

This document lists the Apprenticeship Support Service webinar and K-Hub sessions between October and December 2018. If there is something that you can't find here that you would find useful just email [info@spark.org.uk](mailto:info@spark.org.uk).

**Slides & Webcasts**

All the webinar slides, resources and the webcast summary – which includes the link to the webcast link, any Q and A and the webinar feedback summary can be found in the K-Hub as follows:



No.	Theme	AUTUMN\WINTER 2018 WEBINAR PROGRAMME - Content	To register on the webinar just click the date
1	Making the Case	<p><b>A PRACTICAL GUIDE TO BUILDING A CASE FOR APPRENTICESHIPS</b></p> <p>A practical guide setting out the high spots in apprenticeship and skills feedback or evaluation</p> <ul style="list-style-type: none"> <li>• Latest information and stats</li> <li>• Measurable benefits and advantage</li> <li>• Advice on managing objections and challenges</li> <li>• Successful practice guidance, Case Studies</li> </ul> <p>For Councils as employers or as employer-providers looking to make a persuasive case for investing in apprenticeships to Line Managers and Senior Leadership Teams.</p>	<p><a href="#">10.00 – 11.00</a>  <a href="#">Friday 19<sup>th</sup></a>  <a href="#">October</a></p>

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2	Operational Delivery	<p><b>THE APPRENTICESHIP SERVICE END TO END</b></p> <p>A simple screen by screen overview of the whole journey from employer to provider and back, and from commissioning to closing the apprenticeship:</p> <ul style="list-style-type: none"> <li>• Managing Apprenticeships               <ul style="list-style-type: none"> <li>○ Setting up an apprentice</li> <li>○ Commissioning a provider</li> <li>○ Pausing or stopping payments</li> </ul> </li> <li>• Financial tracking and forecasting for employers</li> <li>• An overview of the 10% transfer screens (see the full webinar for a detailed session)</li> <li>• Maintaining an accurate levy balance               <ul style="list-style-type: none"> <li>○ Understanding the payment cycle</li> <li>○ Matching the apprenticeship service record to the provider Individualised Learner Record</li> </ul> </li> <li>• Typical challenges, successful practice guidance, Case Studies</li> </ul> <p><i>For Council staff responsible for creating or managing the apprenticeship service records or for managing levy spend and for employer-provider teams looking not understand the shared responsibilities for transactions using the Apprenticeship Service.</i></p>	<p><a href="#">9.30 – 11.00</a>  <a href="#">Friday 26</a>  <a href="#">October</a></p>
3	Compliance	<p><b>THE REGISTER OF APPRENTICESHIP TRAINING PROVIDERS</b></p> <p>An update on the application process to join the ESFA's 'new' Register for Apprenticeship Training Providers</p> <p><i>For Councils and/or Employer-Provider teams wanting to understand the new Register criteria and process and those seeking support for a first-time employer-provider or main provider application</i></p>	<p>TBC</p>
4	Operational Delivery	<p><b>A PRACTICAL GUIDE TO CHOOSING &amp; USING 10% TRANSFERS</b></p> <p>A guide to the opportunities and impact of the 10% Transfer flexibility and how to choose and manage transfers:</p> <ul style="list-style-type: none"> <li>• ESFA Funding Rules and Council responsibilities</li> <li>• Selecting potential transfer recipients and understanding transfer eligibility</li> <li>• Managing the Transfer activity</li> <li>• Processing Transfers through the Apprenticeship Service</li> </ul>	<p><a href="#">9.30 – 11.00</a>  <a href="#">Friday 9</a>  <a href="#">November</a></p>

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		<ul style="list-style-type: none"> <li>• Typical challenges, successful practice guidance, Case Studies</li> </ul> <p><i>For Councils wanting to understand how to implement the 10% Transfer and process transfers through the Apprenticeship Service</i></p>	
5	K-Hub	<b>SPECIAL FOCUS - 10% Transfers: LIVE Q &amp; A</b>	2.00 – 3.00 Friday 16 November
6	Apprenticeship Standards	<p><b>A PRACTICAL GUIDE TO IMPLEMENTING DEGREE APPRENTICESHIPS AS PART OF AN APPRENTICESHIP PROGRAMME:</b></p> <p>A guide to using Degree Apprenticeships and working with Universities as part of your apprenticeship programme:</p> <ul style="list-style-type: none"> <li>• Understanding the available degree apprenticeship programmes</li> <li>• Degree Apprenticeship Delivery - typical models of delivery and integrated vs /non-integrated degree apprenticeships</li> <li>• Typical challenges, successful practice guidance: prior learning, pricing and procurement - building a positive partnership</li> <li>• Case Studies - focus on: Chartered Manager and Senior Leader Degree Apprenticeships</li> </ul> <p><i>For Councils wanting to understand whether degree apprenticeships are a useful inclusion in their apprenticeship portfolio and how to implement a degree apprenticeship programme.</i></p>	<a href="#">9.30 – 11.00</a> <a href="#">Friday 23</a> <a href="#">November</a>
7	Operational Delivery	<p><b>MANAGING AND MONITORING APPRENTICESHIP TRAINING AND TRAINING PROVIDERS</b></p> <p>A practical guide to creating a management and monitoring framework to track and manage provider delivery as part of a productive joint working partnership with your providers:</p> <ul style="list-style-type: none"> <li>• Typical Key Performance Indicators</li> <li>• Operational tracking - how to measure and what can be measured</li> <li>• The cycle of performance reviews - typical review agendas and useful information as part of preparation</li> <li>• What providers need from Councils</li> <li>• Typical challenges, successful practice guidance, Case Studies</li> </ul> <p><i>For Council staff responsible for managing provider relationships and contracts or setting key performance indicators for apprenticeship contracts or programmes.</i></p>	<a href="#">9.30 – 11.00</a> <a href="#">Friday 30</a> <a href="#">November</a>

No.	Theme	AUTUMN\WINTER 2018 WEBINAR PROGRAMME - Content	To register on the webinar just click the date
8a	Operational Delivery	<p><b>A PRACTICAL END TO END GUIDE TO APPRENTICESHIP DOCUMENTATION...? PART I - FOR EMPLOYERS</b></p> <p>A guide to the range of apprenticeship documentation required for apprenticeships and how to maximise their impact and added value:</p> <ul style="list-style-type: none"> <li>• Funding Rules and the evidence requirements placed on employers and apprentices</li> <li>• Documentation and evidence requirements placed on your providers - what to expect</li> <li>• Documentation timelines-which documents are needed when: for employers and for apprentices</li> <li>• How to make the apprenticeship documentation work to support your apprenticeship programme – for apprentice and line manager in particular : good practice documentation between provider, employer and apprentice: Eligibility declarations, the Initial Needs Assessment, the Commitment Statement, Employer Contract, Tri-partite reviews</li> <li>• Typical challenges, successful practice guidance, Case Studies</li> </ul> <p><i>For Councils wanting to understand which documents are required as part of an apprenticeship programme and how these should support high quality delivery and effective development for each apprentice.</i></p>	<p><a href="#">9.30 – 10.45</a>  <a href="#">Thursday 6</a>  <a href="#">December</a></p>
8b	Operational Delivery	<p><b>A PRACTICAL END TO END GUIDE TO APPRENTICESHIP DOCUMENTATION...? PART II - FOR EMPLOYER-PROVIDERS</b></p> <p>A guide to the range of apprenticeship documentation required by the apprenticeship Funding Rules and the contents to remain compliant:</p> <ul style="list-style-type: none"> <li>• Funding Rules and the Evidence Pack requirements</li> <li>• Documentation Timelines- which documents are needed when: for employers, for apprentices and for the apprenticeship Evidence Pack</li> <li>• Good Practice and Compliance - the Mandatory documents shared with Employers and apprentice: Eligibility declarations, the Initial Needs Assessment, the Commitment Statement, Employer Contract, Tri-partite review s</li> <li>• Typical challenges, successful practice guidance, Case Studies</li> </ul> <p><i>For Employer-providers wanting to understand how to create documents which meet ESFA Funding Rules and how to use these to support and share responsibility for a successful apprenticeship with employer line managers and apprentices.</i></p>	<p><a href="#">11.30 – 12 .45</a>  <a href="#">Thursday 6</a>  <a href="#">December</a></p>

No.	Theme	AUTUMN\WINTER 2018 WEBINAR PROGRAMME - Content	To register on the webinar just click the date
10	Policy & Strategy	<p><b>A PRACTICAL GUIDE TO APPRENTICESHIP PAY SYSTEMS AND STRUCTURES</b></p> <p>A guide to the range of apprenticeship pay structures used in Councils and wider and their impact:</p> <ul style="list-style-type: none"> <li>• General considerations and criteria</li> <li>• Approaches to different appointments – e.g. New vacancies, Existing staff, Promotions</li> <li>• Approaches to different contractual structures – e.g. temporary contracts, Fixed-term contracts, part-time workers</li> <li>• Wider apprenticeship scenarios: e.g. Redundancies, poor performance, disciplinary</li> <li>• Typical challenges, successful practice guidance, Case Studies</li> </ul> <p><i>For Councils wanting to review and consider a simple and clear pay structure for apprentices at all levels and in new or existing roles.</i></p>	<p><a href="#">9.30 – 11.00</a>  <a href="#">Friday 14</a>  <a href="#">December</a></p>