



Apprenticeships

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What I'm covering

- Starting point
- First steps
- Where we are now
- Next steps
- Final hints and tips



York's starting point



1

New members of staff employed as apprentices

2

Existing members of staff for continuing professional development (with no changes to terms and conditions)

As long as the programme aligns to the current role

First steps

National Account Manager

Administrators

Receptionists

Marketing Assistant

Project Manager

Project Assistant / Officer

Occupational Map: Business and Administration

This set of 15 occupational maps that group together occupations that require similar knowledge, skills and behaviours. Career pathways and occupational clusters have been used to provide further grouping of occupations, with the arrows indicating options for likely career progression. Every occupational is standard for some content, as well as other related occupations where there is a substantial requirement for technical knowledge and practical skills. This map has two career pathways: Management and Administration, and Human Resources.

Occupations in green brackets approved for delivery
Occupations in red brackets published
Occupations in blue brackets in development
Occupations in black standard awaiting development
The number shown in brackets (1) is the level of the apprenticeship (if known)

Career pathway	Technical Occupations	Higher Technical Occupations	Professional Occupations
1 initial employment: occupations that require basic or no prior work-related training, but may require qualifications at levels 1-2	require formal education: require more knowledge and skills acquired through experience in the workplace or further technical education. They typically require qualifications at levels 3-5	require formal education: require more knowledge and skills acquired through experience in the workplace or further technical education. They typically require qualifications at levels 4-5	require formal education: require more knowledge and skills acquired through experience in the workplace or further technical education. They typically require qualifications at levels 4-5

Click here for more information on the occupations listed in this map

Management and Administration	Human Resources
<p>Cluster: Administrator Coordinate management and delivery of specific business processes and/or the direct provision of services.</p> <p>Business Administrator (3) Contract Administrator Information Technician (3) Customer Duty Manager (3) Library, Information & Archive Services Assistant (3) Public Sector Compliance Investigator/Officer (3) Public Services Operational Delivery Officer (3) Secretary/Personal Assistant Team Leader/Supervisor (3)</p>	<p>Cluster: Business Manager Plan and manage a business (business units, divisions, business sectors) and/or a project using the full range of business management practices and processes, and the ability to act autonomously.</p> <p>Business Development Manager (4) Business Improvement Manager Business Support (4) Communicability Event (4) Dental Practice Manager (4) Improvement Practitioner (4) Improvement Specialist (4) Information Manager (4) Junior Management Consultant (4) Operational/Departmental Manager (4) Policy Officer (4) Regulatory Compliance Officer (4) Revenue & Welfare Benefits Practitioner (4) Senior Business Professional (4)</p>

Working with HR

Roadshows

Technical Commitment

Meeting with the Unions (pay scale)

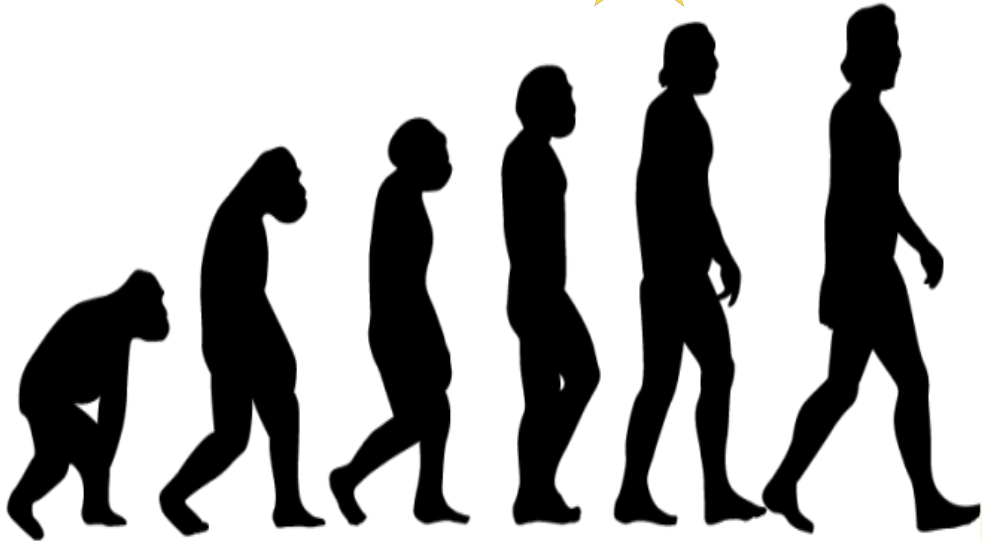
Align to university strategy

Transfers

→ Associate Project Manager (Level 4)



Begin with the end in mind



Treating
it like a
tax

Giving it
minimal
resources

Keeping
it *ad*
hoc

Converting
established
posts

Examining
all
vacancies

Aligning
to core
strategies

Where we are now



47

currently on programme

10

in the planning stages

22

have achieved their Standard

11

have left without completing

Link it to career paths



Successes



- Growth (and our first ever academic!)
- Infrastructure
- Links with operational HR
- Engagement with managers
- Transfers

Transfers



Challenges



- Preconceptions: apprenticeships then and now
- Barrier: 20% off the job
- Resourcing it

Next steps

- L&M conversion?
- Awards ceremony
- Branding
- Grow the managers' network
- Handbooks

Final hints and tips

