves a level 2 equivalent standard prior to the completion of the Apprenticeship. Entrants must also show an aptitude and desire to work in the field of rail design, have a passion for developing technical solutions and demonstrate fitness to work in a commercial sector.

Duration
The typical duration for this apprenticeship is 36 months but this will depend on the previous experience of the apprentice and access to opportunities to gain full range of competence.

Level
This is a Level 3 Apprenticeship. On completion of the apprenticeship the apprentice will have satisfied the requirements for registration as an Engineering Technician by the relevant professional engineering institution.

Review
The Apprenticeship Standard will be reviewed in 3 years.

Knowledge
A Railway Engineering Design Technician needs to know about:

- The different techniques and methods used to design infrastructure, systems and equipment for use by rail transport systems. This includes an understanding of how ideas and requirements are converted into engineering specifications and designs, knowing the industry codes, company standards/procedures, contracts and specifications and when to apply them.
- The appropriate scientific, technical and engineering principles relating to rail transport systems. This includes an understanding of the mathematical, scientific and engineering techniques required to support the design process, an understanding of the fundamental principles in track, traction, signalling, rolling stock, civil engineering structures, mechanical and electrical equipment and plant design, and how these interface with each other.
- How to work effectively and contribute to engineering solutions by the correct use of resources and time. This includes an understanding of project management systems, tools and techniques including change, document and configuration control procedures, the commercial, construction and technical constraints on a design, and the quality management and assurance systems as they are applied to the design process, and time management within overall programme of work.

End-point assessment

- An EPA plan describes the EPA approach for a particular standard - what, how, when, where, who...
- You need to clearly explain the requirements for the EPA, so it can be consistently interpreted by assessment organisations
- You must ensure the EPA approach and plan complies with the criteria
- EPA plans need to be approved by the Institute, before the apprenticeship standard can be **approved for delivery**
- Assessment organisations must be approved to offer services against a particular standard; approved organisations are listed on the **Register of Apprentice Assessment Organisations**

End-point assessment plan criteria

- Provide holistic assessment across the standard, undertaken at the end of programme
- Use of range of assessment methods
- Include grading
- Produce consistent, reliable, valid and accurate results
- Be delivered by an independent assessor
- Affordable
- Manageable and feasible
- Align to professional body recognition (where appropriate)
- Include internal & external quality assurance

Thank you

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