

social care apprenticeship programmes

# I care...

A Skills for Care guide to:

creating a skilled

social care

workforce for small

and medium-sized

businesses



# building apprenticeships for the future

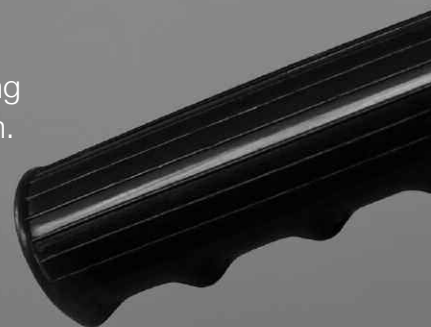
With confidence gradually returning, small and medium-sized businesses are at last beginning to think about preparing for future growth. In the social care sector in particular, an ageing population will create new resourcing opportunities in the medium and long-term.

And with this new opportunity comes the challenge of creating a skilled workforce that can create the extra capacity that will be needed.

Apprenticeships offer small and medium-sized businesses the ideal route to recruit and train new members of staff, since both parties benefit equally.

The employer could get financial and practical support in running their apprenticeship programme, leading to a highly skilled and motivated workforce. The apprentice gets an opportunity to 'earn and learn', developing real skills in a real working environment – and hopefully a permanent position.

If you're looking for guidance on setting up an apprenticeship programme for your business, this brochure will give you an outline of the benefits you can expect, and how to go about it.



creating a skilled social care workforce for small and medium-sized businesses

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how

apprenticeships

work

## creating a skilled social care workforce for small and medium-sized businesses

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Most apprenticeships last between one and two years, during which time apprentices are paid at least £95 per week as they acquire and develop their skills. Apprentices are normally full-time, but can be part-time, or even shared with another organisation if appropriate.

Apprentices can be taken on as employees before their apprenticeship programme is scheduled to end, although it is strongly recommended that in such cases, the programme of study continues as planned.

Every apprentice programme is different since it is designed by a business with its own needs and challenges in mind. Detailed guidance and advice on setting up an apprenticeship programme is available from a variety of sources, including the National Apprenticeship Service (NAS).

### **funding**

Government funding for apprenticeships is available through the NAS. This varies according to the sector, location, apprentice age and employer size, with full funding, worth approximately £4,500, available for the costs of training apprentices aged 16-18 years old. Reduced contributions are made for older apprentices.



learning support  
via specialist  
providers



Employers partner with learning providers to create vocational study programmes that are tailored to the needs of the individual apprentice and to the role they will be fulfilling in the social care sector. The learning provider will look after all of the administrative aspects of the study programme.

Vocational study activities can be carried out either on or off-site, according to the agreement made between the employer and the learning provider.

Skills for Care supports learning providers and the National Apprenticeship Service (NAS) in the creation of training resources for apprentices throughout the social care sector.

## creating a skilled social care workforce for small and medium-sized businesses

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### selection and recruitment

The National Apprenticeship Service provides a no-cost service to employers that match potential candidates to apprenticeship vacancies. On average, this saves employers around £3,500 per candidate, when compared with recruiting a permanent member of staff in the traditional way.



### running the programme

Mentors play a vital role in the success of apprenticeships, and employers are encouraged to ensure that this crucial aspect of their apprenticeship programme is in place and well managed for the duration of each apprenticeship. The role of the mentor is especially important for younger apprentices as following an agreement between Skills for Care and Care Quality Commission (CQC) for a more flexible approach that allows 16-18 year olds to provide personal care as long as they are suitably trained and appropriately supervised. Employers already running apprenticeship programmes often report that mentors themselves derive benefits from the personal development opportunities this role offers them.



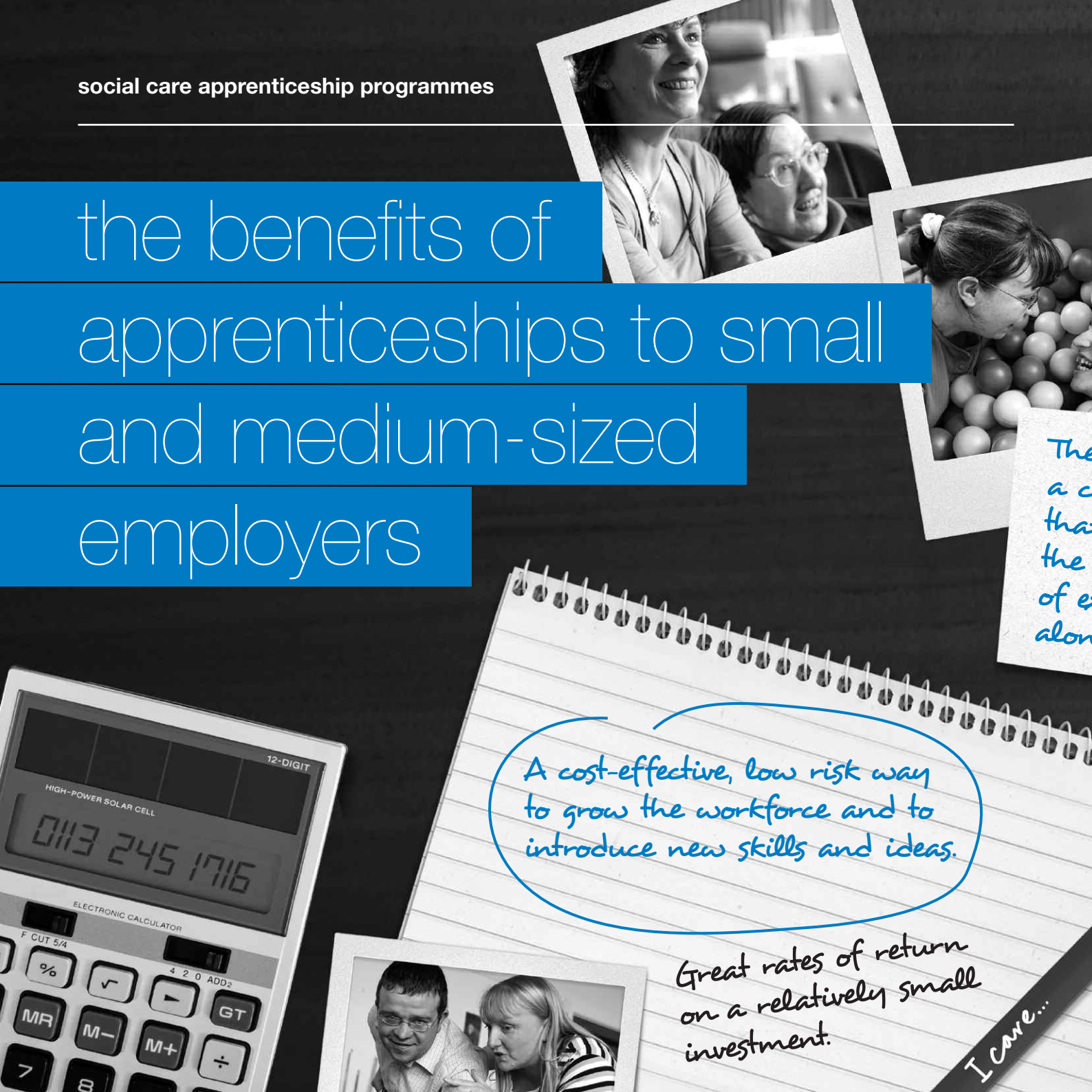
### additional learning opportunities for existing employees

A great spin-off benefit of running an apprenticeship programme is the opportunity it presents for existing members of staff to learn about new techniques and practices as the apprentices share their new learning in the workplace.



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# the benefits of apprenticeships to small and medium-sized employers




A cost-effective, low risk way  
to grow the workforce and to  
introduce new skills and ideas.

Great rates of return  
on a relatively small  
investment.


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No administrative burden - the learning provider will administer the paperwork.

the ability to create and manage completely tailored programme that exactly meets the needs of business - with access to loads of expert help and guidance along the way.



A flexible learning and development strategy for both new and existing employees.

**80%**

of employers who employ apprentices agree they make their workplace more productive.

**88%**

of employers who employ apprentices believe that apprenticeships lead to a more motivated and satisfied workforce.

**83%**

of employers who employ apprentices rely on their apprenticeships programme to provide the skilled workers that they need for the future.

Source: [National Apprenticeships Service](#)



C&S

Care Services

“ you get a qualified person at the end of it who’s demonstrated their willingness to learn and a commitment to you as an employer – fantastic ”

## case study

Sue Fisher set up C&S Care Services in 2000 with her business partner. As experienced nursing sisters their aim was to provide a high quality home help service to clients with a variety of needs.

Now employing over 150 care staff and a team of administrative and training staff, C&S offers a wide range of services across the Black Country region.

Since 2002, they have successfully taken on several apprentices in a variety of roles, working with local colleges and training providers and supported by Skills for Care.

It is clear in Sue's mind that apprentices offer distinct benefits and contribute to the company's success. The focus on training that was in part inspired by the first apprenticeship, has created an environment that has enabled the workforce to be transformed from unskilled to highly skilled in the course of the last decade. As a result, C&S is today proud to be rated as 'excellent' by the Care Quality Commission.

Sue is certain that the whole workforce has benefited from the apprenticeship programme, particularly in terms of the new study opportunities. NVQs are offered to all staff now, and take-up is high. Sue can't imagine that this would have come about without the apprenticeship programme.



This document is part of Skills for Care's comprehensive range of resources that includes case studies and guides aimed at those potential apprentices and employers considering adult social care apprenticeships. Leaflets and posters are also available for teachers, career advisers, Year 9 pupils and school leavers.

For more information about social care apprenticeships and to access further resources, please visit:

[www.skillsforcare.org.uk/icareapprenticeships](http://www.skillsforcare.org.uk/icareapprenticeships)

or [www.socialworkandcare.co.uk](http://www.socialworkandcare.co.uk)

You can also see us online or get in touch via:

**YouTube** [www.youtube.com/user/skillsforcare](http://www.youtube.com/user/skillsforcare)

**Facebook** [www.facebook.com/icareapprenticeships](http://www.facebook.com/icareapprenticeships)

**Bebo** [www.bebo.com/icareapprenticeships](http://www.bebo.com/icareapprenticeships)

**Twitter** @icareapps

**Text** 'icare' to 60300\*

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\*Text messages will deliver further information to your mobile phone device and will be charged at your standard network rate.