


Apprenticeships in Primary Care - ACP

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What is an Apprenticeship?

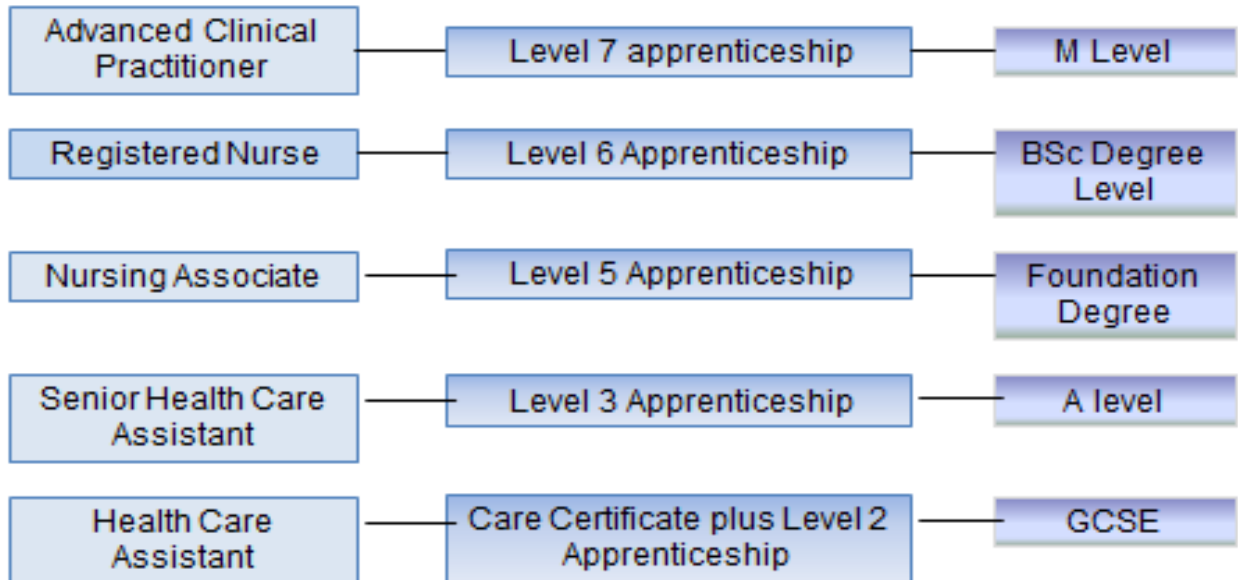
- An apprenticeship is on the job training leading to a national qualification, available for both new and existing staff.
 - Apprenticeships are an employment-based route.
 - Typically combine on-the-job training at an employer's site with off-the-job training provided by a training organisation.
 - You can use apprenticeships to develop new and existing staff in both clinical and non-clinical roles in Primary Care.
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Apprenticeship Levels

There are different levels of apprenticeships, from level 2 to degree level. This enables employers to select the most relevant apprenticeship for the requirements of the job role and the apprentice's previous experience, and to provide a clearly defined progression pathway for apprentices



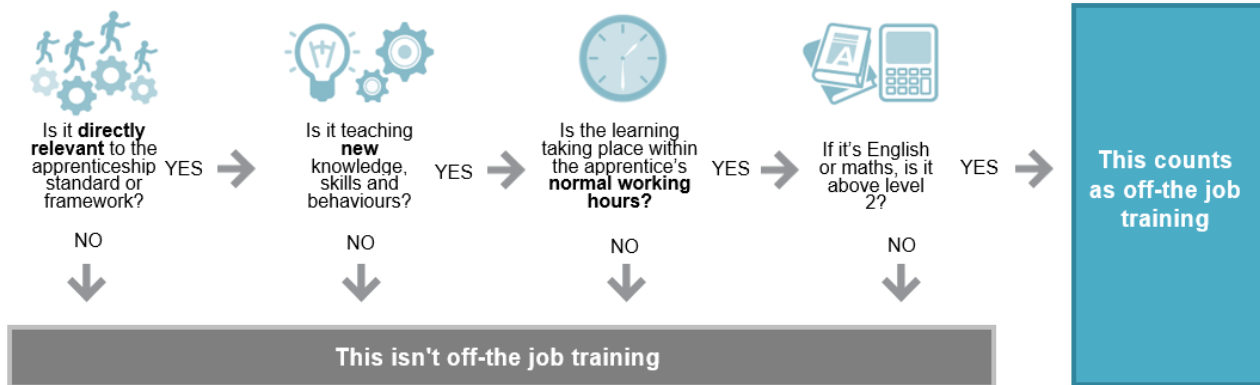
Health Education England



Off the Job Training



Off-the-job training: steps to help you determine whether an activity counts as off-the-job training



Key facts

1 Off-the-job training must make up at least 20% of the apprentice's normal working hours (working hours capped at 30 hours a week for funding purposes only). For a full-time apprentice, this is an average of 6 hours a week over the planned duration of the apprenticeship.

2 You can deliver off-the-job training in the apprentices' normal workplace or at an external location.

3 Time spent on initial assessment, onboarding, progress reviews, on-programme assessments and English and maths up to level 2 does not count towards off-the-job training.



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Apprenticeship Assessment

End-point assessment

•End Point Assessment

- An assessment that takes place at the end of an apprenticeship, to make sure apprentices have reached the necessary level to be awarded an apprenticeship. Only applies to apprentices doing standards.
- The Level 7 Advanced Clinical Practitioner (integrated degree) apprenticeship standard was approved for delivery on 27th March 2018.
- The Assessment Plan was recently updated. Table 3: Roles and responsibilities in the EPA has been updated. You can access the standard and assessment plan documents [here](#). The End Point Assessment Organisation and Independent Assessor sections of Table 3 have been amended to reflect Invigilation arrangements.

Benefits of Apprenticeships

Apprenticeships bring a number of tangible benefits to NHS and other organisations they can create skilled, motivated and qualified employees and, if used properly, can help to address skills shortages across the workforce.

Increased flexibility
of the workforce

Develop your
existing workforce

Apprenticeships
have lower attrition
rates

Attract and recruit
from a wider pool
of people in your
local community

Recruit a more
diverse and local
workforce

Improve retention

Reduce training
and recruitment
costs

Create a flexible
training route

Recruiting a more
local workforce to
improve staff
retention

Apprenticeships in Primary Care

Apprenticeships can be used to develop skills in administration, customer service, and in specialist back office skills, such as finance and IT.

Apprenticeships are also available for roles such as:

- Healthcare support
- Management
- Team Leading
- Administration
- Adult care
- Advanced Practice

Healthcare Apprenticeships Which apprenticeships support the primary care workforce?

Did you know that many apprenticeship qualifications can be used across a range of settings? Apprenticeship standards have been developed to meet the needs of all employers. Below are some examples of different apprenticeships that can be used to recruit new talent and upskill existing primary care staff. (Please note the below apprenticeships are only examples and other apprenticeships can also be used for these roles, please speak to your training provider about your specific workforce requirements).

Explore more apprenticeships here.

Healthcare Assistant
Level 2 Healthcare Support Worker apprenticeship
This apprenticeship standard focuses on the core practical skills and underpinning knowledge and theory to gain competence, under clinical supervision to be a healthcare practitioner in a GP Practice.
[Access standard here](#)

Assistant Practice Manager
Level 3 Team Leader/Supervisor apprenticeship
This apprenticeship is ideal for those aspiring into a supervisory or management role and who may subsequently move into the full practice management role. It is suitable for new or existing employees who are expected to develop the skills necessary to lead or manage teams.
[Access standard here](#)

Healthcare Apprenticeships Health Education England

Apprenticeships in Primary and Social Care Information Pack

Developing people for health and healthcare
www.hee.nhs.uk
THE NHS CONFIDENCE PARTNER

- **HASO** - <https://haso.skillsforhealth.org.uk/primary-and-social-care-apprenticeships/>

ACP Apprenticeship

- Apprenticeships offer structured training with an employer & lead to nationally-recognised qualifications.
- The trainee is an employee and receives a salary throughout the programme. This is paid by the employer.
- Cost of programme delivered by the university is £12,000.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/advanced-clinical-practitioner-integrated-degree-v1-0>

- This can be paid for through the apprenticeship levy.
- For Non levy paying organisations they can either reserve funds (95% of costs paid with 5% contribution from the employer) or a receive a levy transfer if available (100% of costs paid). ***The HEE apprenticeship team can support with this process.***

The 'typical' primary care ACP

- Own clinics where they see new and follow up patients
- Can see everyone from newborns to the elderly
- Can see all conditions, including mental health and palliative care cases
- Can take part in the duty doctor rota
- Be responsible for the local care home

- Supervise student nurses,
- Teach medical students
- Lead on a practice or PCN QI project, or service development
- Lead a team of AHPs

HEE Funding and Support

- ACP Apprenticeship – For organisations who utilise the apprenticeship levy for funding of programme fees, HEE’s contribution to workplace supervision will be increased to £6,000. This is available for each new and continuing student undertaking a programme of study in the 2022/23 academic year and will be paid to employers after the named individual student has enrolled.

Overview of 2022/23 funding

Training pathway	Tuition fees	Supervision fee
ACP MSc Qualification	Full tuition fees paid to the HEI for a period of up to 3 years practice.	£2,500
ACP Apprenticeship	N/A (paid by the employer through the apprenticeship levy)	£6000
ACP Portfolio Route: Top-up modules	Tuition fees paid to the HEI for named modules as agreed between HEE and the employer. Modules must be completed within the academic year and must upskill the individual to fully meet the Multi-Professional ACP Framework	N/A



Core Capabilities Framework for Advanced
Clinical Practice (Nurses) Working in General
Practice / Primary Care in England

Understand Your Employer Responsibilities

Apprentice Recruitment

Who is your target audience?

- Existing workforce?
- New entrants?
- Or a mix?
- Entry requirements – maths and English

Job Role

- Must have a productive purpose
- Should provide the apprentice with the opportunity to embed and consolidate the knowledge, skills and behaviours gained through the apprenticeship



Responsibilities of the Employer

Working Hours

Working hours are the apprentice's paid hours, not including any overtime

Apprentices must complete their apprenticeship (including any training) during paid working hours

The apprentice must work enough hours each week so that they can undertake sufficient regular training and on-the-job activity

This is to ensure the apprentice is likely to successfully complete their apprenticeship

This includes English and maths if required

Things to note:

- Timeliness – Transfers and Reservations have to be completed in advance of apprentice enrolment!
- Communication is key – breaks in learning, withdrawals
- Changes in Employer – the levy transfer or funding reservation does not automatically follow the apprentice.
- Management of DAS Account – set up additional users.

Small & Medium Employers (SMEs)

Can fund their apprentices in 2 ways:

- Levy Transfer from gifting employer. This will cover 100% of the training costs for the duration of the apprenticeship.
- Funding Reservations –the SME can reserve funds to be used within a 3 month period. The ESFA will cover 95% of the training costs with the remaining 5% being paid directly to the training provider by the employer.

In order to receive the above Apprenticeship funding SMEs must have a Digital Apprenticeship Service (DAS) account set up.

Apprenticeship Providers

The following national procurement for ACP providers. These providers have been quality assured by Salisbury NHS Foundation Trust.



Microsoft Edge
PDF Document



Microsoft Excel
Worksheet