



# Funded Youth Worker Apprenticeship Line Managers Information Document



London Youth is fortunate to be working with CVC Capital Partners for the second year to utilise their apprenticeship levy to train and upskill youth workers through **fully funded apprenticeship training with a value of £4,500.**

We are offering 15 places to **existing staff from youth organisations in London** starting in March 2023, to receive dedicated support in achieving a Level 3 Youth Support Worker Qualification, a **nationally recognised qualification from outstanding specialist training provider, UCAN**, whilst remaining in employment.

The apprenticeship is aimed at those building their careers in the sector and looking to deepen their knowledge and understanding of young people and how best to support them. There is no upper or lower age limit, apprenticeships are open to everyone.



## Youth Support Worker

The role of the Youth Support Worker is to work in a supporting role with young people aged 11-25 to promote their personal, social and educational development. Youth support work provides a holistically supportive, positive professional relationship with young people, ensuring the relationship is routed in young people's own journey and led by them.

**Training provider:** UCAN

**Value of the course:** £4,500

**Course duration:** Approx 18 months

**Level of course:** Level 3

# What is the apprenticeship levy?

- The apprenticeship levy is a UK tax on large employers which is used to fund apprenticeship training. The levy is paid into a central digital apprenticeship service account and is charged at a rate of 0.5% of an employer's pay bill (for those with annual salary bills of over £3 million) and automatically receives a 10% contribution top up from the government.
- Funds must be used within 24 months, otherwise they expire.
- Many corporates have unspent levy that is likely to expire, therefore we aim to work with these organisations to utilise their levy to support staff from across our membership.

# Benefits to an employer of an apprentice

**Skills:** training is tailored to specific roles, giving employees skills that align to their career ambitions

**Learning:** a focus on personal development through designated learning time, can unleash employee potential

**Relevance:** apprentices gain knowledge and expertise that they can immediately apply on the job

**Wellbeing:** employees can gain confidence and greater job satisfaction

**Upskilling existing staff:** Well-trained, highly skilled staff add value to all organisations, both directly and through their ability to coach, mentor and train other team members.

**Increased retention:** Having an apprenticeship scheme in place is highly likely to increase your retention rate. Apprentices tend to be committed to an organisation that has helped them to develop.

# Line Manager/Professional Mentor Role

As a line manager or professional mentor, you will play a key role in the success of your apprentice. They'll look to you for advice, guidance and to support them on their journey through the apprenticeship. Some of the responsibilities of the line manager are:

- Work in partnership with the tutor to plan and monitor the progress of the apprentice, and engage in formal reviews every 6-8 weeks throughout the learning journey
- Setting objectives for the apprentice that are linked to their training and offering constructive feedback to support their development
- Providing them with the opportunity and guidance to put their learning into action in their youth work delivery

For a lot of apprentices', it will be the line manager who will take on this role as they would have built a strong relationship with them and can support them holistically, however in some cases, there might be someone in a better position to take on this responsibility, such as Senior Youth Worker.

"X before the apprenticeship wouldn't have taken the initiative or been as confident to approach situations however this has now changed. We found out from a parent that a young person had been arrested by the police. X immediately took charge and put a plan into place on what to discuss in their 121 and how we could best support him through mentoring in a sensitive and caring environment." – Apprentice Line Manager from Cohort 1

# Support for line managers/ professional mentors

We recognise that supporting team members on training courses may be seen as an extra responsibility at work. The training provider and London Youth will support managers/mentors in the following ways:

- Support with work-related issues
- Regular meetings scheduled to provide you detailed updates on their progress
- The opportunity to provide feedback to training providers that could help improve performance
- Observing apprentices on the job to gather evidence, and to minimise disruption to the business
- Essential training/workshops for managers delivered by apprenticeship partner, London Progression Collaboration

# Key Information for Line Managers

1. It is essential to attend an information session to meet the training provider to find out more detail, have the opportunity to ask any questions and make sure it is right for the potential applicant. Dates can be found on the London Youth website.
2. **We will be reviewing applications and inviting potential candidates to interviews as they are submitted so encourage all applications to apply as soon as possible. Deadline for applications – Monday 20<sup>th</sup> February at 10am.**
3. Potential candidates will be invited to attend an informal interview with us and the training provider to ensure their suitability for the apprenticeship. They will then be invited to an initial assessment, to determine eligibility and base knowledge.
4. Organisations will need to create a Digital Apprenticeship Account (DAS). This is to allow the transfer of funding for your apprenticeship. We will provide support to make this process as soon as possible. Please ensure you've read through the information on the DAS account and your organisations eligibility, which [can be found here](#).

If you have any questions or want to discuss this opportunity further then please email [employability@londonyouth.org](mailto:employability@londonyouth.org)