

Incentive Scheme 2022 Extension - Key Dates

Employment start date from 1st April 2021 to 30th September 2021:

Applications close on 30th November 2021

Employment start date from 1st Oct 2021 to 31st January 2022:

Applications close on 31st March 2022

To receive the payment, you must submit an application for each eligible apprentice using your apprenticeship service account.

How to create an account to manage apprenticeships - <https://bit.ly/3AYYmnZ>

Applying for an incentive - <https://bit.ly/30ZjZsf>

Please call if you need guidance



Covid Awareness



Please report to us any positive cases of Covid at your setting, and any changes to your policies and procedures as a result.

Thank you

Assessments and Skills Scan

When we send the assessments and skills scan we ask for these to be done in 7 days.

This is only the first stage so we set a week for two reasons. One is so we don't get extra delay and the second is to ensure the apprentice starts to appreciate that deadlines are needed with an apprenticeship to achieve results.

So don't think we are being unreasonable, we just want to ensure things flow and to show what's expected from the outset.

Why Assessments Are Needed

Whether you have GCSES or previous functional skills, assessments are always required as part of a new apprenticeship process. This applies to everyone and there are no exceptions.

As apprenticeships are part of government education we must follow the rules ensuring we evaluate everyone's current basic skills even though they may not need to be formally tested again. These basic skills are used at work so are viewed as key elements which need to be re-visited at the start.

**"What Level should I consider for a new apprentice
Level 2 or Level 3?"**



We think...

...for those that work under supervision Level 2 may be best.

For those that work on their own initiative and are planning, organising their own work and supervising others Level 3 should be considered.

Skills Scans Explained

When a training provider takes on a new apprentice the funders want to know about their prior learning.

The reason is the funding mechanism doesn't allow very experienced apprentices to be trained in the role they are already doing because the duration and funding allocated make it impossible to complete.

Apprentices are seen as those who need training so are usually new to the sector or the level within it.

The apprentice may be taking on a new role, a promotion or perhaps more responsibility like lead, deputy, manager, etc.

The skills scan is designed to match the learning requirements to the role, to ensure we meet the rules.

Code of Conduct

We have now included a 'code of conduct' which we hope brings employer, apprentice and training provider closer together in terms of expectations.

It's similar to a code of practice (that assists employers and apprentices to understand their duties and responsibilities relating to the apprenticeship programme).

As apprenticeships are backed primarily by government funding we follow practices very much like a college does. Please call if you have any questions about this.

Commitment to Change

During the height of the Covid restrictions, like many companies, we had to change to ensure we could continue delivering our training without risk.

This has had the added benefit of vastly reducing the time spent on the road either travelling to the office or visiting settings.



By adapting our work practice and our delivery model we now offer the required training without extra impact on both the environment or on settings coping with the new restrictions we are all too aware of.

Need more details about how apprenticeships work?

Want to know more about our teaching & learning?

Confused about funding?

Our informative Employer Insight Meeting is designed to help.

Click and book here:

www.questfortraining.com/events/



Emailing Sensitive Documents?

We have a brief guide to help ensure you can send sensitive info as securely as possible.

Email is not a secure channel for sending information so taking some extra steps when sending personal data may prove worthwhile in case it ends up in the wrong hands.

<https://www.questfortraining.com/emailsecurity>