

FREQUENTLY ASKED QUESTIONS	Answers
<p>What are the benefits of developing skills through an apprenticeship, rather than a more traditional academic route?</p>	<p>Academic qualifications focus on knowledge. Over the course of an apprenticeship programme there is the opportunity for an employee who is upskilling to develop and use those new skills, in addition to gaining new knowledge. The cost of the training would be provided by the Apprenticeship Levy and therefore potentially free up those funds to use in upskilling or reskilling other employees for whom an apprenticeship may not be the best route.</p>
<p>Do all apprenticeships include an NVQ element?</p>	<p>Not all apprenticeships include an NVQ element. For example, in Rail Engineering level 3 and 4 are using NVQ's as the delivery mechanism for skills. Some other apprenticeships will be degrees that are integrated with qualifications, e.g. bachelors or masters programmes.</p>
<p>Is local delivery of the learning available?</p>	<p>This is very much dependent on the apprenticeship programme chosen. Network Rail Training will be able to provide guidance and support on delivery models and work with providers on behalf of routes and functions to help identify the optimum delivery model to meet your needs.</p>
<p>Will the apprenticeship levy cover salaries?</p>	<p>No – The levy can only be used to pay for training</p>

	costs.
Can the apprenticeship levy be used to pay for travel and expenses associated with the learning?	No.
Can I complete an apprenticeship working part-time?	To be eligible for funding through the levy an apprentice must be employed for a minimum of 30 hours per week.
Is it correct that I have to let my apprentices have 1 day a week for study time?	An apprenticeship mandates that an apprentice has to spend 20% of their time 'off the job' and making progress towards their apprenticeship. This could take the form of day release, block release, placements, study time, shadowing etc. If we are investing in the development of our people we should provide them the time to do this to help them succeed.
Do I have to include the word apprentice in the job title?	No
Before I apply for an apprenticeship is it right that you need to have something written on your objectives first to reflect the extended learning?	This will be dictated by the route / function, not Network Rail Training.
Once I have successfully enrolled on a course do you need to make a commitment by signing a document with agreed outcomes? (E.g. not leaving the business for two years following any training like this or you have to pay some money back).	This will be dictated by the HE policy of the route / function

What is the benefit of using apprenticeships over FE / HE sponsorship routes?

There are three key benefits to using an apprenticeship route for New Entrants, Upskilling or Re-skilling.

- 1) The cost of training can be covered by the apprenticeship levy. As a public body we have a duty to spend the public funds wisely. We pay £11million per year into the levy and must look to utilise this funding to pay for training wherever possible. By using the levy for apprenticeships rather than HE/FE sponsorship it could provide further funds for skills training within the workforce.
- 2) The learner is developed in 3 areas, Skills, Behaviours and Knowledge. Traditional FE/HE routes will generally only address one of these three areas. An apprentice will have the opportunity to learn, practice and develop in all three of these areas over the course of an apprenticeship.
- 3) There is a pathway of progression through apprenticeships. For example Rail Engineering has standards at every level and there is an anticipation that apprentices will develop their careers and skills through the apprenticeship frameworks.

<p>Do I have to use apprenticeships now rather than FE/HE sponsorship?</p>	<p>Apprenticeships may not always be the best option depending on the requirements of the learner and the business. This will be a decision that is made at a route/function level and you should consult with your HRBP.</p>
<p>If you fail a module do you have to pay for retakes?</p>	<p>This will vary from course to course and again would be dictated by the route / function and whether the provider makes an additional charge for any retakes.</p>
<p>Who is providing the governance and assurance for the apprenticeship programmes?</p>	<p>Network Rail Training and the Scheme Managers from an NR point of view, however apprenticeship providers are overseen by Ofsted and OfQual</p>
<p>How does the gravitas of a qualification from Network Rail compare to one delivered by a third party?</p>	<p>Apprenticeships are not awarded by Network Rail. Each apprenticeship will be different, some will offer academic qualifications, others technical qualifications and others professionally accredited training.</p>
<p>How are partners chosen to deliver the courses?</p>	<p>We follow contract and procurement process to identify the best option for course delivery, working with the route/function to meet their requirements.</p>

<p>What pastoral care will be given to line managers and employees who chose to take on an apprenticeship? (Are more regular reviews required to make sure things are going well? Would this be with the course leader or line manager?)</p>	<p>12 weekly reviews are required to be held between the line manager and apprentice. There is a handbook for line managers who have apprentices in their line and HRBPs are always available to support from a pastoral point of view.</p>
<p>What happens if a line manager rejects a request by an individual? What is the process for both manager and individual to know what can happen next?</p>	<p>This will be dictated by route / function.</p>