

What's Next?

A Technical Education Pathways Resource

April 2021



Association of Employment and Learning Providers (AELP)



The Association of Employment and Learning Providers (AELP) is the leading trade association for vocational learning and employment providers in Britain. The majority of its 700+ members are independent private, not-for-profit and voluntary sector training and employment services organisations. Membership is open to any provider committed to quality provision and it includes over 50 FE colleges involved in work based learning. AELP has a wide variety of publications which members can access via their website.

To find out more about the authorising organisations involved in the creation of this resource, you can access the websites by clicking the logo of each company displayed throughout.

Foreword

It is more important than ever that young people and adults alike can trust that the information they receive on the options to progress in learning and in their careers is accurate, impartial and complete. That's why we were so pleased to have been supported by The Careers & Enterprise Company (CEC) to develop this resource and the wraparound materials that will accompany it. This resource is also just the first step in a strong relationship between CEC and AELP that will enable independent training providers to fully benefit from the expertise and resources on offer, meaning that the sector as a whole can feel confident in the support it is giving.

I would like to thank all those who in any way commented on the test versions that have enabled us to get this resource to this point. Particular thanks go to Nicola Hall, Andrew Webster and their colleagues at CEC for their support in this project; to Katrina Thomas at AELP for her enthusiasm and relentless positivity; to Lucy Dunleavy, CEO of LearnBox, and particularly to Jack Holland for his sterling work on the design and build of this document - this is all about young people and working with Jack has been an excellent demonstration of what a huge amount of talent and commitment they have to offer. They deserve the best guidance we can offer and I am confident that this resource will be a big step towards doing that even better than we already do.



Paul Warner

Director of Research and Development
Association of Employment and Learning Providers (AELP)



Technical Education - joining up the options

The technical education system in England has grown organically over many years. Because of this, it can be difficult for practitioners to advise on which options to choose, and how best to link those options together to enable students' progression in their learning and careers.

This guide aims to help careers leaders and advisers to offer the best advice possible, whether you work in a school, college, for an independent provider, or any other type of educational establishment. For those planning an overall careers strategy or programme, the guide will assist with implementation, by helping providers who work with young people on a face-to-face basis to better visualise and understand the various pathways and options available.

We begin with the premise that you are sitting with a young person opposite you – perhaps only aware in the broadest sense of what occupation they might like to follow, or the type of learning they may wish to undertake in order to launch them on their career. They need accurate and impartial guidance and the fullest possible range of options, but until now such information has only been available in a very fragmented form. This makes it difficult for providers and young people to find the information they need – unless of course they are already aware of a given option: and that option may not be the best one.



This guide sets out to overcome this:

By presenting easy to follow graphics showing you the routes through the technical education maze of options

How the various technical qualifications sit together

Access to Occupational Maps that can better describe what job roles actually entail

Descriptions of each type of learning option, how it works, what it costs, and how you can apply for it

Descriptions of each type of learning option: how it works, what it costs and how learners can apply for it

There are sections on the support available for special education needs (SEND) and/or disabilities, and information on the incentives available to encourage employers and others to offer opportunities for learning and employment for young people. There are internal links across the document allowing you to access as much or as little of the document as you want – there is no need to read it in a linear fashion if that's not appropriate for you and your role.

In all, we are confident you will find this an invaluable addition to your careers toolkit. We are always interested to hear any comments you may have on this document, how you use it, and any sections or information that you may like us to consider adding – just drop us an email at enquiries@aelp.org.uk

Further resources to support your practice in careers is available from the [SectorShare](#) website and the [CEC Resource Directory](#).

Navigating

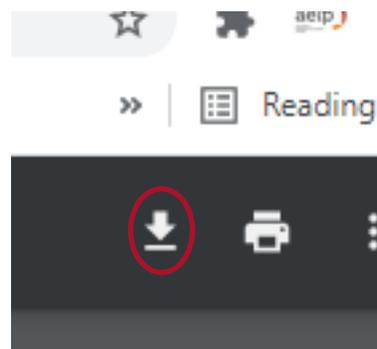
Navigating this guide is designed to be easy and user friendly to get to where you want to be.

1. The 'Home' page is the contents of all the areas this document covers.
2. You can click the topic of your choice on the Home page and you will be taken to that page, sub-topics are also included.
3. There is also a Home (Quick Links) Page which contains all the main topics

More navigation information on the following page

NOTE:

To download a hard copy of this document, please select the down arrow at the top of the page underneath the URL after opening this document in your web browser.



Home 1

Please click on the page number displayed next to each topic and sub topic to access that specific page based on the information you require.

A screenshot of the 'Home 1' page. It features a grid of navigation buttons. The top row includes 'Technical Education - joining up the options (4)', 'Where can you study technical training? (13)', and 'Options Maps (15)'. Below these are 'Occupational Maps (18)' and 'Apprenticeships (21)'. The 'Apprenticeships' section is expanded to show sub-topics: 'Introduction (21)', 'What is an apprenticeship? (23)', 'What does an apprenticeship involve? (23)', 'How much does an apprenticeship cost? (25)', 'What are the benefits of an apprenticeship? (26)', and 'How do you apply for an apprenticeship? (26)'. A red box highlights the entire page content, and a large number '2' is in the top right corner.

Home (Quick Links)

Please click on the page number displayed next to each topic to take you there. The following pages include sub topics if you require specific information.

A screenshot of the 'Home (Quick Links)' page. It features three large navigation buttons: 'Technical Education - joining up the options (4)', 'Where can you study technical training? (13)', and 'Options Maps (15)'. A red box highlights the entire page content, and a large number '3' is in the top right corner.

4. The 'Home' button will appear in the header of the document throughout, which you can click to take you back and select other areas you would like to look at.

5. The subject name will also appear in the header of each page of the document when you are on that given topic. Clicking on this will take you back to the beginning of the topic.



Applying for a T Level 6

There are a number of providers who have been selected to deliver T Levels up to 2022, which are listed [here](#). The search facility [on this link](#) makes finding a T Level provider in the area and subject of choice very straightforward.

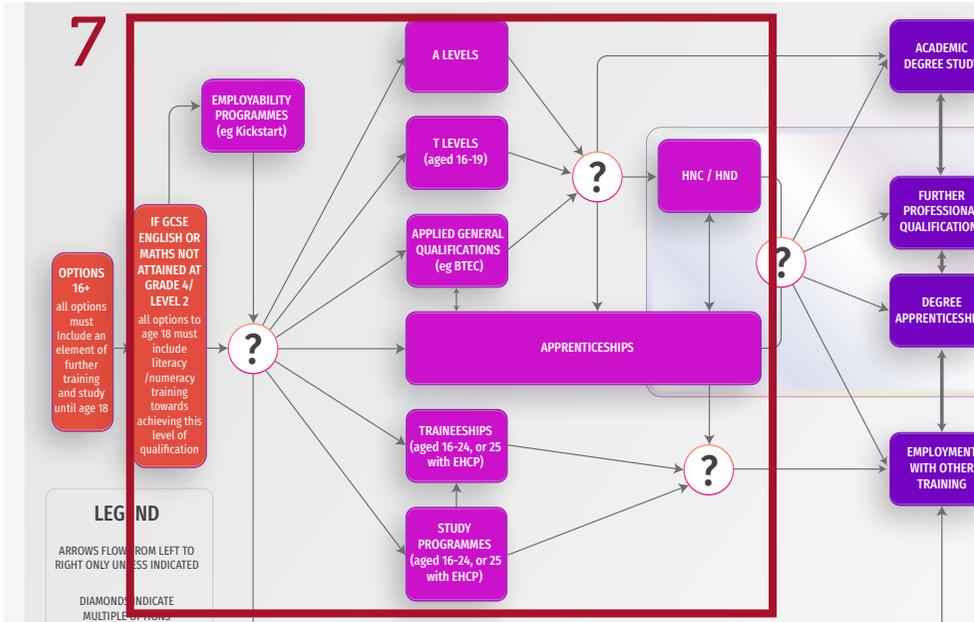
For further information on T Levels

The government's main publicity channel for T Level introduction gives general information for both learners and employers: www.tlevels.gov.uk

6. Internal links to sources within this document, and external links to sources outside it, are underlined.

7. Some of the graphics used in this document will also contain internal and external links, your mouse cursor will change if it contains a link.

8. Each landing page of a given topic will include links to the rest of the topics in the document.



Home (Quick Links)

Please click on the page number displayed next to each topic to take you there.
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Where can you study technical training?

When asked where they can undertake technical training, many young people immediately answer, “the local college”. This is of course true – the Association of Colleges reports there are 237 colleges of further education in England, offering a large range of high-quality technical training across different levels and learner groups, serving numerous occupations.

But colleges are not the only option....

- There are around 1300 ITPs in England, making them the most numerous type of further education and skills provider.
- Many are charities or third-sector organisations
- Others are limited companies and some are even multinationals.
- Over 60% of all apprenticeships in England are delivered by independent training providers (ITPs)
- There are over 200 ITPs offering classroom-based Study Programme courses

ITPs tend to be smaller than colleges, and many operate in a different way. For example:

- While colleges mostly work on an academic year basis starting in the autumn, many ITPs offer start dates spread throughout the year.
- While colleges tend to work from large, dedicated teaching centres, many ITPs are based in centres that more closely resemble an office or other workspace – perhaps on an industrial estate.

All ITPs are subject to the same stringent requirements on quality of delivery as colleges and therefore offer the same opportunities for progression and employment.

With a choice between college or ITP, young people have far more options than they may think in terms of how, where and when they study.

This graphic illustrates some of the types of institutions available, and how they differ:

Type of provider	ITPs	Colleges	Commercial training providers	Voluntary and charitable sectors*
Governance	Government-funded, but privately managed, so training is flexibly and diversely delivered.	Publicly-funded and accountable institutions with a variety of independent powers depending on where they are located.	Privately-owned, privately-managed	According to donor organisation codes, policy and practice.
Typical funding flow	Competitive bidding for government supplier contracts and funding allocations.	Ongoing government grants (plus competitive bids for additional funds).	Privately-sourced income. Respond to market opportunity.	Donor-funded on a project-by-project basis to support a defined target audience for a limited duration.
Quality regulation	Government-regulated for financial accountability and quality of training delivery, learning and assessment. Non-compliance and poor outcomes lead directly to contract withdrawal.	Government-regulated for financial accountability and quality of training delivery, learning and assessment. Non-compliance and poor outcomes triggers process of remediation interventions.	Unregulated by government. Quality standards can vary and are communicated via public relations.	Financial accountability and quality delivery assurance stipulated in contract between donor and training delivery organisation.

* Voluntary and charitable sectors are often incorporated into the definition of ITPs provision as given above; their flexibility of delivery, funding flows and regulation arrangements can therefore be very similar

As you make your way through this document, keep this in mind – young people deserve the full range of options to be offered to them, and all those options may not be available at every provider – so keep an open mind about where would best suit their aspirations for learning and careers!

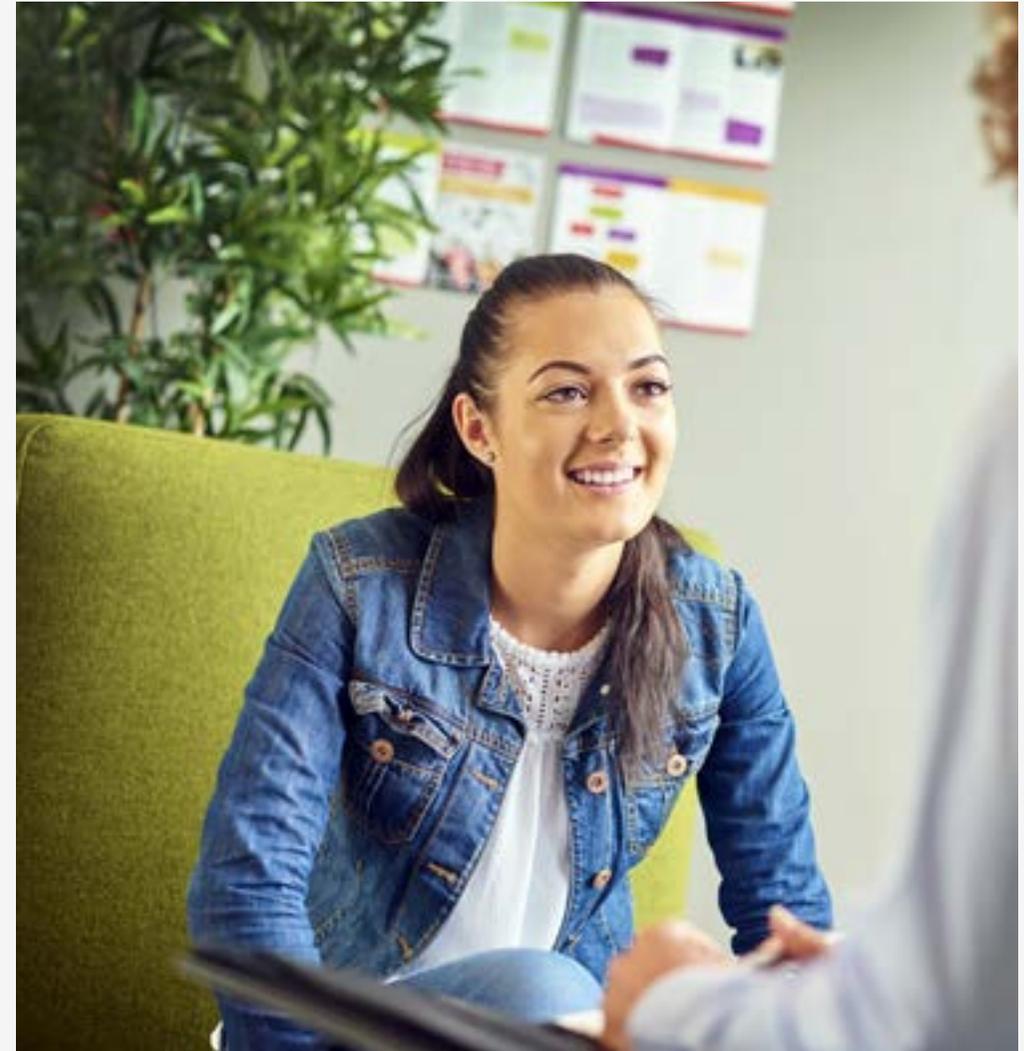
Options Maps

The graphic on the following page may help as a starting point for describing the possible pathways within post-16 education. Remember however that progression between academic and technical routes, and between the technical routes, is perfectly possible.

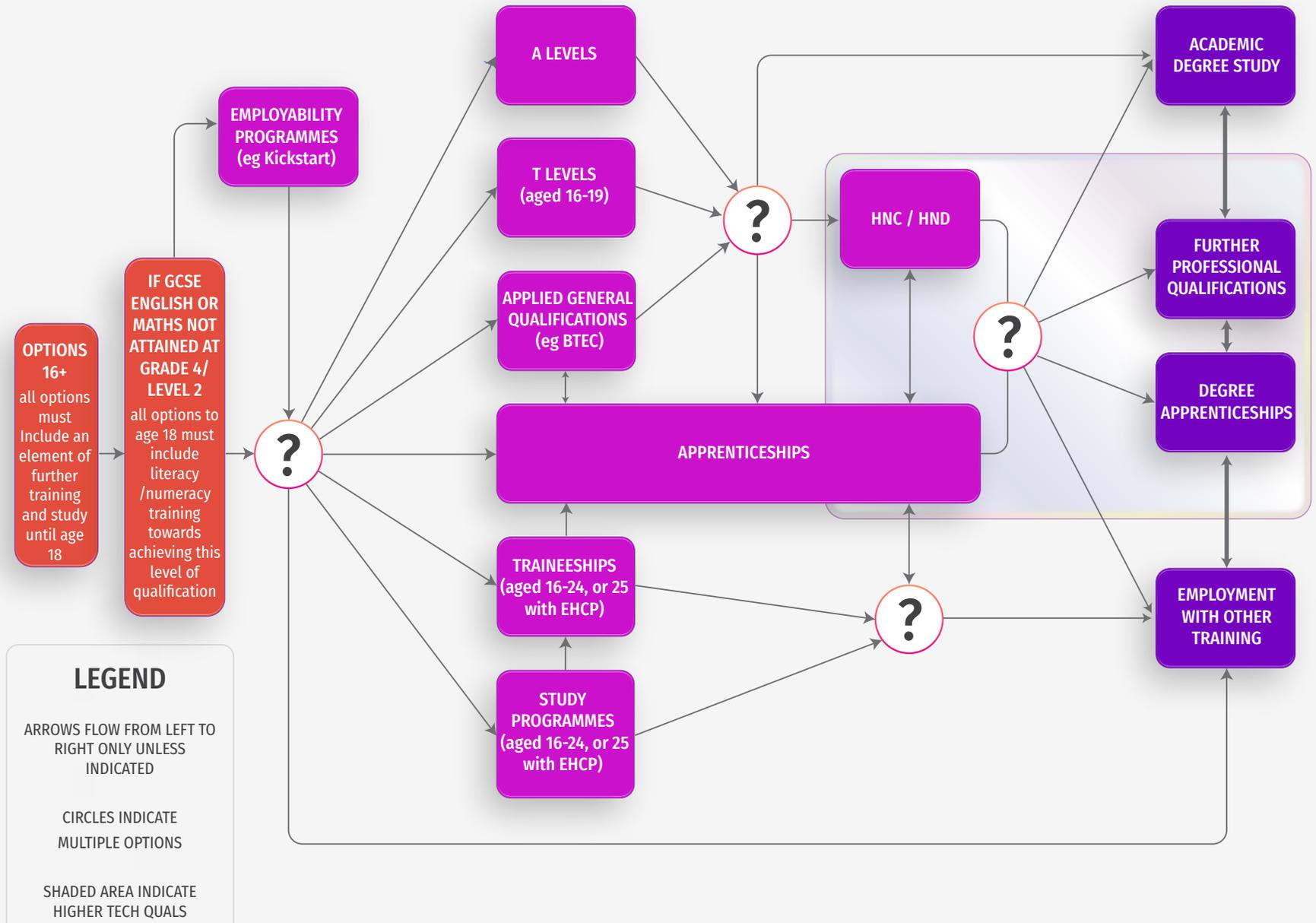
Technical routes of learning and study may be delivered by Colleges, ITPs, universities or other approved institutions. (Degrees can only be granted or conferred by universities, but you can study towards them elsewhere.)

Whilst A Levels are one route into technical education, this resource focuses on the variety of post 16 technical pathways and what they involve.

All routes provide support to young people with SEND, including specific tailored pathways within T Levels (Transition Programme) and Traineeships (Supported Internships). For further details please see the [“Young People with SEND” section](#).



The light purple and orange boxes are interactive, please click on these to find out more information on that topic.



This graphic gives an indication of where the various levels of qualifications sit in relation to each other.

8		Doctorate (PhD)				
7		Master's Degree (MA, MSc, Mphil)				Degree Apprenticeships
6		Undergraduate degree (BA, BSc)				Higher Apprenticeships
5			Foundation Degree (FdA, FdSC)	Higher National Diploma (HND)		
4				Higher National Certificate (HNC)		
3		A-level	T level	Applied General Qualifications		Advanced Apprenticeships
2	Functional Skills (English / maths / ICT)	GCSE Grades 4-9		Applied General Qualifications (eg BTEC Firsts)		Intermediate Apprenticeships
1		GCSE Grades 1-3				
Pre-level 1	Functional Skills - Entry Levels 3-1					

Occupational Maps

What are they?

Apprenticeships and T Levels derive from occupations recognised by employers. The occupational maps published by the [Institute for Apprenticeships and Technical Education \(IfATE\)](#) bring these together to show where technical education can lead. They can therefore act as a useful overall guide to the types of jobs available in a particular sector of industry, helping to inform the overall direction a learner wishes to take whether or not they are undertaking apprenticeships or T Levels.

What do they show?

Each map is owned by a route panel made up of industry experts. The maps group occupations with related knowledge, skills and behaviours into pathways, making it easier to see the opportunities for career progression within that particular route. Within each pathway, occupations at the same level are grouped to show how skills learnt can be applied to other related occupations.

Why use them?

The maps help employers and individuals to understand routes for progression and how occupations at different levels link together, giving an overview of how technical education can support a career and offer possibilities for progression. The maps give a useful overview of the roles and occupations within industry sectors which may help those seeking more information on the opportunities available in a particular sector of industry.

How to use them?

We have included an example that searched the occupational maps using the term, “Legal”. You can view this on the following page.

Legal Pathway

Technical Occupations

Legal Assistant

Under supervision, provide legal support; delivering advice, research and document drafting and/or processing files, providing administrative support and dealing with clients.

Paralegal (L3)

Higher Technical Occupations

Legal Technician

Deliver Family Law, Civil Litigation, Criminal Law, Company, Business Law and conveyancing transactions (land and property, estate and administration and manage small, non-complex cases under supervision.

Conveyancing Technician (L4)

Probate Technician (L4)

Professional Occupations

Legal Professional/Lawyer

Deliver Family Law, Civil Litigation, Criminal Law, Company, Business Law and conveyancing transactions (land and property, estate and administration and manage small, non-complex cases under supervision.

Chartered Legal Executive (L4)

Licensed Conveyancer (L6)

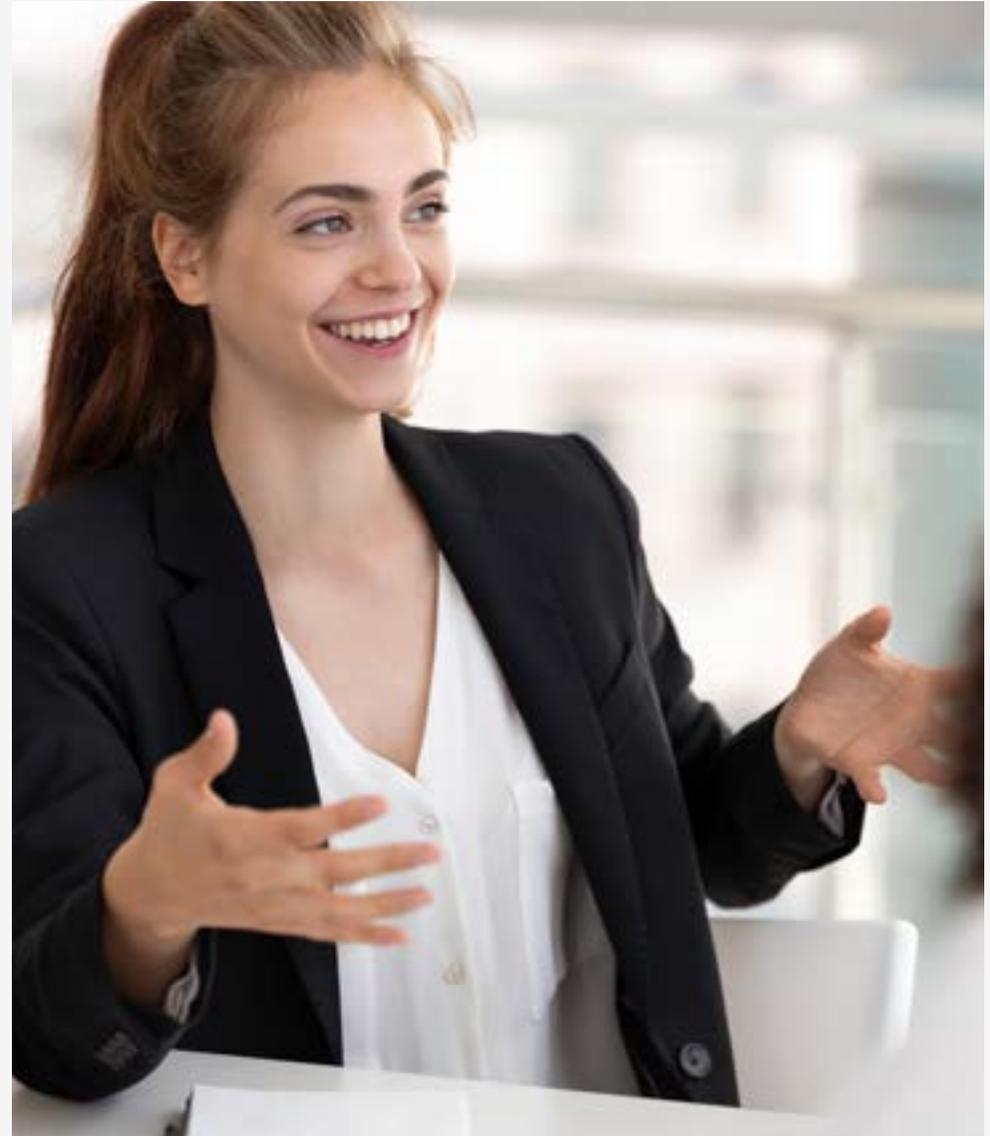
Solicitor (L7)

Further information on legal pathway

The graphic on the previous page shows that the current lowest level of apprenticeship study available in the legal pathway is for a legal assistant. This is a Level 3 apprenticeship as a paralegal, and a paralegal is in turn a technical occupation. The learner can alternatively start at, or progress on to, a higher technical occupation and train to be a legal technician, for which there are apprenticeship standards for conveyancing technician and probate technician at Level 4. The next option is to move on to a professional occupation, where there are three further standards at Levels 4, 6 and 7 (chartered legal executive, licensed conveyancer and solicitor).

Each standard contains important information about what the role involves, which can provide the basis for further research and discussion about the most suitable pathway for a young person to choose, and what would be the right choice for them.

You can find more information on occupational maps [here](#).



Apprenticeships

Apprenticeships are considered by many to be the “gold standard” of work-based learning. They are programmes of learning which take place as part of paid employment, meaning that you can “earn while you learn”.

Most apprenticeships (around 60%) are delivered by ITPs with most of the rest being delivered by Colleges of Further Education, along with some employers that run their own programmes. Employers are offered a range of financial incentives to take apprentices, and there is also considerable [financial and other support available for young people with SEND](#).

On the following pages you will find details of:

- What is an apprenticeship?
- What does an apprenticeship involve?
- How much does an apprenticeship cost?
- What are the benefits of an apprenticeship?
- How do you apply for an apprenticeship?

The following links will take you to videos explaining apprenticeships and their benefits which may be of interest:



Rishi Sunak MP tells you about the benefits of Apprenticeships. [Click here](#) or scan the QR code



Elizabeth studied with Learning Group. Find out about Elizabeth's view of Apprenticeships. [Click here](#) or scan the QR code

Additional apprenticeship links if needed :

[Accountancy](#)

[Animal / Agriculture](#)

[Art](#)

[Assistant Theatre practitioner](#)

[Business and admin](#)

[Childcare](#)

[Engineering](#)

[Hairdressing](#)

[Health and Social Care](#)

[Laboratory](#)

[Recruitment and sales](#)

[Retail](#)

[Stage engineering](#)

Apprenticeships

What is an apprenticeship?

An apprenticeship builds competence in the essential skills necessary for a specific job role. Apprenticeships start at Level 2 (the equivalent of GCSE) and enable progression to degree level and beyond. All apprentices have contracts of employment, a salary and full employee rights. Apprentices are valuable assets for employers because they directly contribute to the productivity of the business while at the same time becoming increasingly skilled and of progressively greater value.

It can take between one and six years to complete an apprenticeship, depending on the type, the level and the apprentice's previous experience.

What does an apprenticeship involve?

Training is normally provided by an ITP or college, although some employers offer the training themselves. All companies approved to deliver apprenticeships are registered on the [Register of Apprenticeship Training Providers \(RoATP\)](#) – if they are not on this register, they cannot access government funding to deliver apprenticeships. All are subject to inspection by Ofsted and their apprenticeship provision is separately graded. Providers who do not meet the minimum quality standards are prevented from taking on new apprenticeship applications.

During their training the apprentice must also complete English and maths qualifications to a specified minimum standard, if this has not already been achieved. Apprentices who have an Education and Health Care Plan and can demonstrate learning difficulties in English and/or maths can apply for “flexibilities” – see the [Young People with SEND section](#) for more details.

Apprenticeship standards

Some apprenticeship standards may specify other professional or qualification requirements that relate to the specific job role. Most (though not all) apprenticeships are delivered at the employer's premises to minimise productivity downtime. However, all apprenticeships incorporate a substantial period (20% of the duration) of "off the job training" where apprentices are taught the theoretical basis of their job away from the stresses of the workplace. This knowledge can then be applied on the job in the course of their normal working duties, or in planned training sessions.

Once training is completed, the apprentice takes an End Point Assessment (EPA), when a second independent body (the End Point Assessment Organisation, or EPAO) appointed by the employer determines whether the apprentice can be considered competent in all aspects of the job. EPA can vary according to job role, and may include interviews, assessment of portfolios, project tasks or examinations. Details are given in each [standard](#).



How much does an apprenticeship cost?

An apprenticeship will not cost an apprentice anything (meaning that no debt is incurred if it is being followed at Degree level). Apprenticeships are funded through payments by employers to the government's apprenticeship levy, which covers all costs of training. Employers who contribute to the levy generally do not pay anything further towards the cost of the apprenticeship; companies that do not are required to pay at most only 5% of the overall cost. However there is no cost at all if the apprentice is aged 16-18 (or is 19-24 and holds an Education and Health Care Plan) and the employer has less than 50 employees.

Employers can receive additional financial support when they employ apprentices, depending on their age and any special needs.

Employers receive £1000 for hiring an apprentice aged 16-18, or under 25 if they have an education, health and care plan or have previously been in the care of the local authority.

Additional funds are available (a minimum of £150/month) to employers to support apprentices with disabilities or special needs; training providers can provide full details of what is available which will vary according to the individual apprentice.

Find out more in the [Young People with SEND section](#).

Further financial support and incentives for employers to recruit apprentices is available during the period of the pandemic – details can be found in the [Pandemic Support Section](#).

[Details of the apprenticeship levy and funding for it can be found here.](#)

What are the benefits of an apprenticeship?

85% of apprentices stay in employment after completion of their scheme

Two-thirds of apprentices stay with the same employer on completion

32% received a promotion within a year of completing an apprenticeship

Source: [Apprenticeship Learner Survey](#)

There is good evidence that completing an apprenticeship enhances earning potential. The Intergenerational Foundation found that those completing a Level 3 apprenticeship on average earned 9% more per hour compared to those holding other types of Level 3 qualifications, including A Levels. The [Sutton Trust](#) have reported that young people who opt to study for a Level 5 higher apprenticeship (equivalent to a foundation degree) will earn over £50,000 more over their lifetime than students who study at a non-elite university. Apprenticeships also do not incur debt in the same way as a university degree.

How do you apply for an apprenticeship?

Providing they are 16 or over, have the right to work in England and do so for at least 50% of their working hours, anyone can follow an apprenticeship. All apprenticeships are advertised on the [Find an Apprenticeship](#) website. This lists apprenticeships suitable for a wide range of interests and aspirations, and provides contact details for organisations who can arrange and deliver the training.

Some companies may decide that their existing employees should follow an apprenticeship. It is therefore worth approaching any employer – existing or potential – to ask whether an apprenticeship would be considered as part of any role.

More details on apprenticeships and how to apply for them are available on the [apprenticeships website](#). The government have pulled links for general details about apprenticeships on one page: [apprenticeships: detailed information](#).

More details about the opportunities presented by apprenticeships, along with a wide range of resources, can be found at [Amazing Apprenticeships](#).

UCAS have published very useful articles giving overviews on apprenticeships: [“Everything you need to know about UK apprenticeships”](#) and [“Seven things you didn’t know about Higher and Degree Apprenticeships, but should...”](#)

Traineeships

Traineeships are programmes of study for 16-24 year olds (25 if they hold an Education, Health and Care Plan) that include basic preparation for employment, usually including some vocational training, and a period of unpaid work placement with an employer that is designed to give participants the skills and confidence they need to secure paid employment. Where possible they aim to progress participants into work with training (preferably an apprenticeship).

Traineeships are delivered by providers of all kinds including Colleges, ITPs, local authority providers and many more. Employers are currently being offered financial incentives to host Traineeships, and there is also considerable financial and other support available for young people with SEND to participate.

On the following pages you will find details of:

- What is a traineeship?
- What does it involve?
- How much does it cost?
- What benefits will a traineeship have?

The following links will take you to videos explaining traineeships and their benefits which may be of interest:



To understand more about Traineeships [click here](#) or scan the QR code



Josh tried a traineeship to see if he enjoyed learning the skills required for his own business. [Click here](#) to watch or scan the QR code



Watch Beth's successful career path in Construction from traineeship to apprenticeship. [Click here](#) or scan the QR code

Traineeships

What is a Traineeship?

A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to 1 year, though most traineeships last for less than 6 months. They are designed for those aged between 16 and 24 (25 with an EHCP) who are ready and motivated to move into employment but do not yet have the appropriate skills or experience to do so.

What does it involve?

A traineeship is a planned programme designed to move young people into employment, preferably (but not essentially) with an apprenticeship or other training attached. The content of a traineeship is built around the individual and designed to get them ready to work, giving sector-focused vocational learning; support to improve maths, English and digital skills (if needed); and other support to enhance overall employability (such as CV writing or interview skills). It will also include a work placement at an external employer of at least 70 hours. Traineeships can last from 6 weeks up to 1 year, though most last for less than 6 months.

How much does it cost?

Traineeships are fully funded by the government. Neither learners nor employers are required to make any financial contribution to them.

For providers, the full funding rules for traineeships can be found [here](#).

What benefits will a traineeship have?

According to this [government report](#) from 2019, in the 12 months after starting their traineeships:

75% progressed to further learning or employment

27% moved into apprenticeships

53% of 19-23 year olds moved into employment

How do you apply?

Traineeships are offered by individual training providers who have secured funding from the Education and Skills Funding Agency; applications should normally therefore be made directly to the provider. Information can be found on the [find a traineeship site](#) and the [traineeship provider list](#).

For further information on traineeships

General guidance for prospective trainees, employers and training providers is available [here](#).

Study Programmes

Study Programmes give 16-24 year olds [25 if they hold an Education Health and Care Plan – EHCP] the chance to complete their basic education and prepare for a move into the world of work. They offer basic employability skills, and can include vocational training qualifications if appropriate, plus an unpaid work placement with an employer to give a feel of the world of work. They aim to move participants into work with training (often an apprenticeship) or higher levels of learning.

Study Programmes are delivered by providers of all kinds including Colleges, ITPs, local authority providers and many more. Specific Study Programmes exist to enable progression to full T Levels, and Supported Internships are types of programme offering particular support to young people with SEND.

On the following pages you will find details of:

- What is a Study Programme?
- T Level Transition Programme
- Supported Internships
- What does it involve?
- How much does it cost?
- What benefits will it have?
- How do you apply?

The following links will take you to videos explaining study programmes and their benefits which may be of interest:



Young people are making the most of opportunities in the workplace thanks to supported internships. [Click here](#) to listen to their stories, or scan the QR code



Project Choice supports young people to achieve sustainable paid employment [Click here](#) or scan the QR code to hear Beth's experience



It's always helpful to gain a parent's view. [Click here](#) or scan the QR code to hear a parent's point of view on supported internship

Study Programmes

What is a Study Programme?

Study Programmes are available for 16-19 year olds (or up to 25 with an EHCP). They provide tailored, structured learning programmes that supports development and progression in line with career plans.

T-Level Transition Programme

This is a new type of 16-19 Study Programme specifically designed to support progression on to T Levels by developing the necessary skills, experience, knowledge and behaviours to succeed in this line of study. More details are available in the [T Levels](#) section of this document.

Supported Internships

Study Programmes are a structured study programme based primarily at an employer. They enable young people aged 16-24 with a statement of SEN, or an Education, Health and Care Plan (EHCP) to achieve sustainable paid employment by equipping them with the skills they need for work, through learning in the workplace. Supported Internships are unpaid, and last for a minimum of six months. Wherever possible, they support the young person to move into paid employment at the end of the programme. Alongside their time at the employer, young people complete a personalised study programme which includes the chance to study for relevant substantial qualifications, if appropriate, and English and maths. Those on supported internships are expected to require a higher level of support than a trainee or apprentice, and to be offered workplace support, as well as support for their non-workplace learning.

More details on the programme are available at [Preparing for Adulthood](#). Details of Supported Internships can normally be found on the Local Offer part of local authority websites, from JobCentre Plus, or from the providers themselves.

What does it involve?

Content relates to the particular aspirations and aims of the individual, but will typically comprise some combination of the following elements:

Substantial qualifications

English and maths where students have not yet achieved a GCSE Grade 4

Work experience placement

Other non-qualification activity to develop character, skills and confidence and to support progression

Every Study Programme must have a core aim, which is the principal activity or purpose of following the programme around which learning is planned. They are generally designed to be full-time (a minimum of 540 planned hours per year) but can be shorter where it is appropriate to the core aim being followed. Note that English and maths conditions of funding apply, and that Study Programmes must include study towards a GCSE Grade 4 in English and maths where these are not already held (see [Literacy/Numeracy](#) section).



How much does it cost?

Study Programmes are fully funded by the government. Neither learners nor employers are required to make any financial contribution to them.

For providers, the full funding rules for Study Programmes can be found [here](#).

What benefits will it have?

Study Programmes have been available since 2013 and provide a framework for progress towards qualifications that positively reinforces the individual's prospects for employment. The government is currently carrying out a full review of post-16 study at Level 2 and below.

How do you apply?

Applications for Study Programmes should be made to the individual provider.

Further information on Study Programmes

You can view this in the [Wider Links](#) section at the end of the document.



T Levels

T Levels are a new qualification launched in 2020 that offer two years classroom-based study that is directly applicable to real-world occupations. This includes a substantial period of work placement with an employer at which the learner will be expected to complete a project directly related to the employer's business.

T Levels are mainly delivered by Colleges of Further Education and Sixth Form Colleges, although other types of providers may become involved as more subjects become available. Only a limited range of subjects is currently available, but between now and 2023, more subjects will roll out.

On the following pages you will find details of:

- What is a T Level?
- What does it involve?
- T Level Transition Programme
- How much does a T Level cost?
- What effect will a T Level have on your career and prospects?
- How do you apply?

The following links will take you to videos explaining T Levels and their benefits which may be of interest:



T Levels explained by the Institute of Apprenticeships will help. [Click here](#) or scan the QR code



Find out what students think about T levels [here](#) or scan the QR code



T Levels

What is a T Level?

A T Level is classroom-based technical training, equivalent to 3 A Levels. It focuses on the vocational skills required to enter skilled employment in a particular occupational area. They take two academic years to complete. Currently they are only available to those aged 16-19.

Students can take T Levels in the following subject areas:

From Sept 2020

Design, surveying and planning for construction

Digital production, design and development

Education and childcare

From Sept 2021

Building services engineering for construction

Digital business services

Digital support services

Health

Healthcare science

Onsite construction

Science

From Sept 2022

Accounting

Design and development for engineering and manufacturing

Finance

Maintenance, installation and repair for engineering and manufacturing

Management and administration

Engineering, manufacturing, processing and control

From Sept 2023

Agriculture, land management and production

Animal care and management

Catering

Craft and design

Hair, beauty and aesthetic

Human resources

Media, broadcast and production

Legal

The T level pathways can also be accessed through the [occupational maps](#) or via subject headings [here](#).

Each T-Level will comprise:

Average 1800 hours over 2 years

**TECHNICAL
QUALIFICATION**
(50-75% of total T-Level
duration)

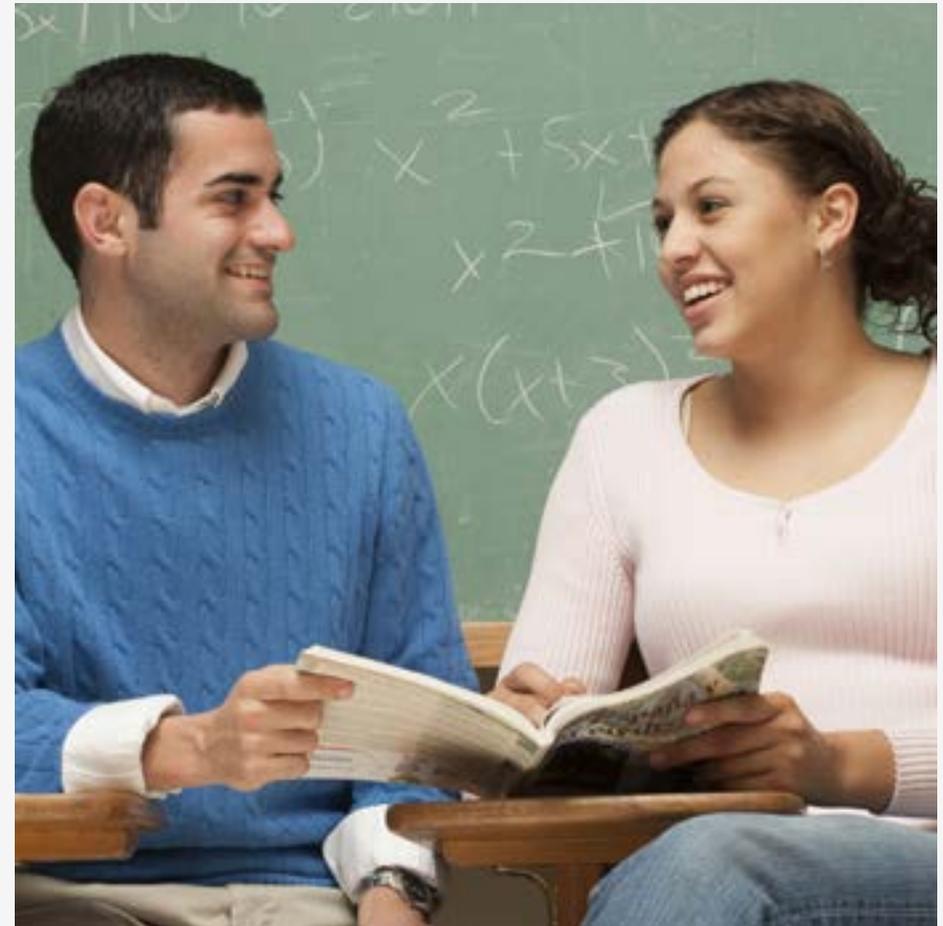
**Core knowledge and
understanding of
occupation.**

**Occupation-specific
knowledge, skills and
behaviours.**

**Industry
Placement**

**English/maths Level 2 on
exit**
(GCSE or Functional Skills)

**Occupation-specific
requirements**



Each T Level lasts two years, with a student spending around 80% of the course in the classroom learning the skills that employers need, and around 20% in industry putting those skills in practice, as well as English and maths content.

The industry placement with an employer can be offered as a block, series of blocks, day release or a mix of these; this will be arranged between the education provider, student and the employer.

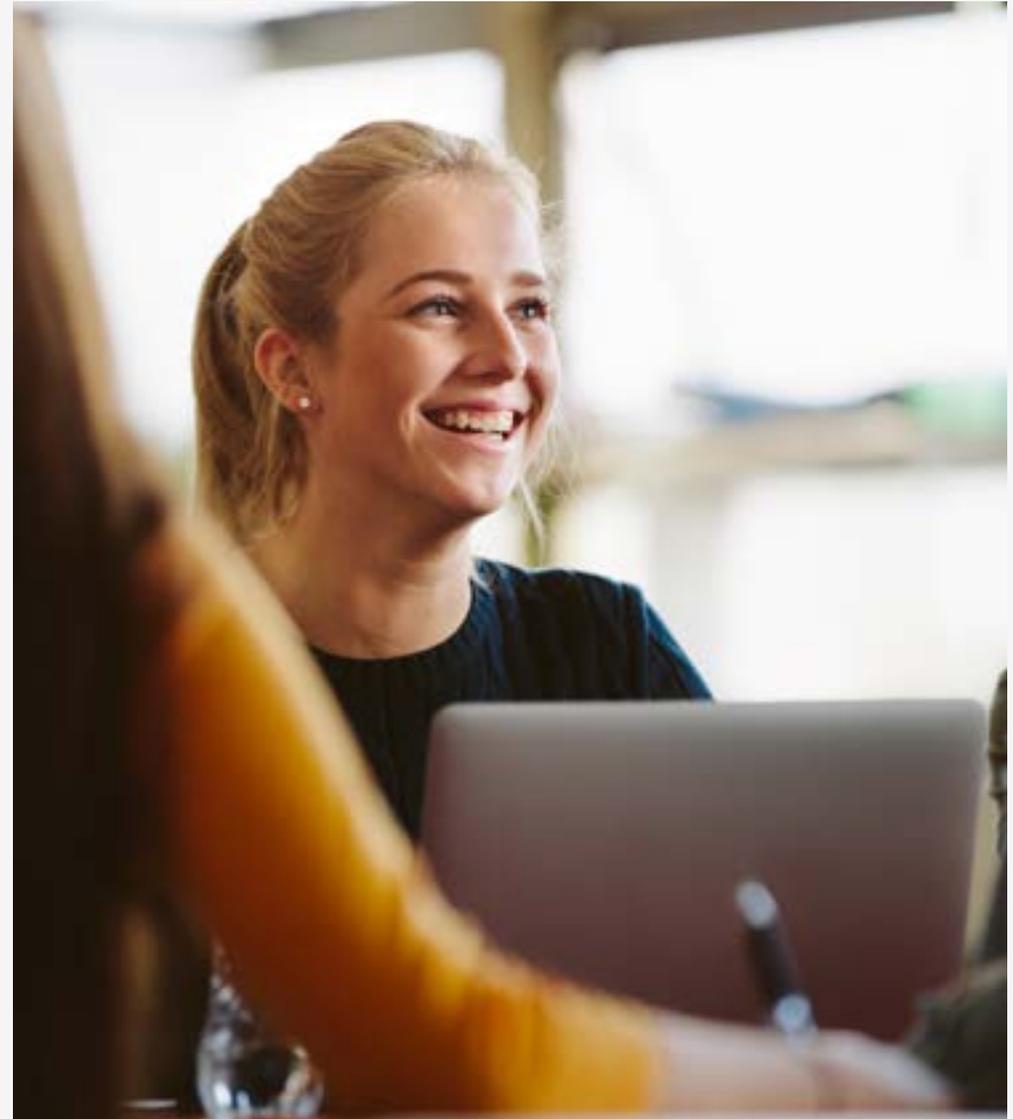
T Level Transition Programme

16 to 19 Study Programmes are specifically designed to develop the skills, experience, knowledge and behaviours to support progression onto and success on a T Level. It is targeted at students who are not ready to start a T Level but could progress onto one with further support. It should normally last no more than a year.

As with other Study Programmes, those with Education, Health and Care Plans up to age 25 are also eligible.

Learners on the Transition Programme will:

- Be able to demonstrate keenness to progress onto studying a T Level
- Need further support to start T Level studies – perhaps due to prior attainment, pastoral issues or personal development needs, that can realistically be overcome within one year or less
- Learn better in a predominantly classroom/workshop-based environment rather than the workplace



The T Level Transition Programme consists of five core components tailored to the needs of individual students:

Diagnostic and Guidance Period

To assess students' capability and support needs in order to tailor their Transition Programme appropriately. Help students to decide which T Level route they want to prepare for.

English and Maths

For students who do not hold at least a GCSE Grade 4 in English and/or maths and are required to continue studying towards them as per the [Condition of Funding](#).

Work Experience and Preparation

To develop the skills, behaviours, attitude and confidence needed for students to complete the T Level Industry Placement.

Introductory Technical Skills

Introductory skills and concepts to prepare students for their chosen T Level route.

Pastoral Support and Personal Development

Support to address barriers to education, emotional and/or mental health difficulties, the development of study skills, and reflective and resilience skills.

Source: [Source: Transition Programme Framework for Delivery](#)

Note that the inclusion of a period of work experience is desirable, but is not a requirement of the Transition Programme. The Transition Programme is being introduced through phased implementation from September 2020, with the number of institutions offering them scaling up as further T Levels are rolled out. Applications should be made directly to the provider.

How much does a T Level cost?

T Levels are fully funded by the government. Neither learners nor employers are required to make any financial contribution to them. For providers, the full funding rules for T Levels can be found [here](#).

What effect will a T Level have on your career and prospects?

T Levels derive from standards that have been drawn up by groups of employers. Therefore they are directly relevant to their needs and to the requirements of specific occupations.

Using Industry Placements, they offer the chance to gain real life experience of a future career both in the classroom (learning core theory, concepts and skills for an industry area) and in the workplace (gaining essential knowledge, understanding and skills relevant to the chosen area). This helps build people's confidence to develop professionally as a work colleague and employee, as well being a valuable form of interaction with the real world. [Check out some examples of student views on Industry Placements here.](#)

For employers, the Industry Placement element provides an opportunity to develop new talent and prepare young people for work. Placements may also bring [business benefits](#), such as T Level students bringing with them useful skills in areas that have not up to now been a business's primary focus. Employers may therefore get an early indication of new talent in their industry, and students gain valuable experience in the workplace. Many employers anticipate using Industry Placements to evaluate potential recruits.

In terms of UCAS points, a T level (Distinction) is equivalent to three A Levels at A*. T Level qualifications are recognised by universities and other education providers. Find more about the UCAS tariff points allocated to T levels [here](#).



Applying for a T Level

There are a number of providers who have been selected to deliver T Levels up to 2022, which are listed [here](#). The search facility [on this link](#) makes finding a T Level provider in the area and subject of choice very straightforward.

For further information on T Levels

The government's main publicity channel for T Level introduction gives general information for both learners and employers: www.tlevels.gov.uk

Higher Technical Qualifications*

Higher Technical Qualifications (HTQs) are being introduced by the government as part of an overall reform to technical teaching and training, specifically to increase the number of learners at levels 4 and 5.

On the following pages you will find details of:

- What are HTQs?
- How are HTQs different from an apprenticeship or degree?
- When will HTQs be available?
- HTQ Occupational Standards
- Links to further information

*available from 2022



Higher Technical Qualifications

What are Higher Technical Qualifications (HTQ)?

In July 2020, the government published its plans for the future of higher technical education at level 4 and 5 in England. These plans set out the government's ambition to increase the number of learners at level 4 and 5, and the supply of skills to raise productivity and prosperity.

The approval of new HTQs will be organised on a route-by-route basis. The approval of digital qualifications will conclude in June 2021 and the first qualifications will be available to learners from September 2022. Information on the 15 routes to skilled employment and the occupations they contain can be found in the [occupational maps](#).

How is an HTQ different from an apprenticeship or degree?

Higher Technical Qualifications and apprenticeships are based on the same employer designed standards, but suit different learning styles. Whereas apprenticeships involve employment for learners who wish to train mainly 'on the job', Higher Technical Qualifications are largely classroom based, taught in FE colleges, universities or independent training providers. They don't tend to involve industry placements, with practical skills taught in education or simulated settings. They can however offer more flexible learning options through part time study and modular learning. They are often shorter and cheaper than degrees.

When will HTQs be available?

Their rollout is being phased to support high quality implementation, following a similar rollout to T Levels, and overseen by IfATE. The first qualifications to be approved will be Digital which will start teaching from September 2022; whilst Health and Science, and Construction qualifications will follow from September 2023. A rollout for the remaining courses will be announced later in 2021. All HTQs will have commenced teaching by 2025.

HTQ Occupational Standards

(Brackets indicate level of standard)

September 2022

Digital

- DevOps Engineer (4)
- Digital Community Manager (4)
- Information System Business Analyst (4)
- Cyber Security Technologist (4)
- Software Tester (4)
- Cyber Intrusion Analyst (4)
- Digital Communications Troubleshooter (4)
- Software Developer (4)
- Network Engineer (4)

September 2023

Construction

- Land Referencer (4)
- Building Energy Management Systems Control Engineer (4)
- Construction Design and Build Technician (4)
- Construction Site Supervisor (4)
- Construction Quantity (4)
- Surveying Technician (4)
- Acoustics Technician (4)
- Building Services Engineering Technician (4)
- Facilities Manager (4)
- Construction Site Engineering Technician (4)

Health and Science

- Orthodontic Therapist (4)
- Clinical Dental Technician (5)
- Hygiene Specialist (4)
- Health Play Specialist (5)
- Associate Continuing Healthcare Practitioner (5)
- Nursing Associate NMC 2018 (5)
- Hearing Aid Dispenser (5)
- Oral Health Practitioner (4)
- Mammography Associate (4)
- Senior Metrology Technician (5)
- Technician Scientist (5)
- Rehabilitation Worker - Visual Impairment (5)
- Associate Ambulance Practitioner (4)
- Healthcare Science Associate (4)
- Healthcare Assistant Practitioner (5)
- Dental Technician (5)

Further Information on HTQ's:

<https://www.gov.uk/government/publications/higher-technical-education-reforms/higher-technical-education-reforms>

Other Technical Training Options

There are a range of other technical qualifications that to varying degrees combine classroom study and real-world work experience. The following pages give a basic overview of the most common:

- Applied General Qualifications
- BTEC
- Higher National Diploma (HND) and Higher National Certificate (HNC)
- Professional qualifications

Where each is studied depends on the particular qualification itself, but they are available to be followed at a range of institutions including Colleges, ITPs, universities and employers.



The following links will take you to videos giving more information on some of the more common technical training options:



Find out more by [clicking here](#) or scanning the QR code



Find out what Value of HNC & HND Qualifications by [clicking here](#) or scanning the QR code



Find out what student all over the world think about their Higher Nationals course. [Click here](#) or scan the QR code

Other Technical Training Options

Applied General Qualifications

Applied General Qualifications (AGQs) are on a par with A levels, and are for students 16 - 19 who want to undertake broad study of a specific vocational area, eg law, creative and media, business. Many are endorsed by employers or professional or trade bodies. They allow entry to a range of higher education courses, either by meeting the entry requirements in their own right or being accepted alongside other qualifications at Level 3 such as A levels. AGQs are offered by a number of awarding organisations and include [OCR Cambridge Technicals](#), and Pearson BTECs (which are covered as an example of AGQs in more detail below).

More details on Applied General Qualifications can be found [here](#).



BTEC

Much of the information in this section comes from: <https://www.theuniguide.co.uk/advice/a-level-choices/what-are-btecs>

What are they?

BTECs are practically-based vocational qualifications. They provide an opportunity to gain hands-on experience in a field or subject and can be seen as an alternative to more theory-focused, classroom-based ways of learning. They are increasingly popular as a path to both particular jobs and into university, with over 25% of university starters in 2017 holding at least one BTEC. Note that usually you will need at least five GCSEs at grades 4-9 to get on to a BTEC Level 3.

What can you study?

Whilst commonly seen as an alternative to A-levels, they can be studied at a number of levels and cover a very wide range of occupational sectors – there are over 2,000 BTEC qualifications across 16 sectors.

How do they work?

Each BTEC requires completion of a set of units which cover specific areas of knowledge, skills, and understanding required by the particular sector or industry. Every BTEC student takes core units, providing a broad foundation and understanding about the sector. There is a range of optional units to choose from focusing on particular interests and plans for further study, apprenticeship, or employment. The course involves a series of assignments which can be written or activity-based, for example creating a film clip, planning and putting on a performance, or creating a business plan. Students complete some assignments individually and some as part of a team. For some BTEC courses, students can also apply their knowledge and skills through work experience placements.

How do you apply?

Prospective students should apply to individual providers of BTEC courses. A user-friendly search guide to courses and providers is available at www.findcourses.co.uk

HND / HNC

Much of the information in this section comes from: <https://www.whatuni.com/advice/choosing-a-course/what-is-a-hnd-and-a-hnc/2116/>

What are they?

Higher National Certificate (HNC) and Higher National Diploma (HND) qualifications are designed to enable learners to specialise in a certain career or move on into either second- or third-year university-level study.

A full-time Higher National Certificate (HNC) takes one year to complete, or two years part-time. HNC courses cover many of the same subjects' areas as an HND. This is because HNCs sit one level below an HND, which is generally equivalent to the first year at university.

A Higher National Diploma (HND) is a work-related course provided by higher and further education colleges across the UK. A full-time HND takes two years to complete, or three to four years part-time. HND qualifications are generally the equivalent to a 2nd year at university.

Both HNCs and HNDs are practical-based qualifications and ideal for those wanting to head straight into the workforce. Depending on the course, there may be the chance of work placements with local employers specialising in the sector being studied.

How do you apply?

HNC/HND qualifications are offered by many universities and FE providers throughout the country. The search engine at www.whatuni.com provides help on selecting appropriate courses of study from a full database of subjects and places of study.

Professional Qualifications

Much of the information in this section comes from: <https://www.prospects.ac.uk/postgraduate-study/professional-qualifications>

What are they?

Professional qualifications are vocational training courses that relate to a specific industry or career path. Some can be taken directly after completing university, while others are aimed at professionals with several years of experience who are looking to develop their career further. They are typically regulated and awarded by relevant professional bodies, and are designed to ensure that everyone employed in a particular job meets the minimum required standards of professional expertise.

For some jobs, a professional qualification is essential. For example, to work as a qualified solicitor you must take the Legal Practice Course (LPC), and to become a chartered accountant you'll need to pass the relevant exams. In other areas of employment, professional qualifications aren't required, but nevertheless look great on a CV and improve chances of success by demonstrating skills and knowledge.

How do they work?

Full-time vocational courses take around 40 hours per week. Part-time study usually takes place during the evenings and weekends - the pace is slower, but can be intense when coupled with your work and/or family commitments. Professional bodies increasingly provide multiple ways to study, including online distance learning, face-to-face and blended learning (which combines the two).

Vocational courses do not necessarily have fixed terms. Instead, courses often run a number of times throughout the year at locations nationwide. Assessment is usually through exams, coursework, a portfolio, or a combination of the three. Many courses are structured around a number of modules that you must pass to gain the qualification.

What can you study?

There is some form of professional qualification available in most industries in the UK. Among the best known are those awarded by organisations including:

Association of
Chartered Certified
Accountants (ACCA)

BCS, The Chartered
Institute for IT

Chartered Institute
of Personnel and
Development (CIPD)

Institution of Civil
Engineers (ICE)

Royal Institution of
Chartered Surveyors
(RICS)

These are just a small selection of professional qualifications available – there are many more. Others can be found on [this link](#).

How do you apply?

The entry requirements for professional courses depend entirely on the qualification and what it leads to. Prospects have a [job profile checker](#) on their website at which you can ascertain the entry requirements for a chosen career.

Some courses are open to anyone, some require A-levels or a degree in a particular subject, and others demand a number of years of on-the-job experience. Many professional bodies offer different levels of vocational qualification, suitable for school leavers, graduates and experienced professionals. Typically, when you complete one exam, you become eligible to work towards another qualification at a higher level. Applications should be made to individual providers.

Literacy/Numeracy

The compulsory schooling period up to age 16 aims to ensure that all pupils have attained GCSE Level 2 in English and maths by the end of Year 11. It is a condition of funding for providers that where a learner aged 16-18 (or aged 19-25 with an education, health and care plan) does not hold Level 2 qualifications in English or maths qualifications, that their studies must incorporate a programme of learning working towards their attainment.

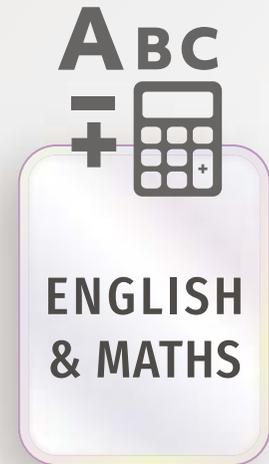
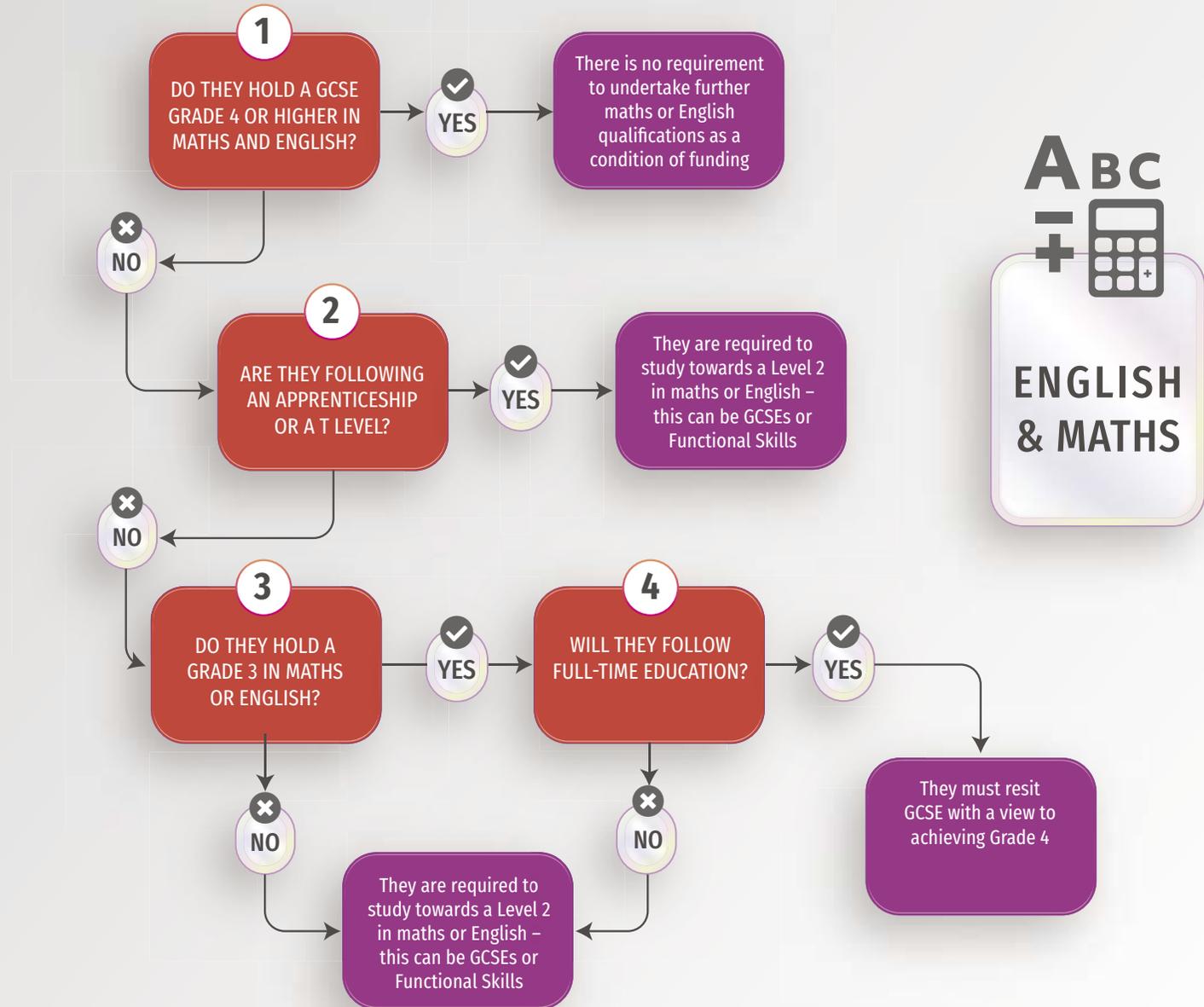
In other words, no funding will be made available for any course of study if these qualifications are not also worked towards.

This rule is called the “Condition of Funding”, and is an important requirement to make clear to young people looking at their post-16 options. Full details can be found on [this link](#).

The graphic on the next page will help explain any requirements for further study towards English and maths qualifications.



This flow chart establishes what, if any, maths/English study is required of a 16-18 year old in further education (19-25 if holding an EHCP) :



Employability Programmes

Employability programmes are designed to help those who are out of work to find paid employment. They do so by helping put participants in touch with employers who are seeking recruits, offering CV and interview support and (where appropriate) other forms of basic training that may help them to secure work. Most employability programmes are administered through Jobcentre Plus and are usually – though not always - delivered by ITPs. There are a range of programmes on offer, each of which is designed to help a particular group of jobseeker:

- **Kickstart** (*for 16-24 year olds who are out of work and on Universal Credit but who may not be yet ready to start an apprenticeship*)
- **Work Trials** (*short sharp work placements designed to “try out” potential recruits for a specific paid role*)
- **Restart** (*to be introduced in 2021, this will support those out of work for 12 months or longer to return to work*)
- **Work and Health Programme** (*long-term support for those out of work and claiming benefits for 24 months or longer; in particular those facing multiple barriers to work such as health problems*)
- **Sector-Based Work Academy Programme** (*sector-based pre-employment training, work placement and guaranteed interview for those on Universal Credit who are relatively close to the labour market*).
- **New Enterprise Allowance** (*mentoring and financial support for those who are out of work but seeking to become self-employed*)

Employability Programmes

There are a number of different programmes of support available for those out of work and claiming [Universal Credit](#):

[Kickstart](#)

Kickstart has been introduced by the government as a response to the impact on youth unemployment caused by the Covid-19 pandemic. It provides funding to employers to create job placements for 16-24 year olds on Universal Credit. This comprises:

100% of the [National Minimum Wage](#) or 25 hours per week for 6 months.

Associated NI contributions.

Employer minimum automatic enrolment contributions.

Funding is available for eligible job starts until the end of December 2021, and employers should apply using [this link](#), or (for those with less than 30 job placements) via a Kickstart Gateway on [this link](#).

Those seeking Kickstart jobs should apply via Jobcentre Plus.

Work Trials

A Work Trial is a managed period of work placement designed to allow an employer to assess suitability for a vacancy. The vacancy must:

**Last 16 hours a week
or more**

**Must be expected to
last at least 13 weeks**

Be based in the UK

**Not be in an
occupation or sector
that Department
for Work &
Pensions deems as
inappropriate**

Work Trials mostly last a few days, but in exceptional circumstances can last up to a maximum of 30 working days. Applications should be made via a Jobcentre Plus work coach.

Restart

Restart is a new employability programme being introduced by the government in response to the economic damage caused by the Covid-19 pandemic. It will give Universal Credit claimants who have been out of work for at least 12 months enhanced support to find jobs in their local area. Contracts for Restart will be awarded in Spring 2021 and the programme itself will go live in the Summer of 2021 – full details of how the scheme will operate are therefore not available at the time of writing.

Work and Health Programme

The Work and Health Programme is designed to help participants to find and keep work. It is voluntary, except for those out of work and claiming unemployment benefit for 24 months or longer.

The programme gives personal support to:

Identify
employment
needs

Match skills
to work thats
available

Contact
Employers

Find long-term
employment

Get training to
help find work

Manage health
problems to
reduce their
impact on work

The Work and Health Programme offers support for up to 15 months, which can be extended if a job is secured and transitional support into work is required or appropriate.

Applications should be made through Work Coaches at Jobcentre Plus in the first instance.



Sector-Based Work Academy Programme (SWAP)

SWAPs are the responsibility of Jobcentre Plus and are similar in many respects to [traineeships](#). They can last up to 6 weeks and have three main components:

Pre-employment training – this is funded by the Education and Skills Funding Agency to providers and colleges via the Adult Education Budget.

Work placement - the pre-employment training is normally tailored to introduce the participant to the work placement as the central part of the process. How long this lasts and what it comprises can vary but it will normally be a precursor to a paid role so is likely to be “real-world” in nature.

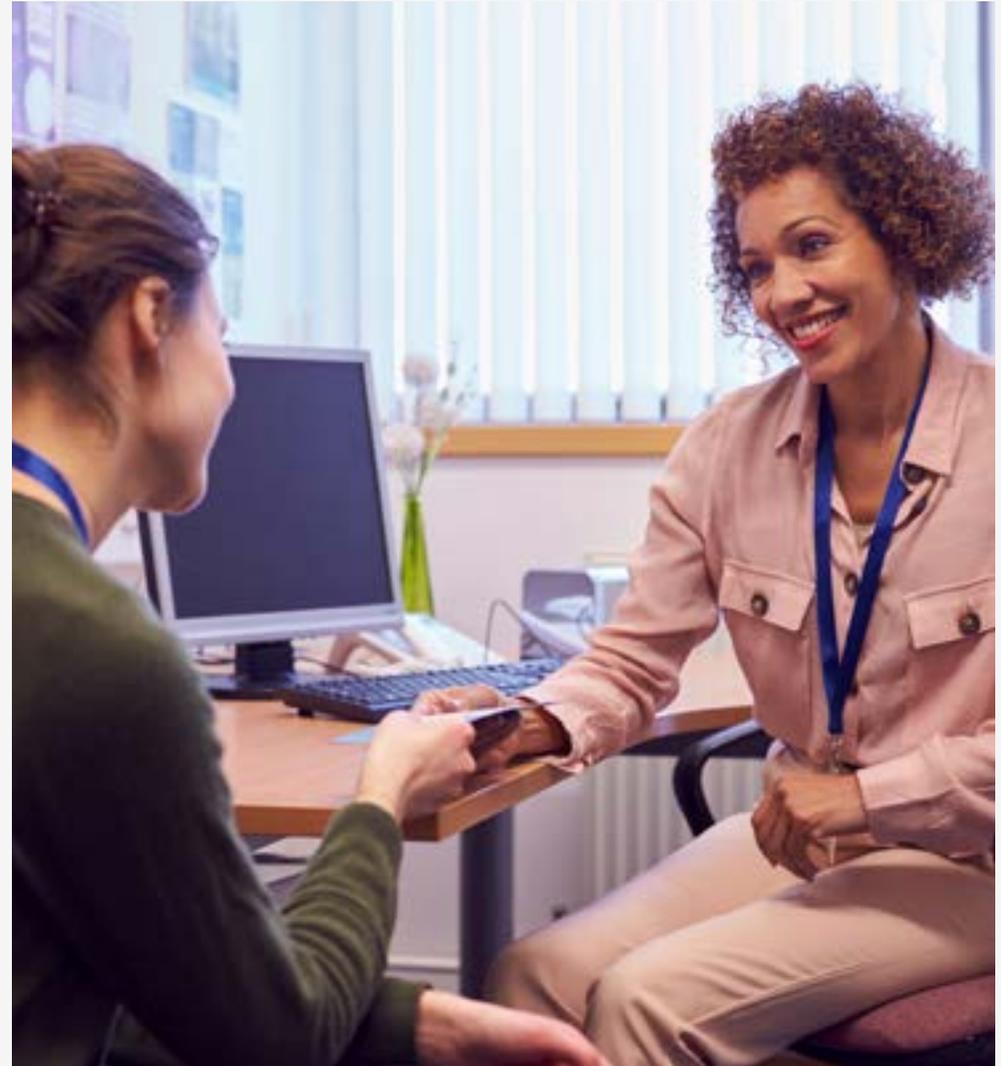
A guaranteed job interview or help with an employer’s recruitment process.

Participants remain on benefit whilst on the SWAP and any travel or childcare costs are covered. There is no direct cost to an employer or to the participant for taking part. Applications for SWAPs should be made via Job Coaches at Jobcentre Plus. They are entirely voluntary but once you have agreed to start, you must complete the pre-employment training and attend the guaranteed job interview (if included).

New Enterprise Allowance

The New Enterprise Allowance scheme offers business mentoring and financial support if you want to become self employed. They offer an interview with a mentoring partner organisation, who will carry out an initial assessment of the self-employment business idea.

If accepted onto the New Enterprise Allowance scheme then support will be available from business mentor for approximately 8 weeks to produce a business plan. The business plan will then be subject to an approval process. New Enterprise Allowance financial support can be claimed within 13 weeks of your business plan being approved. This means the applicant may get a weekly allowance worth up to £1274 over 26 weeks, and can apply for a loan to help with start-up costs.

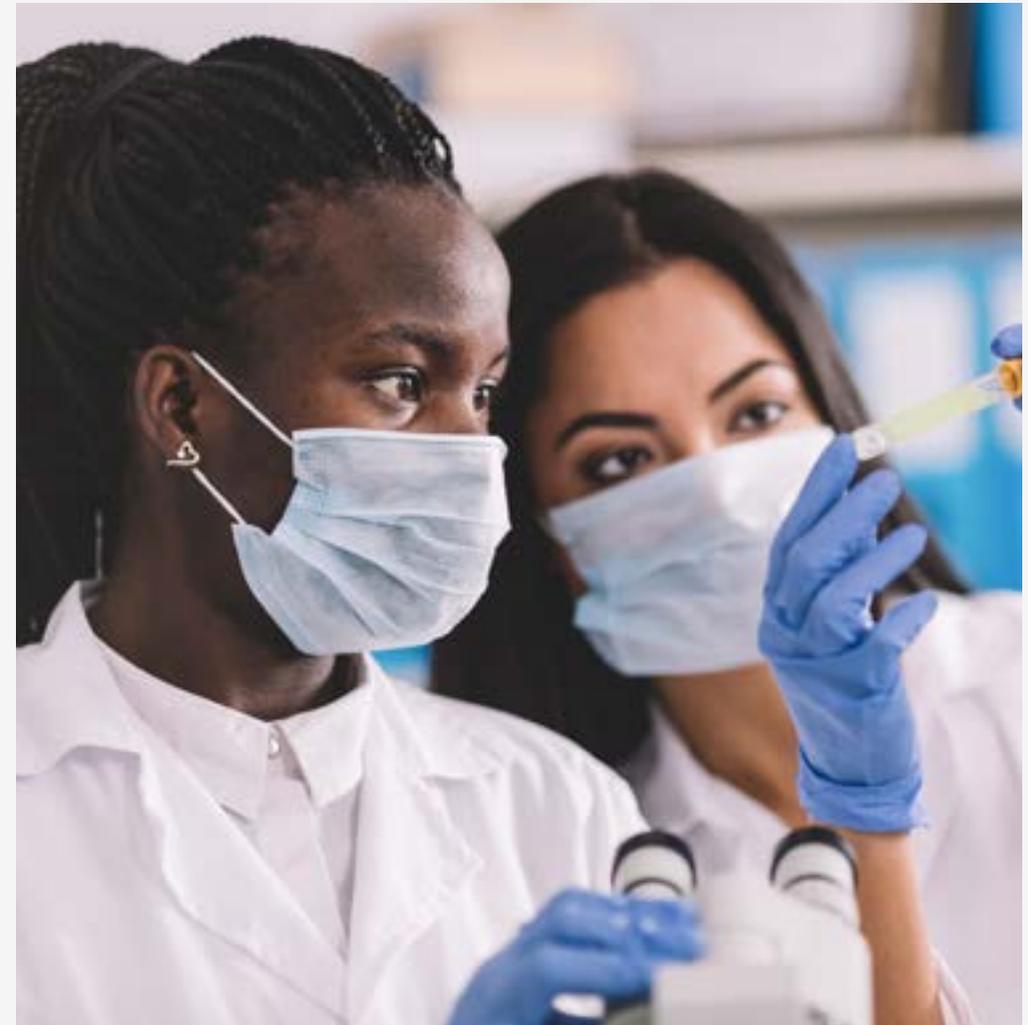


Pandemic Support for Learning & Employment

On the next pages you will find details of the current support and incentives offered by the government to help young people move into learning and employment following the Covid-19 pandemic and lockdown.

- Apprenticeship incentives
- Traineeship incentives
- 16-19 Tuition Fund

Note: these are time-limited incentives.



Pandemic Support for Learning & Employment

During the period of the Covid-19 pandemic, the government has introduced a variety of incentives to support employment and learning.

Apprenticeship incentives

From 1st April 2021 employers will receive, in addition to the standard incentives listed in the [apprenticeship](#) section of this document:

£3000 for new apprentices of any age who join their organisation from 1st April 2021 to 30th September 2021*

£2000 for new apprentices of any age who join their organisation between 1st August 2020 and 30th March 2021*

£1500 for new apprentices aged 25 and over who joined their organisation between 1st August 2020 and 30th March 2021*

*Claims for incentive payments for apprenticeship starts within these dates may still be made after the dates specified – full details are available [here](#). Employers must set up an apprenticeship account to apply for the incentive: this can be done [here](#).

Traineeship incentives

At the time of writing (February 2021) employers can receive £1,000 for each traineeship they have recruited since September 2020. This incentive can be claimed for up to 10 traineeships in each region of the country. Claims for this incentive can be made until 21 October 2021.

Full guidance is available [here](#) from page 19.

The portal for employers to apply for this incentive is available [here](#).

16-19 tuition fund

The 16 to 19 Tuition Fund is £96m of one-off funding for the 2020/21 academic year only. It is being given to schools, colleges and all other 16 to 19 providers to mitigate the disruption to learning arising from coronavirus (COVID-19). It provides support for small group tuition for 16-19 students in English, maths and other courses where learning has been disrupted – for example, vocational courses where assessment has been deferred because of lockdown.

The students supported all need to be those who had not achieved GCSE Grade 5 or above in either English or maths by age 16, with priority given to those at below Grade 4. Providers are allocated £150 per eligible full time student with pro-rata funding for part-time students. Learners with SEND or EHCPs aged 19-24 are also eligible. Details of the support on offer should be discussed with the individual provider.



Young People with SEND

The following pages give details of the specific support available to support young people with SEND.

There are a range of support packages on offer, and young people with SEND can also benefit from some exemptions to minimum required standards of particular routes of learning, which are designed to ensure that everyone has an equal chance of attaining their full potential.

Information is available on:

- Access to Work
- Supported Internships
- Information on support strategies
- Flexibilities for English and maths



Young People with SEND

Access to Work

Young people with SEND (including apprentices and those on work experience programmes) that are in work but who may need some additional resource to support them in their role, may be eligible to apply for financial support from Jobcentre Plus via the [Access to Work](#) programme. This funding could be used to pay for:

Special equipment
or software

Adaptations to a
vehicle so you can
get to work

Adaptations to the
equipment you
use

Provision of
a British Sign
Language

This list is not exhaustive. Applications for Access to Work grants should be made online [here](#).

Apprentices requiring learning support

Funding is available to support apprentices with SEND. Providers are required to evidence the need for this support, and to show that it is being provided on an ongoing monthly basis. It is funded at a flat rate of £150/month via the provider's Individualised Learning Records (ILR) system and is made to the provider (not directly to the apprentice) to cover the costs of providing the extra support that is needed. An excellent free guide to evidencing and submitting claims for learning support funding for apprentices has been published by CognAssist and is available [here](#).

Apprentices with exceptional learning support needs can receive further support funding if their support costs more than £19,000 a year.

Full details of support can be found in the funding guidance on [this link](#) (pages 22 and 23).

Supported Internships

Young people with SEND may be interested in Supported Internships - more details can be found in the [Study Programmes](#) section of this guide.

General support for learners with SEND

Information on supporting young people with SEND is available in a wide variety of places and at various rates depending on circumstance. Overall guidance can be found [here](#).

The following links may prove of particular value to careers leaders and other post-16 practitioners:

[Mencap](#) are a major source of information and support relating to learning needs and disabilities.

[Contact](#) have a good overview page giving a number of useful links, guidance and information on working with young people with SEND.

[Preparing for Adulthood](#) provide expertise and support to local authorities and their partners, and offer a useful [guide](#) on engaging employers to find work experience for young people with SEND.

[Redbridge SERC](#) have a comprehensive website of information and resources to support learners aged 0-25 years.

[AELP's Guide to Post-16 Funding for Learners with SEND](#) details rates and availability of extra funding support for students with high needs.

Flexibilities for English and maths

Flexibilities to the Condition of Funding requiring study towards English and maths at Level 2 are available for particular types of learners on apprenticeships or following T Levels; specifically those with learning difficulties or disabilities, the result of a [2016 Parliamentary Task Force led by Paul Maynard MP](#).

If both the learner and the provider consider that the learner can complete all elements of an apprenticeship, but that the learner has learning difficulties that will prevent them from attaining the minimum requirements for English and maths, then these can be flexed downwards to Entry Level 3.

This will apply where:

The apprentice has either an existing or previously issued education, health and care (EHC) plan, a statement of special educational need (SEN) or a learning difficulty assessment (LDA).

and

The main provider holds evidence that even with support and reasonable adjustments, the apprentice will not be able to achieve English and/or maths to the minimum level within the timeframe projected to complete all other elements of the apprenticeship or T Level. Full details of the exemptions are available on [this link at paragraph E151](#).

It is the provider's responsibility to collect the required evidence for these exemptions and to apply them if they are needed.

Financial Support for Learning

The following pages give an indication of some of the financial support that can be made available to learners. Many aspects of learner support funding are built into the funding allocations for providers and are conditional on (for example) low levels of prior attainment or of residency in specific postcodes and areas. This section however concentrates on the funding that is more visible to individual learners, which potentially may make a difference to their decision whether to proceed on a particular path of learning or employment.

Information is available on:

- 16-19 Bursary Funds
- Free meals in further education
- Care to Learn
- Dance and Drama Awards
- Residential Support Scheme (RSS) and Residential Bursary Fund (RBS)

Other financial support for learning

There are a number of different types of support funding that can be accessed to make it easier to overcome barriers to learning.

16-19 bursary funds

These come in two types:

- Bursaries for defined vulnerable groups
- Discretionary bursaries offered by individual institutions according to their own policies, following national funding rules

Both types are designed to help students overcome the barriers they face to participation.

Further details of rates and conditions are available from individual training providers.

Free meals in further education

Further education institutions receive funding at a rate equivalent to £2.41 per eligible student per meal.

This can be accessed if:

- The student is aged 16-19
- The student is 19+ but started a Study Programme when they were aged 16-18, OR they have an Education, Health and Care Plan (EHCP).
- The student or their parents are in receipt of one or more particular benefits (listed here under [“Eligible Benefits”](#))

Apprentices do not qualify for free meals. Applications for free meals should be directed to individual providers.

Care to Learn

This provides support with the costs of childcare for young parents in education, to prevent these costs being a barrier to participation. Learners must be aged under 20 at the start of their course, and can receive up to £160 per child per week outside London, or £175 per child per week in London.

Payments are handled by the training provider.

Apprentices do not qualify for Care to Learn.

Dance and Drama Awards

Provides income-assessed help with tuition fees and living costs at a small number of private dance and drama institutions. The learner must be aged 16-23, showing talent and a likelihood to succeed in the industry.

The amount available depends on where they live and study and their household income, and they must be studying for one of the specified Trinity College London Diplomas.

Applications should be made directly to the dance and drama school concerned.

Residential Support Scheme (RSS) and Residential Bursary Fund (RSB)

RSS provides income-assessed support up to £4079 per year to help with accommodation costs where a Level 2 or Level 3 programme is not available locally to the home address (i.e. more than 15 miles away from home, or a 2 hour round trip, and not available any closer than that). Applications should be made via the training provider.

RBS supports accommodation costs for students at a designated institution delivering specialist provision. Institutions themselves decide which students receive RBF and how much support they receive.

Sector SHARE

The place to go for online sector resources

AELP, working in partnership with Ufi and CEC, are looking to identify as many such resources as possible, presenting them for use by providers and employers, in an easily navigable web-based portal that is free to use across the sector...hence the name #SectorShare!

To find out more information, you can access the SectorShare website [here](#).



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Acknowledgements

The Careers & Enterprise Company

The Careers and Enterprise Company exists to facilitate a world-class careers education, inspiring and preparing young people for the world of work. Every young person deserves the best possible start to their working life; to choose their path, fulfil their potential and contribute to a thriving economy. Careers and enterprise education inspires, informs and immerses young people in the ever-changing world of work.



LearnBox

LearnBox is a video production company that specialises in adult education and online learning. They build partnerships with the leading employers and training providers to create meaningful e-learning solutions. LearnBox is revolutionising adult learning through the creation and delivery of high-quality video content. They produce videos that are engaging, empowering and educational.



Wider Links

On the next pages you will find all the links to external sites contained elsewhere in this document, arranged alphabetically for ease of reference.

GENERAL INFORMATION

Association of Employment and Learning Providers (AELP)

www.aelp.org.uk

Careers and Enterprise Company (CEC)

www.careersandenterprise.co.uk

CEC Resource Directory

<https://resources.careersandenterprise.co.uk/>

Community action

<http://www.aoc.co.uk/system/files/Shaping%20Communities.pdf>

Gatsby Benchmarks: describe a framework to help secondary schools and colleges deliver good career guidance to their students, including experiences and encounters with employers.

www.goodcareerguidance.org.uk/

Institute for Apprenticeships and Technical Education

www.instituteforapprenticeships.org

LearnBox

www.wearelearnbox.com

SectorShare (directory of free online learning courses)

www.sectorshare.org.uk

OCCUPATIONAL MAPS

<https://www.instituteforapprenticeships.org/about/occupational-maps/>

APPRENTICESHIPS

Amazing Apprenticeships:

<https://amazingapprenticeships.com/>

Apprenticeships (general information):

www.gov.uk/topic/further-education-skills/apprenticeships

Apprenticeship earnings:

www.suttontrust.com/our-research/levels-of-success-apprenticeships-earnings

Apprentice Learner Survey:

www.reed.co.uk/career-advice/what-are-the-career-prospects-for-apprentices

Apprenticeship levy and funding:

www.gov.uk/guidance/apprenticeship-funding-rules

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/956726/2021_Provider_Rules_Version_3_v1.0_FINAL__published_.pdf

Apprenticeship standards:

www.instituteforapprenticeships.org/apprenticeship-standards

Becoming an apprentice:

www.apprenticeships.gov.uk/apprentices/becoming-apprentice

Find an Apprenticeship:

www.gov.uk/apply-apprenticeship

Ofsted:

<https://www.gov.uk/government/organisations/ofsted>

Register of Apprenticeship Training Providers:

www.gov.uk/guidance/register-of-apprenticeship-training-providers

UCAS (degree apprenticeships):

www.ucas.com/alternatives/apprenticeships/apprenticeshipsengland/what-apprenticeships-are-available/degree-apprenticeships

TRAINEESHIPS

Effects of traineeships:

www.assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/847346/Traineeships_Impact_Evaluation.pdf

Find a Traineeship:

www.gov.uk/find-traineeship

Traineeships – Framework for Delivery 2020/2021

http://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/955511/Framework_for_delivery_2020-2021_VERSION_3_January_2021.pdf

Traineeship funding:

www.gov.uk/guidance/esfa-funding-for-traineeships

Traineeships (general information):

www.gov.uk/government/collections/traineeships--2

Traineeship providers:

www.gov.uk/government/publications/traineeship-providers

STUDY PROGRAMMES

Implementing work experience within Study Programmes

<http://www.aelp.org.uk/resource-and-information-centre/resource-and-information-centre/publications/implementing-the-work-experience-element-of-the-16-19-study-programme-a-good-practice-guide>

Study Programmes – funding rules:

www.gov.uk/guidance/16-to-19-funding-planned-hours-in-study-programmes

Supported Internships:

www.preparingforadulthood.org.uk/downloads/supported-internships

T LEVELS

Case Studies: industry placements

<https://www.youtube.com/watch?v=uNuIElyYOpE>

T Level business benefits:

www.tlevels.gov.uk/employers/business-benefits

T Levels – general information:

www.tlevels.gov.uk

T Level Transition Programme:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/934004/FINAL_Transition_Programme_Framework_for_Delivery_101120.pdf

T Level providers:

<https://www.gov.uk/government/publications/providers-selected-to-deliver-t-levels>

<https://www.tlevels.gov.uk/students/find>

T Level subject pathways:

www.tlevels.gov.uk/students/subjects

T Levels: UCAS tariff points:

www.ucas.com/further-education/post-16-qualifications/qualifications-you-can-take/t-levels

LITERACY AND NUMERACY REQUIREMENTS

General requirements:

www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-of-funding

BTECs

Applying for BTECs:

www.findcourses.co.uk

General information:

<https://www.theuniguide.co.uk/advice/a-level-choices/what-are-btecs>

HND/HNC

Applying for HND/HNCs:

www.whatuni.com

General information:

<https://www.whatuni.com/advice/choosing-a-course/what-is-a-hnd-and-a-hnc/2116/>

HTQ's

<https://www.gov.uk/government/publications/higher-technical-education-reforms/higher-technical-education-reforms>

OTHER TECHNICAL TRAINING OPTIONS

Professional qualifications:

<https://www.prospects.ac.uk/postgraduate-study/professional-qualifications>

Job profile checker:

<https://www.prospects.ac.uk/job-profiles>

EMPLOYABILITY PROGRAMMES

Kickstart (general information)

www.gov.uk/government/collections/kickstart-scheme

Kickstart (employer applications):

<https://www.gov.uk/guidance/apply-for-a-kickstart-scheme-grant>

New Enterprise Allowance

www.gov.uk/government/collections/new-enterprise-allowance-campaign

Restart (employer grant applications)

www.gov.uk/guidance/apply-for-a-kickstart-scheme-grant

Sector-Based Work Academy Programme (SWAP)

www.gov.uk/government/publications/sector-based-work-academies-employer-guide/sector-based-work-academies-employer-guide

Work and Health Programme

www.gov.uk/work-and-health-programme

Universal Credit: back to work schemes:

www.gov.uk/government/publications/jobseekers-allowance-back-to-work-schemes/universal-credit

PANDEMIC SUPPORT FOR LEARNING AND EMPLOYMENT

Traineeship incentives – application portal:

<https://form.education.gov.uk/service/traineeship-employer-incentive-registration>

IfATE occupational maps

<https://www.instituteforapprenticeships.org/about/occupational-maps/>

LEARNING SUPPORT, DISADVANTAGE AND SPECIAL EDUCATIONAL NEEDS

16-19 education: financial support for students

<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students>

Access to Work applications:

www.gov.uk/access-to-work/apply

Care to Learn

<https://www.gov.uk/care-to-learn>

Contact – overview of young people with SEND

<https://contact.org.uk/help-for-families/information-advice-services/education-learning/education-beyond-16/>

Employer engagement in work experience for young people with SEND

<http://www.preparingforadulthood.org.uk/downloads/employment/engaging-employers-to-find-work-experience-for-young-people-learning-difficulties-and-or-disabi.htm>

Free Meals in FE – eligibility

www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2020-to-2021-academic-year

Learning Support – official guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/969579/2021_Provider_Rules_Version_4_v_0.1_FINAL.pdf

Learning Support funding guides:

<https://cognassist.com/wp-content/uploads/2021/01/Learning-Support-Funding-Guide>
www.aelp.org.uk/media/2119/bp-no24-sen-guidance.pdf

Maynard Task Force - recommendations

www.gov.uk/government/publications/apprenticeships-improving-access-for-people-with-learning-disabilities/paul-maynard-taskforce-recommendations

Mencap

www.mencap.org.uk/advice-and-support

Preparing for Adulthood

www.preparingforadulthood.org.uk

Redbridge SERC (resources and information):

www.redbridgeserc.org

Residential Bursary Fund

<https://www.gov.uk/guidance/residential-bursary-fund-guide-for-the-2020-to-2021-academic-year>

Residential Support Scheme

<https://www.gov.uk/residential-support-scheme>