

# Community Health and Wellbeing Worker Apprenticeship

## Employer Guidance



## Contents

<b>About the Community Health and Wellbeing Worker Apprenticeship</b> .....	<b>3</b>
Apprenticeships and Health Education England .....	3
What is an apprenticeship? .....	3
What are the benefits? .....	4
<b>Apprenticeship Funding</b> .....	<b>5</b>
<b>How to access funding for apprenticeships</b> .....	<b>5</b>
Apprenticeship levy explained.....	<b>Error! Bookmark not defined.</b>
Organisations who don't pay apprenticeship levy .....	<b>Error! Bookmark not defined.</b>
<b>Course Details</b> .....	<b>6</b>
<b>Typical entry requirements</b> .....	<b>6</b>
<b>Procurement</b> .....	<b>7</b>
<b>Training Providers</b> .....	<b>7</b>
<b>Links and Resources</b> .....	<b>9</b>

# About the Community Health and Wellbeing Worker Apprenticeship

## Apprenticeships and Health Education England

Apprenticeships are a key Government and HEE priority with the introduction of the Apprenticeship Levy and Reforms in 2017. Specifically, HEE has been mandated to contribute to the development of apprenticeship standards in health and social care and to date has worked with colleagues at the Institute for Apprenticeships and Skills for Health, as well as Trailblazer Chairs, to develop over 80 health and social care specific apprenticeship qualifications.

## What is an apprenticeship?

Apprenticeships are work-based training programmes which are designed to help employers train people for specific job roles. At the same time, apprentices get a paying job with valuable training while they work towards a nationally recognised apprenticeship standard or framework.

Apprenticeship qualifications or standards range from levels 2-7. This is the equivalent of GCSE level up to master's degree level.

Anyone in England aged 16 years old and above, whether employed, unemployed, or leaving school, can do an apprenticeship. There is no upper age limit. However, where there is a statutory or professional body requirement for people in a particular role to be aged 18 or over, a minimum age limit would apply.

## What are the benefits?

Apprenticeships bring several benefits to the NHS and other health and social care organisations. They can create skilled, motivated, and qualified employees and, if used properly, can help to address skills shortages across the workforce. Apprenticeships allow employers to diversify and develop their workforce.



# Apprenticeship Funding

## How to access funding for apprenticeships

There are three ways to access funding to pay for apprenticeship training, this funding does not cover salary costs you will have to fund the apprentice's salary.

- 1. Apprenticeship Levy** Employers with a pay bill over £3 million each year pay the apprenticeship levy. Levy-paying employers can spend their apprenticeship levy funding on apprenticeship training.
- 2. Reserve government co-investment** If you don't pay the apprenticeship levy, you can reserve funding. In this arrangement, the government pays 95% of the training costs and the employer pays the remaining 5%.
- 3. Levy Transfers** Levy-paying employers can transfer some of their annual levy to other employers. These transfers cover 100% of the training costs of the apprenticeship (you still need to cover salary)

The apprenticeship levy was introduced as a government scheme to fund apprenticeships. Employers with a payroll of more than £3 million must pay a 0.5% levy on their total payroll. The levy is paid monthly through PAYE, alongside income tax and national insurance contributions.

Levy contributions appear in a digital account which can be used by the employer to arrange and pay for apprenticeship training. The funds can only be spent on apprenticeship training.

After 24 months any unused levy funds expire and return to the government.

The HEE apprenticeship team offers lots of support to non-levy paying organisations to access levy transfers from larger employers. Further detail here:

<http://haso.skillsforhealth.org.uk/levy-transfer/>

## CHWW Course Details

**Level: 3**

**Typical duration: 12 months**

**Maximum levy funding band: £7,000**

Community Health and Wellbeing Workers are a rapidly expanding workforce supporting the increasing emphasis across government departments on improving the health of local people and communities by preventing poor health and tackling inequalities.

Their work is informed by the wider social determinants of health, such as the social, cultural, political, economic, commercial, and environmental factors that shape the conditions in which people are born, grow, live, work and age.

The broad purpose of the occupation is to work in partnership with individuals and their communities to identify and address health and wellbeing needs, improve health, prevent ill-health, and reduce inequalities. To do this, Community Health and Wellbeing Workers need to:

- address the causes of poor health and wellbeing in the broadest sense (causes of the causes). They do this by taking a holistic 'whole person' approach regarding physical, mental, emotional, and social health and wellbeing and resilience
- work with individuals, groups, and communities to identify what matters to them, building on their strengths to improve health and wellbeing.
- understand the local and accessible services and resources available to which people in the community can be signposted to support their health and wellbeing needs.
- identify gaps in available services and resources preventing individuals and communities from achieving optimal health and wellbeing.
- build relationships with local organisations and groups.

Typical job titles can include

- Care or Service Navigator
- Community connector
- Community health champion
- Health trainer
- Live well coach
- Social prescribing link worker

## Typical entry requirements

Entry requirements will be stipulated by individual training providers. Apprentices without level 2 English and maths will need to achieve this prior to taking the End-Point assessment

Full apprenticeship standard can be found here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/community-health-and-wellbeing-worker/>

## Procurement

To support the implementation of the apprenticeship standards, the HEE Talent for Care Team works with Salisbury NHS Foundation Trust and aims to deliver a range of procurement support for employers to increase their uptake of apprenticeships.

Salisbury's NHSFT's Managed Procurement Services, in partnership with HEE and on behalf of employers nationally, have conducted a national competition to appoint a group of training providers for the CHWW standard. Training providers may be accessed by direct award, by sending a completed URN to Salisbury, or request further competition against local criteria run through Salisbury's team.

There is no requirement for employers to use this framework, as some employers may have already run their own procurement. This framework is designed to enable those who haven't already procured or who want to contract new providers to do so with minimum effort. **If you wish to use the framework, please contact [simon.dennis@nhs.net](mailto:simon.dennis@nhs.net)**

## Training Providers

The following providers were awarded as part of a national procurements for CHWW. These providers have been quality assured by Salisbury NHS Foundation Trust and an expert panel.

All training providers are approved based on obtaining and maintaining PCI accreditation throughout the time of their programme delivery. Employers are advised to check that this accreditation has been approved before starting a programme with any of the below providers.

Training Provider	Programme overview	Start Date
<b>Acorn Training</b>	Location: National delivery Minimum cohort no: 0 Delivery method: No learner travel. Blended programme of delivery combining tutor led remote learning sessions, onsite learning and assessments and distance learning Contact details: <a href="https://www.acorntraining.co.uk/">https://www.acorntraining.co.uk/</a>	Jan 2022
<b>Buttercups Training</b>	Location: National delivery Minimum cohort: 10 Delivery method: No learner travel. Delivery through online blended learning with virtual classrooms. Contact details: <a href="https://www.buttercupstraining.co.uk/">https://www.buttercupstraining.co.uk/</a>	April 2022
<b>Dudley College of Technology</b>	Location: East and West Midlands only Minimum cohort: 10 Delivery method: All delivery will take place within the West Midlands and via blended method of online, distance and in-person. Contact details: <a href="https://www.dudleycol.ac.uk/">https://www.dudleycol.ac.uk/</a>	Jan 2022
<b>Luminate Education Group</b>	Location: National delivery Minimum cohort: 10 Delivery method: Blended delivery method of online, distance and in-person. Learners will not be expected to travel to a location outside of their usual working region Contact details: <a href="https://luminate.ac.uk/">https://luminate.ac.uk/</a>	Jan 2022
<b>The Childcare Company Ltd t/a Impact Futures</b>	Location: National delivery Minimum cohort: 0 Delivery method: Blended delivery method of online, distance and in-person. Learners will not be expected to travel to a location outside of their usual working region Contact details: <a href="https://impactfutures.co.uk/">https://impactfutures.co.uk/</a>	Jan 2022
<b>Varsity Training</b>	Location: Midlands and South West Minimum cohort: 0 Delivery method: No learner travel. Blended programme of delivery combining tutor led remote learning sessions, onsite learning and assessments and distance learning. Contact details: <a href="http://varsitytraining.co.uk/welcome/">http://varsitytraining.co.uk/welcome/</a>	Jan 2022



## Frequently Asked Questions

### **Can part time staff undertake the apprenticeship?**

Yes, part time staff can undertake the apprenticeship. If an apprentice works less than full time, the apprenticeship duration will be extended accordingly.

### **Can I use apprenticeship funding to pay for my apprentices' salary?**

Apprenticeship levy funding, reservations, and transfers do not cover salary costs. Your organisation will need to fund the apprentice's salary.

### **What does “off the job training” mean?**

20% off-the-job training is the minimum amount of time that should be spent on occupational off-the-job training during an apprenticeship. Off-the-job training is a statutory requirement for an apprenticeship. This is training which is received by the apprentice during the apprentice's normal working hours. The purpose is to achieve the knowledge, skills, and behaviours of the approved apprenticeship referenced in the apprenticeship agreement.

## Links and Resources

[Healthcare Apprenticeship Standards online \(HASO\)](#)

[How to have Apprenticeship conversations with your board](#)

[What apprenticeships are and how to use them](#)

[Small employers – how to reserve funding](#)

[Procurement](#)

[English and maths functional skills guidance for employers](#)

[What is 20% off the job training](#)