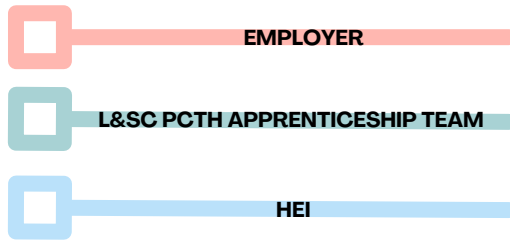




SUPPORTING AN APPRENTICE: RESPONSIBILITIES



Apprenticeships are Employer-led programmes. The contractual relationship is between the employer and the education provider (HEI).

The Lancashire and South Cumbria Primary Care Training Hub (L&SC PCTH) provide support to Primary Care Employers with regard to:

- Representation of Primary Care apprenticeships at a strategic level for procurement/funding opportunities/levy sharing/ICB priorities
- Reporting at regional/national levels
- Promotion of Primary Care roles/apprenticeships.

We also support individual applications and provide advice on queries and issues - please review the support process below.

EMPLOYER	<p>REVIEW APRENTICESHIP COMPARISON TOOL (ACT) & COMPLETE AN EXPRESSION OF INTEREST (EOI).</p> <p>In the EOI you will confirm your preferred:</p> <ul style="list-style-type: none"> • Programme and HEI • Intake <p>If additional information is needed regarding the programme itself, contact HEI (contact details on ACT).</p> <p>For questions regarding tuition, additional funding, procurement and placements, contact L&SC PCTH apprenticeship team.</p>		<p>If recruiting to the role, review New Recruit Guide</p>
L&SC PCTH	<p>REVIEW EOI & START APPLICATION</p> <ul style="list-style-type: none"> • If applicable, check with Locality Training Hub that they can support employer with main placement arrangements. If so, GPEF supports with ULE audit and supervision checks. • Confirm to Employer that application is being progressed • Inform HEI to start application process • If applicable, GPEF will submit ULE audit to HEI 		<p>Focus on programme suitability for Primary care. If there are aspects that can be improved, please feedback to both HEI and L&SC PCTH Apprenticeship team.</p>
EMPLOYER	<p>TUITION</p> <ul style="list-style-type: none"> • Follow instructions on Levy & DAS Guide to request and secure levy/co-investment for the apprenticeship programme tuition • All Employers must read, agree to, and keep up to date with the Government ESFA Apprenticeship Funding Rules. 		<p>Levy and DAS account Guide</p>
HEI	<p>ONBOARDING & INTERVIEW</p> <p>HEI to organise:</p> <ul style="list-style-type: none"> • Onboarding meeting with employer to discuss: programme in detail; HEI support for employer and learner; employer support for learner; any individual arrangements such as part-time employment • Candidate Interview - Employer representative must be present • Send Employer all HEI documents (incl. NMC paperwork where relevant) and support with queries 		<p>DBS and OH checks are Employer's responsibility; HEIs can advise further</p>
L&SC PCTH	<p>PROCUREMENT CONTRACT</p> <ul style="list-style-type: none"> • After successful interview, L&SC PCTH Apprenticeship team sends URN form on behalf of employer • NHS Salisbury Procurement team send electronic contract to HEI and Employer for signatures 		<p>Placement Guide will be available soon</p>
EMPLOYER	<p>DOCUMENTS CHECK</p> <ul style="list-style-type: none"> • Accept levy transfer OR reserve co-investment (if applicable) - NHSE Levy Team can support • Send Application documents to HEI • Sign Procurement contract electronically 		<p>It is crucial that all steps are completed and all documents returned in a timely manner in order to meet deadlines and reduce risk of a delayed start</p>
HEI	<p>ENROLMENT</p> <ul style="list-style-type: none"> • HEI proceed with enrolment • HEI confirm to L&SC PCTH Apprenticeship team learners on programme 		

ON PROGRAMME - L&SC PCTH

- Support with main placements via Locality Teams (where relevant)
- Additional support available via GPEFs, PCCAs, ACP lead, Locality teams, Forums and groups
- Quality assurance via Raising Concerns Process

Find the relevant contact [details here](#)

ON PROGRAMME - EMPLOYER

- Arrangements of placements (where relevant). A *placement guide with more details will be available soon*
- Approach HEI for advice regarding programme progress
- Provide feedback to L&SC PCTH at any time via [feedback form](#).
- Complete L&SC PCTH Apprenticeship team's feedback forms, which are sent to employer half-way through programme and after completion.
- Any funding/training grant queries contact the relevant training grant team directly (where relevant)

ON PROGRAMME - HEI

- Organise regular progress review meetings (must happen at least every 12 weeks and include Employer representative, Apprentice and HEI)
- Raise concerns regarding programme progress with Employer and TH Apprenticeship team
- Provide updates to TH team for reporting purposes

ON PROGRAMME - ALL

All parties commit to regularly update each other of any significant changes to the apprenticeship, such as potential break in learning, in order to work collaboratively to create appropriate solutions and for the purposes of accurate reporting.