

Apprentice Development



Internal upskilling through apprenticeships and apprenticeship progression principles

1. Purpose

- 1.1 The purpose of these guidelines is to provide a framework for internal upskilling and apprenticeship progressions that ensures a consistent and effective approach across TfL linked to the TfL apprenticeship strategy (insert link)

2. Background and Definitions

2.1 What is an apprenticeship?

An apprenticeship is a genuine job with an accompanying skills development programme. Through an apprenticeship, apprentices gain the technical knowledge, practical experience and wider skills they need for the immediate job and their future career. This is achieved through a mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a work environment.

20% of an apprentice's time must be off - the-job training that is directly relevant to the apprentice standard that they are working towards.

2.2 Apprenticeship equivalent educational levels.

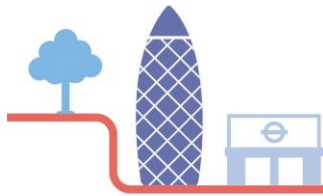
Name	Level	Equivalent educational level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4 / 5	Foundation degree
Degree	6	Bachelor's
Masters	7	Master's degree

Some apprenticeships may also include an additional qualification, such as a diploma.

3. Strategic aims of internal apprenticeships and progressions in TfL

- 3.1 Internal apprenticeships and progressions are considered a priority mechanism to upskill our existing workforce where they align to the long term resource and skills requirements of the organisation. They will help





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optimise the use of the Apprentice Levy and decisions will be based on business needs, workforce planning and financial modelling.

When considering opportunities one or more of these aims must be supported:

- Develops internal capability and helps build a talent pipeline.
- Supports progression through career paths (role families) within TfL.
- Helps succession planning and internal promotions.
- Provides development for those identified as talent through Maximising Potential (where appropriate)
- Develops TfL skills shortages where they exist in key business areas such as technology and engineering.
- Strategic aims to increase diversity in under represented areas.

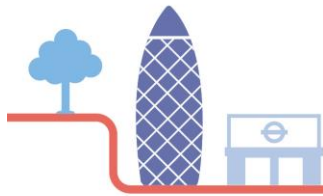
3.2 Internal Apprenticeships and Progressions in TfL will *not*:

- Replace academic sponsorship where an apprenticeship is not an appropriate solution (apprenticeships are very different from academic sponsorship)
- Provide a short term fix of resources
- Use the levy for apprenticeships which are not clearly linked to business needs and workforce planning.

4. Internal upskilling through apprenticeships

- 4.1 Internal apprenticeships are those that are undertaken by existing permanent employees as part of their development, aligned to the strategic aims outlined in 3.1.
- 4.2 The business unit must be post transformation.
- 4.3 Where a new scheme is being introduced and has to be designed there must be more than three apprenticeship opportunities for the scheme to go ahead.
- 4.4 TfL will only support an employee on an apprenticeship if costs for the apprenticeship training and assessment are fully funded by the Apprenticeship levy.
- 4.5 Apprenticeships can only be supported if the role aligns to an apprenticeship standard and the manager / employee agree to 20% off the job learning for the duration of the apprenticeship.
- 4.6 Before any internal upskilling apprenticeships are agreed the business sponsor must discuss and agree the apprenticeship and the process with Strategic Resourcing and the Apprentice Schemes Development team.





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5. Apprenticeship Progressions

- 5.1 An apprenticeship progression is when an apprentice moves from one apprenticeship level to another in the same professional field.
- 5.2 Once an apprentice has completed and signed off the lower level apprenticeship, they can qualify to move onto the next stage if it is deemed appropriate by the business, and the requirements for the apprenticeship are met.
- 5.3 Progressions can be identified for apprentices when they join TfL, or when they complete the first level of their apprenticeship.
- 5.4 Apprenticeship progressions can only be supported if the role aligns to the apprenticeship standard and development and the manager / employee agree to 20% off the job learning for the duration of the apprenticeship.
- 5.5 Before any progressions are agreed the sponsor must discuss and agree the apprenticeship and the process with the Apprentice Development team

6. Eligibility and criteria

- 6.1 TfL will only support an employee on an apprenticeship if the cost of the apprenticeship training and assessment will be funded by the TfL levy.
- 6.2 To be eligible for an apprenticeship the employee must;
 - 6.2.1 Be employed in a full time job which is relevant to the apprenticeship they are applying for. Part time employees are eligible to apply, however the duration of the programme will be extended to ensure sufficient work place learning and training time is undertaken for successful completion of the apprenticeship.
 - 6.2.2 Have satisfactory performance in their role and have support from their manager to undertake the programme.
 - 6.2.3 Have successfully completed their probation period in role.
 - 6.2.4 Meet the qualification entry requirements of the scheme and be able to provide original qualifications certificates at enrolment.
 - 6.2.5 If a qualification is held at the same or higher level than the apprenticeship they are applying for, the apprenticeship must be unrelated in subject and content from the qualification they already hold.





- 6.2.6 *Not* already have prior learning or experience that meets the learning aims or the end point assessment of the apprenticeship standard.
- 6.2.7 Have the right to work and study in England for the duration of the apprenticeship, and be one of the following;
 - A citizen of a country within the European Economic Area (EEA) or have the right to abode in the UK, and has been resident in the EEA for at least the previous 3 years on the first day of your apprenticeship.
 - A non-EEA citizen with permission from the UK government to live in the UK, (not for educational purposes) and have been ordinarily resident in the UK for at least the previous three years before the start of learning.
- 6.2.8 Must commit to the apprenticeship for the duration of the scheme and spend at least 20% of their time off-the-job training.
- 6.2.9 The apprenticeship will form part of the employees' annual P&D objectives for the duration of the scheme.

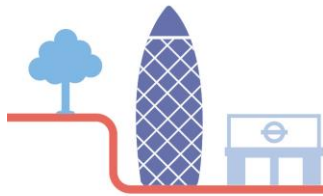
7. Application process

- 7.1 The process for securing an internal upskilling apprenticeship and an apprenticeship progression will vary.
- 7.2 Business stakeholders will identify progression opportunities. If the apprentice meets the eligibility and criteria as outlined in section 6, they can automatically progress to the next level of the apprenticeship.
- 7.3 Internal upskilling opportunities will be identified in different ways depending on the apprenticeship and the business area that has identified the requirements. If identified for a niche area, there may only be a few individuals that meet the criteria. If the apprenticeship is applicable to a larger population, the business may introduce an application and selection process to identify the most suitable candidates to pursue the apprenticeship.

8. Terms and conditions

- 8.1 The new apprenticeship reforms require any apprentice starting a new apprenticeship to have the following in place. (These documents will be scanned to employee records (SAP) at the start of their apprenticeship):
 - 8.1.1 Evidence of the right to work for the duration of the apprenticeship





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- 8.1.2 A residency check and evidence of residency in the UK for three years before starting the apprenticeship (where employment with TfL is less than three years) (as stated in 6.2.7)
- 8.1.3 Completed qualification check providing evidence of previous qualifications and experience to ensure that the criteria for the apprenticeship are met. (6.2.4-6.2.6)
- 8.1.4 A signed Apprenticeship Agreement between the apprentice and the employer. This confirms the employment arrangements whilst completing an apprenticeship. This will be either a new apprenticeship contract, or where the employee is in a substantive post, an apprentice agreement.
- 8.1.5 A signed Statement of Commitment that sets out how the employer, training provider and apprentice will support the successful achievement of the apprenticeship.
- 8.1.6 Whilst completing an apprenticeship the employee must not apply for an internal position or secondment unless it is confirmed and agreed with their sponsor and line manager, and they are able to continue their apprenticeship until completion.

