

# Advice for managers: identifying suitable Apprenticeship-based training for existing staff

Apprenticeship-based training provides an excellent opportunity for University staff to develop their career with professionally delivered, accredited courses which are relevant to their work.

In the current challenging climate even vacant posts that may be filled with re-deployment can be supported with Apprenticeship based training to develop the skills needed.

These courses are funded through our Apprenticeship Levy account.

The University Apprenticeships Team is always here to offer help and guidance, and this document aims to outline a straightforward process in accessing the best training for your staff.

Information on Apprenticeship based training for staff and the application form can be found at: <https://www.apprenticeships.ox.ac.uk/wld>

## Initial Steps:

1. Firstly, identify the training need with staff member and attend a University Apprenticeships Information Session. Details available at: <https://www.eventbrite.co.uk/o/university-apprenticeships-16658296493>
2. Next, use the Government 'Find Apprenticeship Training' site to identify a suitable course. Details available here: <https://findapprenticeshiptraining.apprenticeships.education.gov.uk/Apprenticeship/Search>
3. By using the 'Find Training Provider' option, you will find providers that deliver their course in a style that suits you, the department and your member of staff. Give them a call to make sure they are delivering what you need. You are the customer so if they don't suit, other providers are available!

The cost of the Apprenticeship-based training course will be paid directly out of our Apprenticeship Levy Account, managed by the University Apprenticeships Manager. However, there may be other costs that fall outside of this and need to be met by the department (such as professional registration, exam fees etc.). Make sure you get details of these 'ineligible costs' from the provider at an early stage for clarity.

Once you have a provider and a course which you like the look of, contact the University Apprenticeships office at: [apprenticeships@admin.ox.ac.uk](mailto:apprenticeships@admin.ox.ac.uk) – they will support you in enrolling your staff member onto the course and manage the contractual / payment arrangements with the provider.

Do not sign any form or contract of agreement with the provider until you have consulted with the University Apprenticeship office as we may already have arrangements in place with the provider.