**The Rehabilitation Work Visual Impairment Apprenticeship**

**With training delivered by Birmingham City University FdSc Rehabilitation Work (Visual Impairment)**

This apprenticeship is a way of training the next generation of Rehabilitation Work (Visual Impairment) practitioners. This involves the apprentice being employed by their employer while they complete their off the job training.

**Apprentice’s eligibility:**

* Employed by their employer in England and have an employment contract that covers the duration of the apprenticeship.
* Aged 16 or over
* Can combine working with studying to gain skills and knowledge.
* Apprentices can be new or current employees.

**Employers can:**

* [Get government funding](https://www.gov.uk/take-on-an-apprentice/get-funding) to cover some of the cost of training and assessing an apprentice if you’re in England.
* Must pay the apprentice at least [the minimum wage](https://www.gov.uk/national-minimum-wage-rates).

***Please note: For September 2019 entry all employers will need to be levy payers with a payroll of over £3m per annum.***

**Essential points for all apprentices and employers:**

**On the job training:**

* **Apprentices must be employed** within the visual impairment / Rehabilitation Work sector alongside experienced practitioners to gain knowledge, skills and behaviours relevant to the apprenticeship standard.
* Apprentices will need an employment contract that covers the duration of the apprenticeship from start to finish – typically two years.
* On the job training is to become occupationally competent in the role of the Rehabilitation Worker Visual Impairment.
* Please note: for apprentices working below a 30 hour week the length of the apprenticeship will need to be extended pro rata. This may delay the completion of the end point assessment.

**Completion of off the job training:**

* Complete the level 5 training requirements outlined by the [Rehabilitation Work Visual Impairment Apprenticeship Standard](https://www.instituteforapprenticeships.org/apprenticeship-standards/rehabilitation-worker-visual-impairment/).

**Birmingham City University is a registered training provider for the apprenticeship. Apprentices can apply to join the** [**FdSc Rehabilitation Work (Visual Impairment)**](http://bcu.ac.uk/courses/rehabilitation-work-visual-impairment-2018-19) **to meet the off the job training requirements. This course starts in September 2019.**

* All apprentices must be allocated time within their employed working week to complete their off the job training. This time should be at least 20% of the apprentices employed time. This is for activities not normally associated with their day to day job roles. This is for attendance at University block learning weeks and independent study. We recommend at least 1 day per week for study time for all apprentices. To meet the bare minimum off the job training time required by the apprenticeship funding rules apprentices must have 15 days or equivalent allocated for independent study each year.
* This off the job training must be agreed and documented in the commitment statement prior to the start of the apprenticeship. We encourage employers to be as generous as possible with this time allocation to offer the apprentice every opportunity of success.
* Apprentices will need to document the activities completed within this study time and discuss these at tripartite reviews with their mentor and BCU personal tutor.

**Achievement of Level 2 English and Math’s**

* Prior to taking the End Point Assessment (EPA) all apprentices must complete and have evidence of the completion of Level 2 English and Math’s qualifications.
* We recommend that apprentices have these qualifications before the start of the apprenticeship. However, this is not mandatory.
* All apprentices who have already completed these qualifications will need to provide these certificates at attendance at the training course selection day. For those without these qualifications plans will need to be agreed for the completion of these qualifications prior to the start of the apprenticeship.
* To offer potential apprentices every opportunity for success Birmingham City University recommend that they have already achieved a level 3 qualification and they have their level 2 English and Maths achieved. This is not a mandatory requirement of the apprenticeship prior to starting the training.
* Prior to the start of the apprenticeship al apprentices will need to undertake an online Maths and English diagnostic test to highlight any support needs with these subject areas.

**End Point Assessment (EPA)**

* Following completion of the off the job training, all apprentices must complete the final end point assessment to achieve the Rehabilitation Worker apprenticeship. There will be three way meetings between the University, the employer and the apprentice to monitor the apprentice’s progress with the apprenticeship and readiness for the end point assessment.
* At present, the EPA is consists of 2 elements – follow the link for the apprenticeship standard for the full details of this assessment:
1. Case study exam
2. Orientation and mobility practical teach and discussion.
* The off the job training delivered by the BCU Rehab Work Apprenticeship FdSc course supports apprentices with working towards the competence with achieving these end point assessments.

**Step by step process for employers**

1. **Estimate your apprenticeship funding**

Use this [tool](https://estimate-my-apprenticeship-funding.sfa.bis.gov.uk/) to get an indication of how much apprenticeship funding you’ll receive

1. **Set up an account to manage apprenticeship funding**

Click [here](https://www.gov.uk/guidance/manage-apprenticeship-funds) to set up and register an employer account.

1. **Sign your employer agreement**

Before you can start adding apprentices you’ll need to sign a legal agreement with the Skills Funding Agency (SFA).

This authorises your apprenticeship funding to be paid.

**You can view a copy of this document** [**here**](https://www.gov.uk/government/publications/apprenticeship-funding-legal-agreement-to-enable-spending)

1. **Apply to join the BCU FdSc course**

Internally or externally recruit your apprentice

The apprentice completes and submits the application form to join the [**FdSc Rehabilitation Work (Visual Impairment)**](http://bcu.ac.uk/courses/rehabilitation-work-visual-impairment-2018-19)at BCU.

The apprentice attends a BCU selection day to ensure they have the baseline skills and competence required to achieve the apprenticeship. On successful selection the apprentice will be offered a place for September 2019.

Once recruited, you can add your apprenticeships to your digital apprenticeship account and authorise payment to your training provider

1. **Setting things up with BCU**

We will send employers the following documents which must be completed, signed and returned prior to the start of the apprenticeship.

**Training contract:** This is between BCU and the employer.

**Commitment statement**: This outlines the roles and responsibilities of BCU, the employer and the apprentice. This will also outline the apprentice’s allocated attendance at block learning weeks and independent study time provided by the employer.

**Individual learning plan**: This is to monitor the progress of the apprentice. This encompasses feedback from the online English and Maths diagnostic test and actions required to attain level 2 Maths and English.

**Apprenticeship agreement:** This is an agreement between the apprentice and the employer. It shows the apprentice’s employment covers the duration of the apprenticeship.

**Health and Safety checklist.**

Please note that the above documents are all required to ensure the apprenticeship meets the requirements of the apprenticeship funding rules. Also, they offer the apprentice every opportunity of success on the apprenticeship.

1. **Apprentice completes FdSc course followed by the EPA.**

Typically takes 2 years

Progress is monitored between the apprentice and their BCU personal tutor at face to face meetings during block learning weeks.

In addition, progress is monitored at three way reviews between the apprentices, employers and BCU personal tutor at quarterly meetings.

The apprentice will need to document how they have used their independent study time.

1. **Completion of End Point Assessment (EPA)**

Following completion of the off the job training delivered by the FdSc course, the tripartite meetings will review progress and the readiness of the apprentice to undertake the end point assessment. This is required to complete the apprenticeship.

**FAQ’s**

Can our agency up skill our Rehabilitation Work assistants?

* Yes, as long as there is substantial new learning. Also, they will need to be employed and have an employment contract that covers the duration of the apprenticeship.

What if my apprentice has already studied at degree level in a different area?

* This is okay as long as there is substantial new learning

**Get help**

**National Apprenticeship Service**

Fill in the [enquiry form](https://sfacontactforms.azurewebsites.net/employer-enquiry) or contact the National Apprenticeship Service for more information about the funding available.
Telephone: 0800 015 0600

**Useful contact details:**

BCU Rehab Work Apprenticeship / FdSc Rehabilitation Work (Visual Impairment)

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