

Apprenticeships

Glossary of terms

Apprentice	The person can be a new or existing member of staff
Apprenticeship	A job that includes gaining a nationally recognised apprenticeship standard or framework qualification recognised qualifications and essential skills whilst working and earning a wage.
Apprenticeship agreement	Document where the arrangements between the apprentice and employer are confirmed. All employers must have an agreement with the apprentice at the start of, and throughout their apprenticeship.
Apprenticeship framework	Predate apprentice standards and are currently being phased out and replaced with the new standards. Frameworks detail requirements for an apprenticeship programme. It is used by training providers, colleges, and employers to ensure that all apprenticeship programmes are delivered consistently and to agreed quality standards.
Apprenticeship levy	The Apprenticeship Levy will be a levy on UK employers to fund new apprenticeships. In England, control of apprenticeship funding will be put in the hands of employers through the Digital Apprenticeship Service. The levy will be charged at a rate of 0.5% of an employer's paybill. The money held in the digital account can then be used to fund apprenticeship training costs.
Apprenticeship Service	Digital interface to services designed to support the uptake of apprenticeships. The service is aimed primarily at employers who engage with learning providers and apprenticeship assessment organisations to deliver and facilitated the apprenticeship programme.
Apprenticeship standard	Nationally approved and recognised programme of on and off the job training. Details what an apprentice will be doing, including the skills, knowledge and behaviours required of them, by job role. The standards are developed by trailblazer groups, and are available at different levels of study and in lots of different sector areas.
Commitment statement	A statement held by the main provider, the apprentice and their employer. The commitment statement sets out how the apprentice will be supported to successful achievement of the apprenticeship. It must be signed by the apprentice, their employer and the main provider, and all three parties must retain a current signed and dated version.
Digital Account	Part of the national apprenticeship service where employers can manage their funding and apprentices, view their account balance and plan their spending.
End point assessment	A holistic and independent assessment of the knowledge, skills and behaviours which have been learnt throughout an apprenticeship standard.

The requirements for end-point assessment are set out in the assessment plan for the specific standard. Frameworks have different assessment arrangements and do not require end-point assessment.

Gateway requirements

Found in the individual standards assessment plan, the requirements set out what must be met by the apprentice prior to undertaking end-point assessment of the apprenticeship standard. This will include completion of English and maths qualifications (where applicable) and completion of any on-programme mandatory qualifications, along with satisfactory evidence that the apprentice has achieved the necessary knowledge, skills and behaviours set out in the standard.

Off the job training (20% requirement)

Learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties. It can take a wide variety of forms and can be built studying for the underpinning qualification linked to the apprenticeship or cpd training linked to their role in line with the specific standard.

The percentage requirement is linked to an apprentice's contracted hours. The hours are calculated based on the duration of their apprenticeship and 20% of this must be used for off the job training. There is no set way in which the hours should be taken. For example, they could be day release to college, block release or front loaded at the start of the apprenticeship

On the job training

Learning job specific skills within the normal day-to-day working environment which are directly linked to specific apprenticeships.

Register of Training Providers (RoTP)

Details training providers who are eligible to provide apprenticeship training. Any organisation who is on the RoTP must have met eligibility criteria which considers due diligence, financial health plus tests on quality, capacity and capability.