

Accelerating the impact of your apprenticeship programme

Using the UK Government
levy to boost the impact of
your apprentices

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Introductions

- Kathryn (Kathy) Isherwood – Insights Partner
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Introductions

- Mark Eighteen – Commercial Director, Activate Apprenticeships

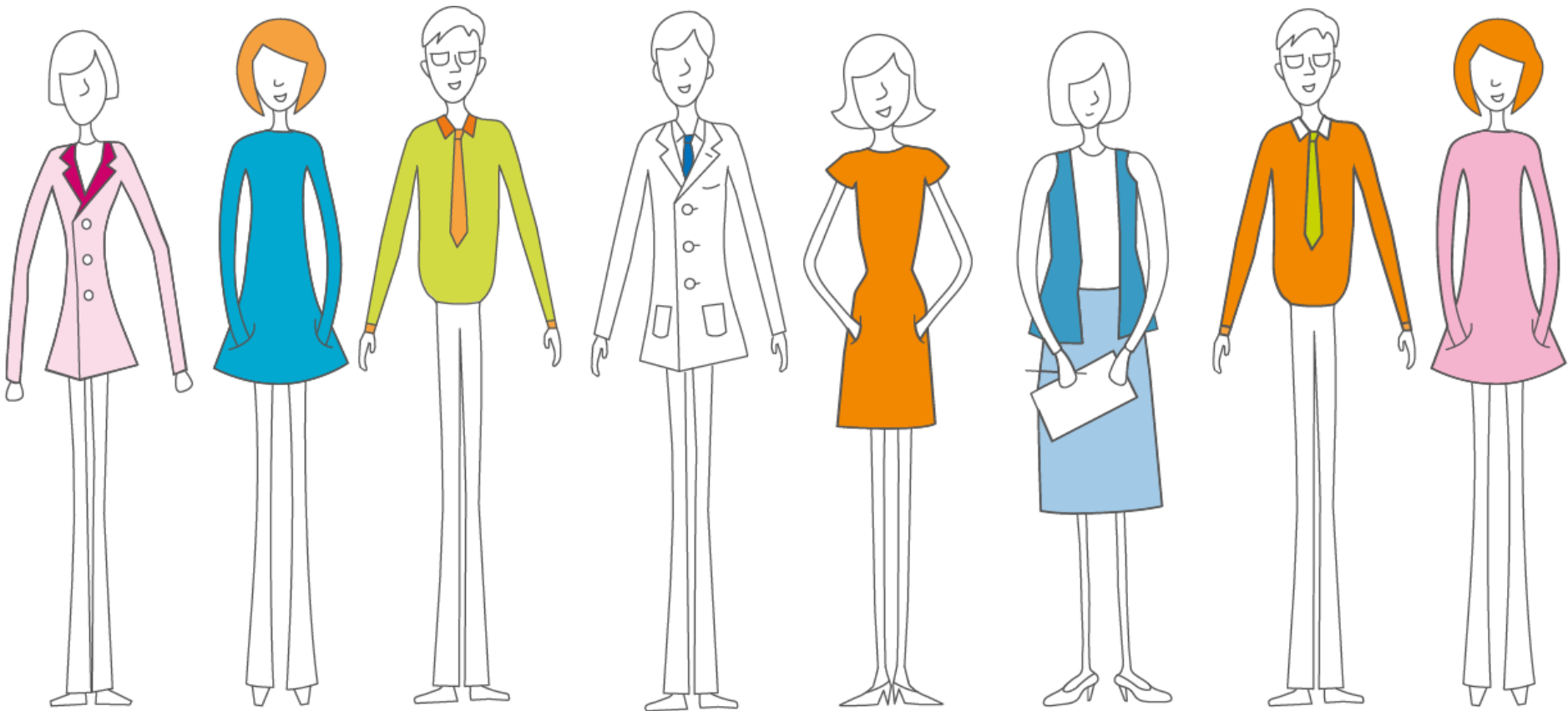


Show of hands

How many of you work with organisations that have apprenticeship programmes today?

By 2020 ...

- Three million apprentices targeted



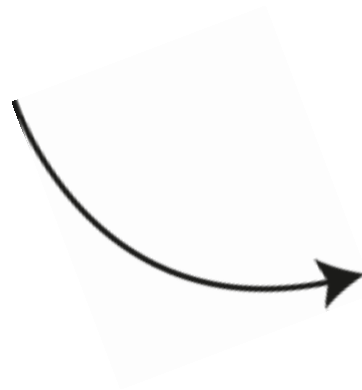
Ask the audience

*Is your organisation registered as
a training provider for
apprenticeship?*

Insights provides *people*
development programmes that
help companies all over the
world get the very *best* from
people at *work*.

What is the levy?

- From April 2017 the way the government funds apprenticeships in England is changing



Example of fund options

Employer of 250 employees, each with a salary of £25k:

- **Paybill:** $250 \times £25k = £6.25m$
- **Levy Sum:** $0.5\% \times £6.25m = £31,250$
- **Allowance:** $£31,250 - £15,000 = £16,250$ annual levy payment to be spent on training

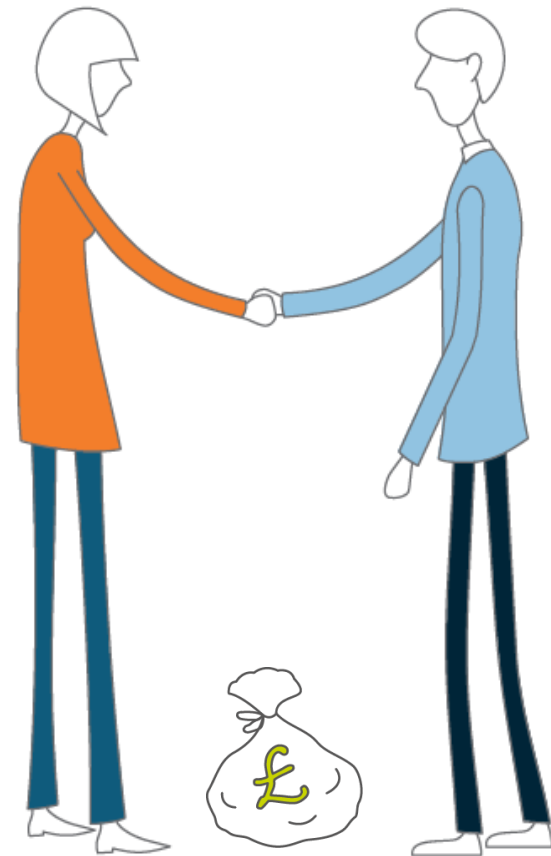
Employer of 1000 employees, each with a gross salary of £25k:

- **Paybill:** $1000 \times £25k = £25m$
- **Levy Sum:** $0.5\% \times £25m = £125,000$
- **Allowance:** $£125,000 - £15,000 = £110,000$ annual levy payment to be spent on training

How can I access/
spend the fund?

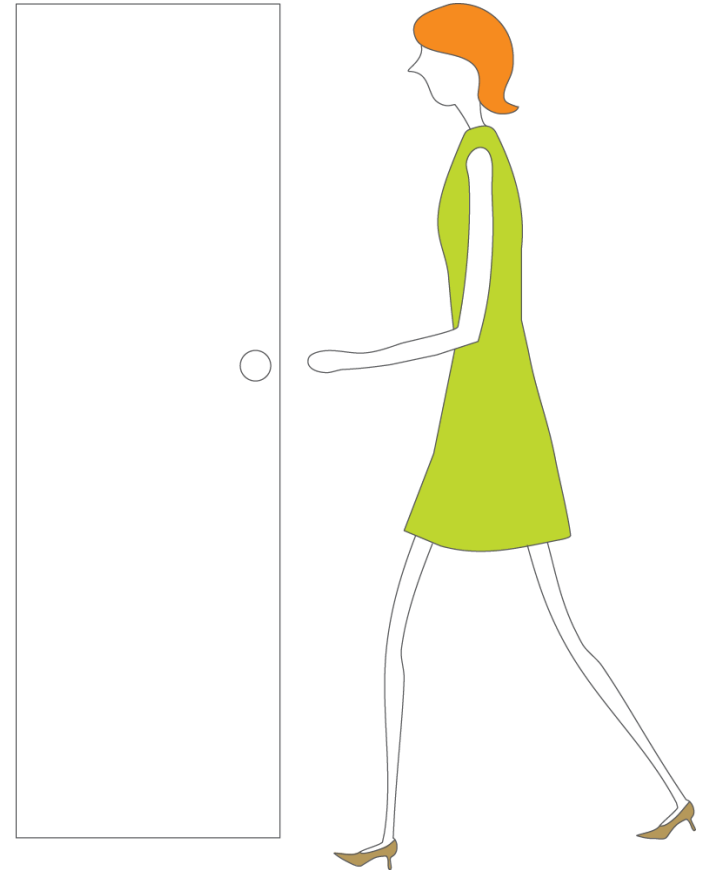
How can I spend the fund?

- The funding can only be used to fund training and assessment under approved apprenticeship schemes.



How do I access the fund?

Through the Digital Apprenticeship service (DAS) set up by government, employers will have access to their levy fund for training through apprenticeships.

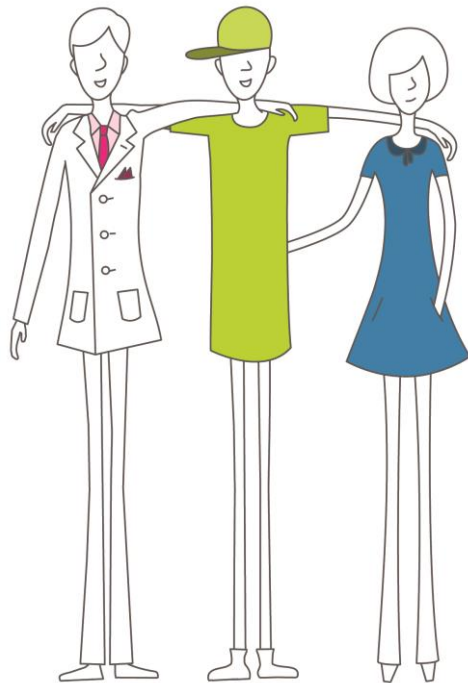


Ask the audience

Do you know who is signed up to the Digital Apprenticeship service in the organisations that you service?

How does Insights develop people?

It all starts with the individual ...



To improve the
team ...



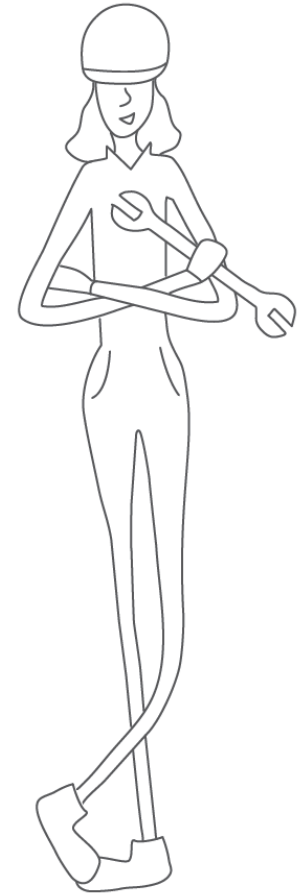
To create the
right *leaders* ...



... and achieve your
business goals.

Agenda

- Apprenticeships and New Standards
 - Where does Insights fit?
- Three case studies
 - Apprenticeship Academy
 - Workforce Development
 - Managed Training Service



New Standards and Insights

Requirements: Knowledge, Skills and Behaviours

Knowledge	What is required (through formal learning and applied according to business environment)
Interpersonal excellence – managing people and developing relationships	
Leading People	Understand different leadership styles and the benefits of coaching to support people and improve performance. Understand organisational cultures, equality, diversity and inclusion.
Managing People	Understand people and team management models, including team dynamics and motivation techniques. Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.
Building Relationships	Understand approaches to customer and stakeholder relationship management, including emotional intelligence and managing conflict. Know how to facilitate cross team working to support delivery of organisational objectives.
Communication	Understand different forms of communication and their application. Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.
Personal Effectiveness – managing self	
Awareness of Self	Know how to be self-aware and understand unconscious bias and inclusivity. Understand learning styles, feedback mechanisms and how to use emotional intelligence
Management of Self	Understand time management techniques and tools, and how to prioritise activities and approaches to planning
Decision Making	Understand problem solving and decision making techniques, and how to analyse data to support decision making.

New Standards and Insights

Skills	What is required (acquired and demonstrated through continuous professional development)
Interpersonal excellence – managing people and developing relationships	
Leading People	Able to communicate organisation strategy and team purpose, and adapt style to suit the audience. Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.
Managing People	Able to build a high-performing team by supporting and developing individuals, and motivating them to achieve. Able to set operational and personal goals and objectives and monitor progress, providing clear guidance and feedback.
Building Relationships	Building trust with and across the team, using effective negotiation and influencing skills, and managing any conflicts. Able to input to discussions and provide feedback (to team and more widely), and identify and share good practice across teams. Building relationships with customers and managing these effectively.
Communication	Able to communicate effectively (verbal, written, digital), chair meetings and present to team and management. Use of active listening and provision of constructive feedback.

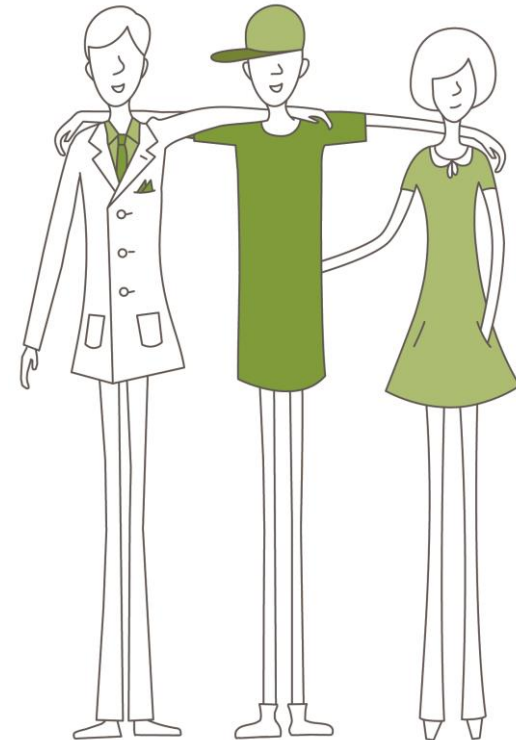
New Standards and Insights

Personal Effectiveness – managing self	
Self-Awareness	Able to reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received.
Management of Self	Able to create an effective personal development plan, and use time management techniques to manage workload and pressure.
Decision Making	Use of effective problem solving techniques to make decisions relating to delivery using information from the team and others, and able to escalate issues when required.

Behaviours	What is required (developed and exhibited in the workplace)
Takes responsibility	Drive to achieve in all aspects of work. Demonstrates resilience and accountability. Determination when managing difficult situations.
Inclusive	Open, approachable, authentic, and able to build trust with others. Seeks views of others.
Agile	Flexible to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. Positive and adaptable, responds well to feedback and need for change.
Professionalism	Sets an example, and is fair, consistent and impartial. Open and honest. Operates within organisational values

Three case studies

- Apprenticeship Academy
- Workforce Development
- Managed Training Service

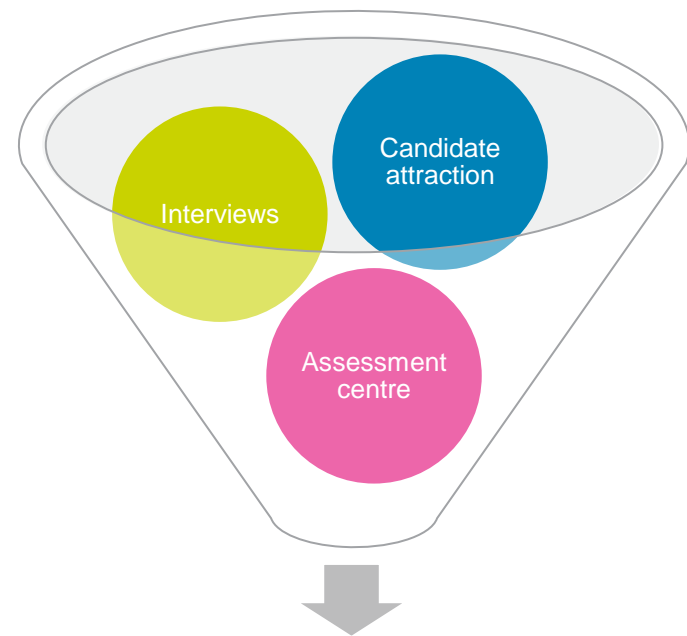


Case study

- An Apprenticeship Academy



Academy design



Candidate shortlisting

Insights Discovery Personal Profiles for Apprentice and Line Manager

Case Study: Existing workforce development

- Rising Stars Management Programme

One-to-one coaching/Assessing sessions (including English and Maths)



Workshop modules

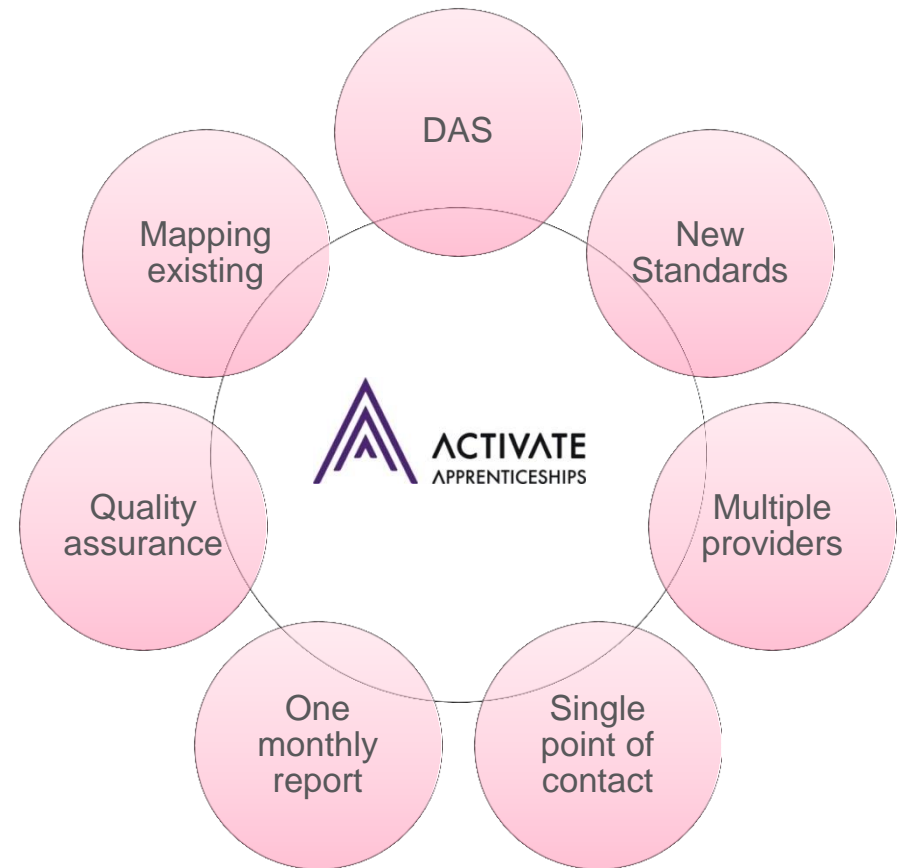


Two cohorts of 12 managers

Case Study: Managed Training Service

Brief

- 15 office locations
- 13 job roles/ apprenticeship programmes
- One specialist provider
- £600,000 levy
- £10,000 Insights budget
- £100,000 training budget



“Learning is an essential tool for engaging employees, attracting and retaining top talent, and developing long-term leadership for the company.”

– Deloitte Global Human Capital Trends, 2016

Ask the audience

*Do you feel equipped to
accelerate the impact of your
customers apprenticeship
programme if they have one?*

Our recommendations to you

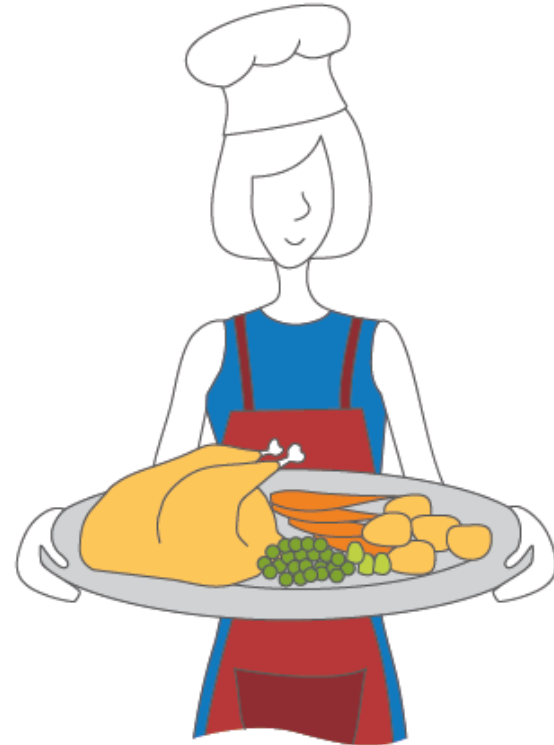
Investigate the following:

- Check out who is paying the levy within your organisation.
- Who is signed up to draw down the fund? Local/National
- Do you have a partners of choice in place today? Review
- How much is available to you on a monthly basis?
- How many apprentices do you have today?
- What could the future look like?
- Skills analysis – New talent? Quality? Retention? Where is your challenge?
- What is the strategy for your business going forward?
- What trailblazer standards do you want to introduce?
- What is the strategy for your business going forward?
- How can we help?

What people say

“The apprentices loved the Insights Discovery model, finding it easy to understand and use. This is the first year we have used Insights and we have noticed a much greater awareness of **behaviours** on an individual level and also more effective teamwork as a result. We will definitely be including it in future programmes.”

– Tromie Dodd, Programme Manager, Fifteen’s Apprentice Programme



Other resources

- <http://info.insights.com/uk-apprenticeship-levy-resources-ins>
- Kisherwood@insights.com
- Mark.Eighteen@activateapprenticeships.com

Thank you!

*We'd love to answer
any final questions*