

people:skills:jobs:



Department for  
**Employment  
and Learning**

[www.delni.gov.uk](http://www.delni.gov.uk)



# Review of Apprenticeships

Downloadable Response Booklet

January 2014

*DOWNLOADABLE RESPONSE BOOKLET*

*for the*

**CONSULTATION ON THE REVIEW OF APPRENTICESHIPS**

**The review of apprenticeships interim report and consultation document can be downloaded from the DEL website:**

DEL: <http://www.delni.gov.uk/index/apprenticeshipreview>

## **RESPONDENT INFORMATION FORM**

**Please complete the following information.**

**NAME:**

**ORGANISATION:**

**(IF APPLICABLE)**

**POSTCODE:**

**E-MAIL ADDRESS:**

### **FREEDOM OF INFORMATION**

The Department will publish a summary of responses following completion of the consultation process. Your response, and all other responses to the consultation, may be disclosed on request. The Department can only refuse to disclose information in exceptional circumstances. Any automatic confidentiality disclaimer generated by your IT system will be taken to apply only to the information in your response for which confidentiality has been specifically requested. Before you submit your response, please read the paragraph below on the confidentiality of consultations and it will provide you with guidance on the legal position regarding any information given by you in response to this consultation.

The Department will handle any personal data you provide appropriately in accordance with the Data Protection Act 1998. The Freedom of Information Act gives the public a right of access to any information held by a public authority, namely, the Department in this case. The right of access to information includes information provided in response to a consultation. The Department cannot automatically consider as confidential, any information supplied to it in response to a consultation. However, the Department does have the responsibility to decide whether any information about your identity, should be made public or treated as confidential.

**Responses can be submitted electronically via email or sent to the following address :**

Apprenticeship Review Team  
Department for Employment and Learning  
Adelaide House  
39-49 Adelaide Street  
Belfast  
BT2 8FD

**by 5pm on 07 April 2014**

For further information:

Tel: (028) 902 57537

Email: [apprenticeshipreview@delni.gov.uk](mailto:apprenticeshipreview@delni.gov.uk)

The Department cannot accept responses by telephone. General enquiry calls may be made to the above number.

**Which category best describes you?**

Employer:

Apprentice:

Individual/ Young Person:

Provider:

Other (please specify):

Please tick this box if you do not wish for your response to be published. Please use the comment box below to explain why.

## **REVIEW OF APPRENTICESHIPS: A SUMMARY OF PROPOSALS AND CONSULTATION QUESTIONS**

The consultation will be open for submissions from 13 January 2014 until 07 April 2014. The Review of Apprenticeships Interim Report and Consultation Document can be downloaded from the DEL website at <http://www.delni.gov.uk/apprenticeshipreview>

### **Theme 1 (Part A): The Components of An Apprenticeship**

**The following proposals will govern the core aspects of apprenticeships.**

**Proposal 1: Apprenticeships will be defined as a system of learning, irrespective of branding.**

**Proposal 2: An apprenticeship will be for a new employee or in the case of an existing employee, a new job role.**

**Proposal 3: An apprenticeship will commence at professional and technical Level 3 or higher.**

**Proposal 4: An apprenticeship will be for a minimum duration of two years.**

**Proposal 5: An apprenticeship will involve a breadth of training beyond the specific needs of a particular job through on and off-the-job training.**

**Proposal 6: An apprenticeship will be designed to enable individuals to progress into higher professional or technical training or onto a higher academic pathway.**

**Proposal 7: Government will recognise an apprenticeship when it contains each of the components set out in Proposals 2-6.**

**Question 1:** Do you agree that apprenticeships should be defined as a system of learning, irrespective of branding?

**Question 2:** Should apprenticeships be for a new employee or, in the case of an existing employee, a new job role?

**Question 3:** Do you agree that the apprenticeship system should commence at Level 3, and above?



**Question 4:** Do you agree that the minimum duration for apprenticeships should be two years?

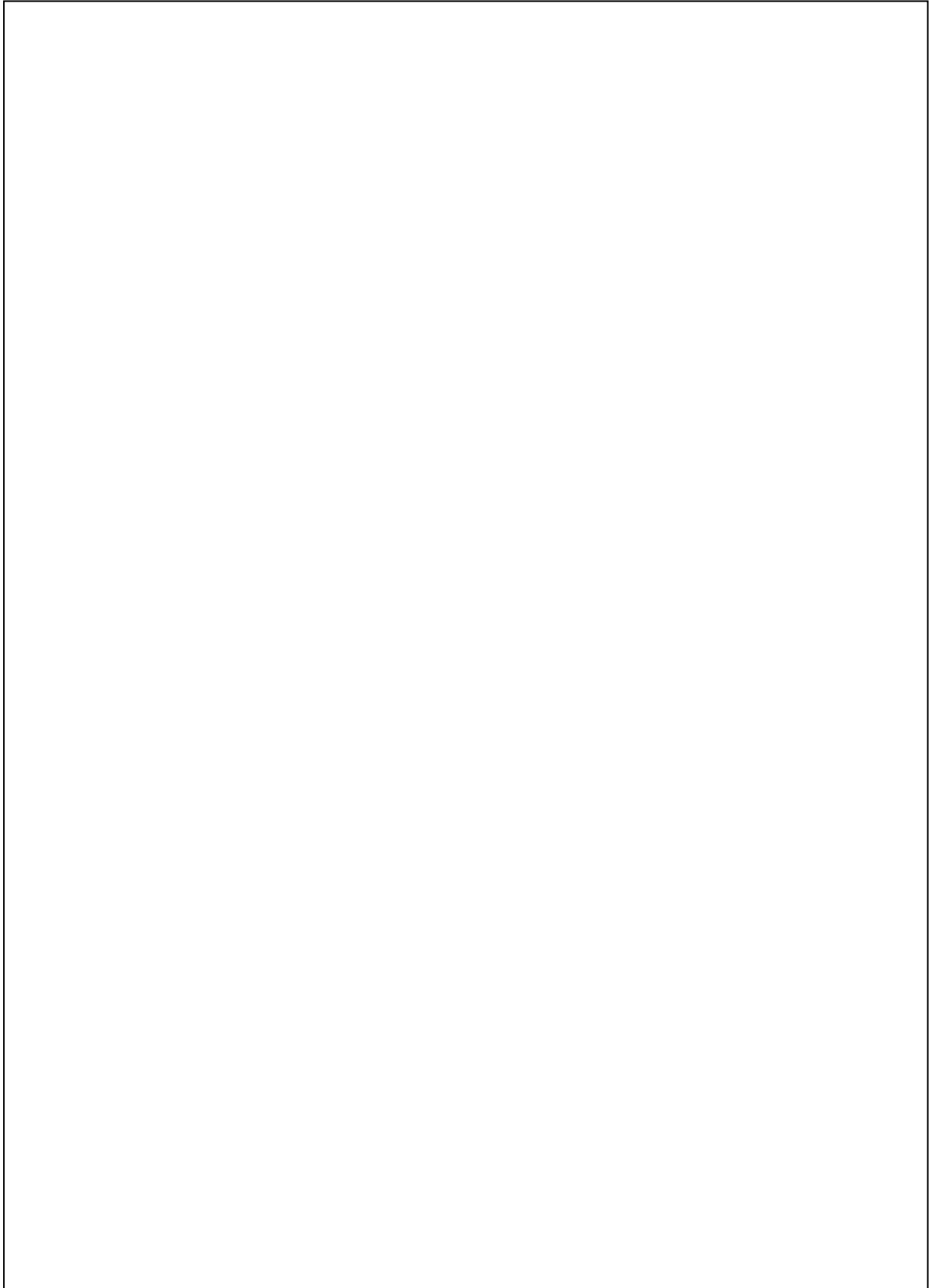
**Question 5:** Should apprenticeships involve a breath of training beyond the job role?

**Question 6:** Should apprenticeships facilitate progression into professional or technical training or onto a higher academic pathway? How can the outcome of apprenticeships support this?

**Question 7:** Should Government only recognise an apprenticeship when it contains each of the components set out in Proposals 2-6?



**Theme 1 (Part A) General Comment:** Please provide any additional comments on the seven proposed components of apprenticeships outlined under proposals 1 - 7. Are there components that you believe are unnecessary or, are there additional components which should be considered?



## Theme 1 (Part B): Underpinning Elements of Apprenticeships

**To support the apprenticeships system, a range of proposals are set out below.**

**Proposal 8:** Apprenticeships will have a single award/qualification for each occupation at each level.

**Proposal 9:** Apprenticeships will be open to everyone irrespective of age, but with the primary focus on young people aged 16-24.

**Proposal 10:** Apprenticeships will support progression beyond the initial apprenticeship through a variety of pathways including to higher level apprenticeships and to further and higher education.

**Proposal 11:** Apprenticeship awards/qualifications will facilitate portability within a sector and mobility within the wider economy.

**Proposal 12:** Measures will be put in place to support individuals to make the transition into apprenticeships at Level 3.

**Proposal 13:** Apprenticeships will utilise fully international opportunities for placements and exchanges.

**Question 8:** Do you agree that there should be a single award/qualification to denote the outcome of an apprenticeship for each occupation at each level?

**Question 9:** Should apprenticeships be available for all ages? If apprenticeships are open to all ages, how can Government best ensure that young people are not crowded out of apprenticeship provision?

**Question 10:** How can Government best support progression beyond the initial apprenticeship through a variety of pathways including to further and higher education?

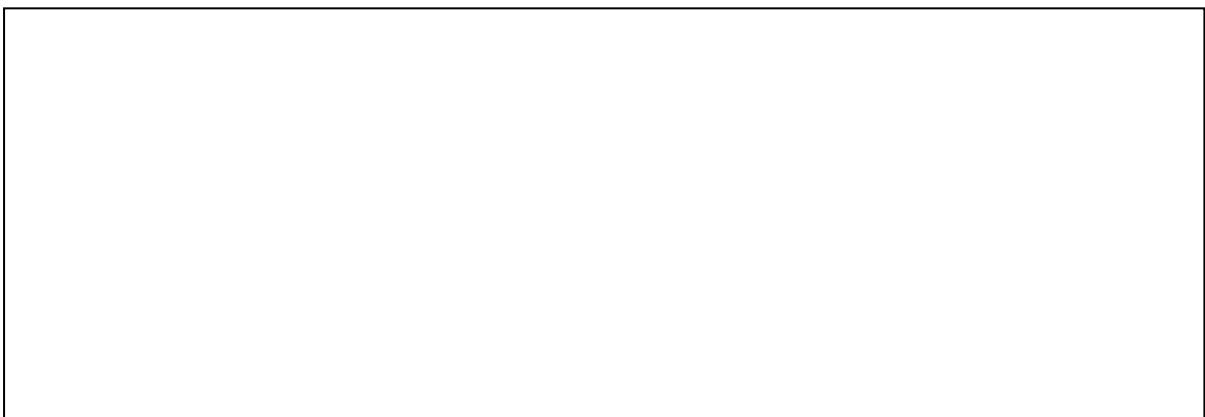
**Question 11:** How might Government best secure the portability of apprenticeships within a sector and the wider economy?



**Question 12:** How can Government best support learners who have not acquired the pre-requisite level of qualifications to access apprenticeships?



**Question 13:** How might the apprenticeship programme best support opportunities for international exchanges and placements?



**Theme 1 (Part B) General Comment:** Please provide any additional comments on the underpinning elements outlined under proposals 8 - 13. Are there other underpinning elements that Government should consider?

## Theme 2: Increasing Participation

**The following proposals seek to facilitate increased participation from employers and apprentices:**

**Proposal 14:** A central service will be introduced to market, promote and support apprenticeship provision, by engaging with employers and potential participants.

**Proposal 15:** The central service will provide advice and guidance for employers and potential apprentices on the range of support and training available.

**Proposal 16:** An online service will be introduced to advertise apprenticeship vacancies across all sectors.

**Proposal 17:** Applications for apprenticeship places will be supported via a UCAS (as used for entrance to University) style portal, to inform young people of the range of opportunities available.

**Proposal 18:** Apprenticeships will be offered in a wide range of professional and technical occupations, reflecting the needs of the Northern Ireland economy.

**Proposal 19:** Apprenticeships will be expanded to include professional and technical occupations within the public sector.

**Proposal 20:** A range of incentives will be considered to support employers, particularly SMEs and micro-businesses, to participate in apprenticeships.

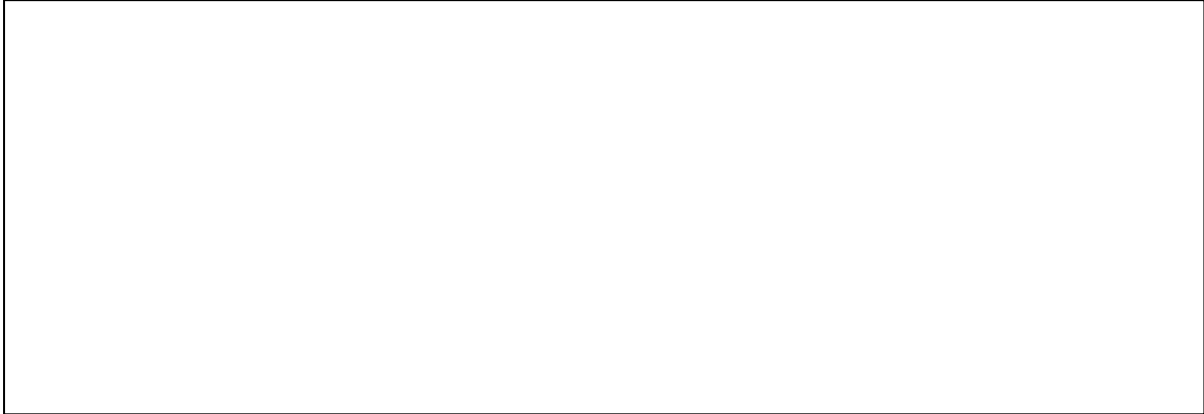
**Proposal 21:** The Careers Service will provide impartial pre-entry advice to all young people considering the apprenticeship pathway.

**Proposal 22:** The Careers Service will intervene at key transition points for young people to provide impartial advice and guidance.

**Proposal 23:** Apprenticeships will include a range of measures to support participation by both genders across occupations.



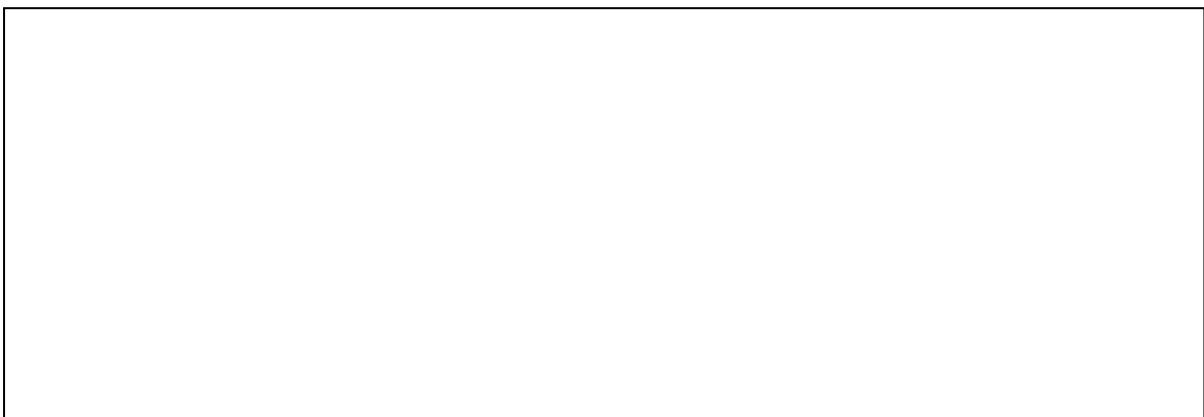
**Question 14:** Would a central service to market, promote and support apprenticeships, which engages with employers and participants encourage greater levels of participation?



**Question 15:** Would a central service that provides advice and guidance for employers and potential apprentices on the range of support and training available increase participation?



**Question 16:** Would an online service to advertise apprenticeship vacancies across all sectors encourage greater participation?



**Question 17 (a):** Would a UCAS style portal best inform potential apprentices of the full range of opportunities available?

**Question 17 (b):** How might such a portal be designed and function in order to generate greater levels of participation?

**Question 18:** Do you agree that apprenticeships should be offered across a wider range of occupations across the Northern Ireland economy? Please provide your views on how can Government might best facilitate this expansion?

**Question 19:** Do you agree that apprenticeships should be expanded to professional and technical occupations in the public sector?

**Question 20:** Would employers, in particular micro and small to medium size employers, require specific incentives and support to facilitate participation in the apprenticeship programme? If so, what support measures are required?

**Question 21:** Do you agree that the Careers Service should promote the benefits of the apprenticeship pathway to young people and their parents, as appropriate, highlighting the parity of esteem with other pathways such as higher education?

**Question 22:** Would continued careers support throughout the apprenticeship help to reduce drop-out rates and improve programme outcomes?

**Question 23:** How can a revised apprenticeship programme best support participation by both genders across occupations?

**Theme 2 General Comment:** Please provide any additional comments on proposals 14 - 23. Are there other measures that Government should consider to facilitate greater levels of participation?

### Theme 3: Partnership - the roles of the key players

**The review highlights the importance of ensuring the key stakeholders are central to the design and delivery of apprenticeships. The following proposals seek to address this.**

**Proposal 24:** An advisory group, based around a partnership comprising of employers, trade unions and the providers of off-the-job training, will be established to advise Government at a strategic level on apprenticeship provision.

**Proposal 25:** Partnership groups, including representatives from employers, Sector Skills Councils or equivalent bodies, providers of off-the-job training and Government, will be established to design and agree apprenticeship provision and inform demand through a skills barometer approach annually at a sectoral level.

**Question 24 (a):** Do you agree that Government should establish an advisory group comprising of the key stakeholders to provide strategic guidance on apprenticeships?

**Question 24 (b):** Please comment on which stakeholders should be involved in the advisory group?

**Question 24 (c):** What should be the remit of the advisory group?

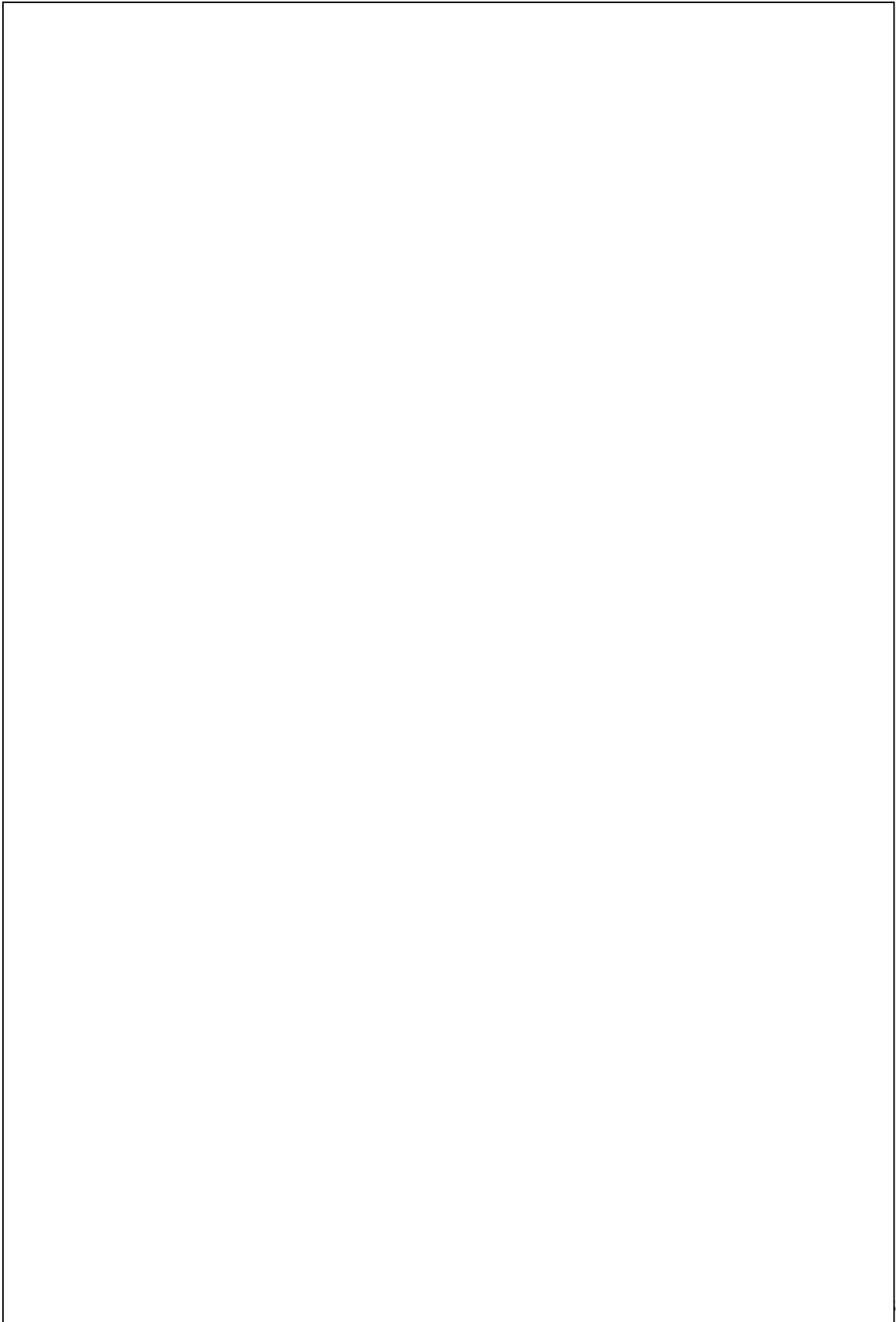
**Question 25 (a.):** Do you agree that Government should establish a range of the sectoral partnership groups to design and agree apprenticeship provision and inform demand annually, at a sectoral level?

**Question 25 (b):** Please comment on which stakeholders should be involved in the sectoral groups?

**Question 25 (c):** How should these groups inform the provision of apprenticeships in their relevant sectors?



**Theme 3 General Comment:** Please provide any additional comments on the partnership concept set out in proposals 24 and 25.

A large, empty rectangular box with a thin black border, intended for providing additional comments on the partnership concept.

## Theme 4: Ensuring Quality

**Northern Ireland's future apprenticeship provision must be based on the highest quality of training. The following proposals seek to secure this.**

**Proposal 26:** Quality, achievement and progression will be key measures of success for apprenticeship provision.

**Proposal 27:** Employers and industry specialists, in partnership with other key stakeholders, will inform the content, duration and assessment of each apprenticeship, including test(s) at the end of the training.

**Proposal 28:** The content, duration and assessment of each apprenticeship will be subject to rigorous assurance by inspectors who have up-to-date experience in professional and technical areas, supported by industry experts to ensure each apprenticeship meets the needs of employers and apprentices.

**Proposal 29:** To support the quality of teaching and learning, criteria will be set for all teaching staff which will establish minimum qualification requirements in the subject area and related pedagogy, as well as significant and up-to-date experience in industry.

**Proposal 30:** There will be a requirement that all involved in the delivery of off-the-job training will undertake professional training in pedagogy.

**Proposal 31:** Stringent conditions will be established for continuous professional development to ensure that those delivering training remain expert in their field.

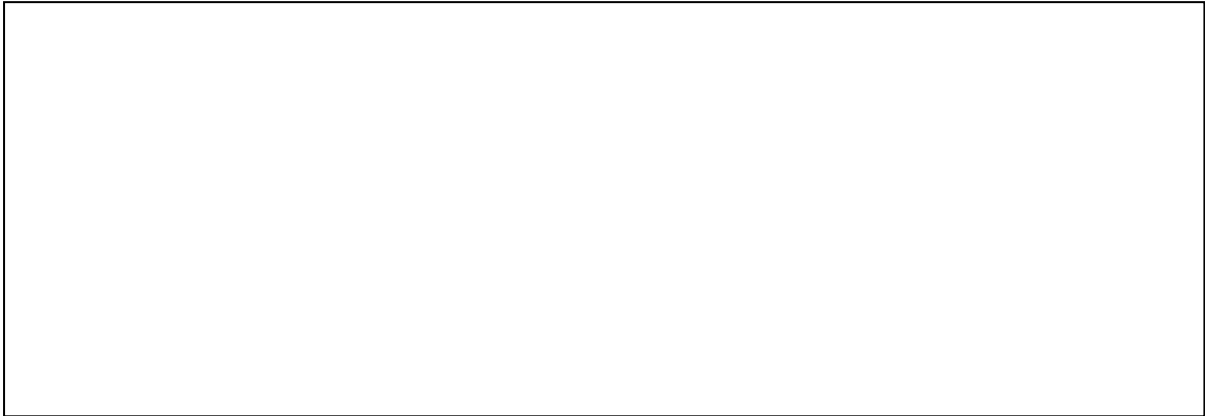
**Proposal 32:** Only those providers who meet the minimum quality standards as determined by the Department will be funded to deliver apprenticeship training.

**Question 26:** Do you agree with the following as indicators of the apprenticeship programme's success: quality, achievement and progression? Are there other criteria that should be considered in the monitoring of apprenticeship provision?

**Question 27:** How might Government empower employers, industry specialists and other key stakeholders to inform content, duration and assessment of each apprenticeship?

**Question 28:** Do you agree that apprenticeships should be subject to rigorous assurance? How should the content, duration and assessment of each apprenticeship be monitored to ensure it meets the needs of the key stakeholders?

**Question 29:** Do you agree that quality of teaching and learning should be supported through minimum qualification and related pedagogy requirements for each occupational area?



**Question 30:** Do you agree that those involved in the delivery of off-the-job training should undertake professional training in pedagogy?



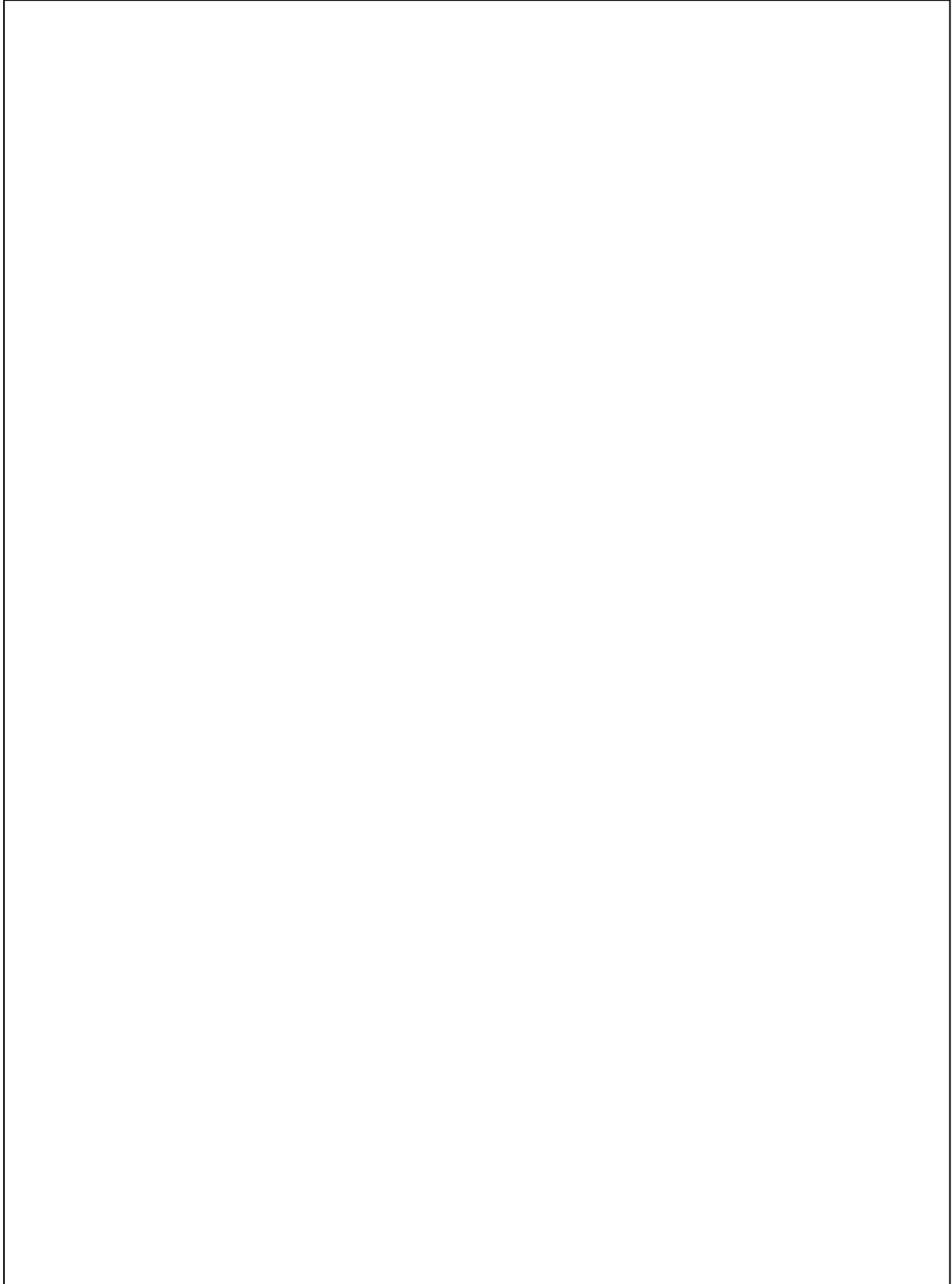
**Question 31:** Do you agree that stringent conditions should be established for continuous professional development to ensure that those delivering training remain expert in their field?



**Question 32:** Should providers of training be approved only where they meet clear quality standards? If so, what standards should be applied?



**Theme 4 General Comment:** Please provide any additional comments on proposals 26 - 32. Are there other measures that Government should consider in the high quality provision of apprenticeships?

A large, empty rectangular box with a thin black border, intended for providing additional comments on proposals 26-32 regarding apprenticeships.

## **Submit your form**

When you press the submit button your form will be emailed to Department for Employment and Learning - [apprenticeshipreview@delni.gov.uk](mailto:apprenticeshipreview@delni.gov.uk)

**Note:** to use the submit button you will need to be able to access an email account. Desktop applications, such as Outlook, should automatically generate an email. For web-based accounts, you will be prompted to save the form and attach it manually to an email.

Thank you for taking the time to contribute to this important consultation.

people:skills:jobs:



Department for  
**Employment  
and Learning**  
[www.delni.gov.uk](http://www.delni.gov.uk)



**THE DEPARTMENT:**

Our aim is to promote learning and skills, to prepare people for work and to support the economy.

This document is available in other formats upon request.

**Further information:**

Department for Employment and Learning  
Adelaide House  
39/49 Adelaide Street  
Belfast  
BT2 8FD

telephone: 028 9025 7537

email: [apprenticeshipreview@delni.gov.uk](mailto:apprenticeshipreview@delni.gov.uk)

web: [www.delni.gov.uk/apprenticeshipreview](http://www.delni.gov.uk/apprenticeshipreview)