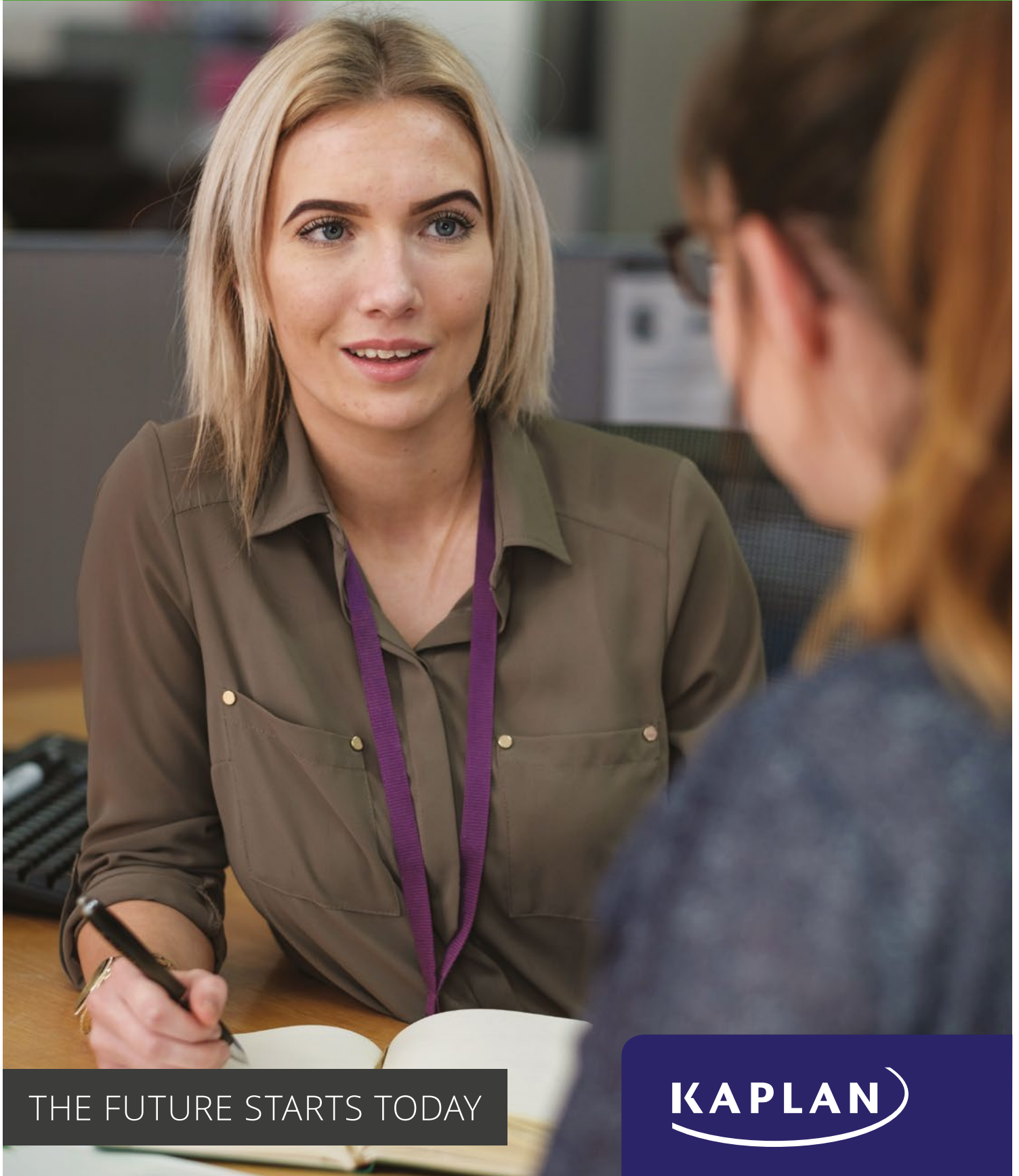


# A FULLY MANAGED LEVY SERVICE



THE FUTURE STARTS TODAY

**KAPLAN**

At Kaplan, our level of service ranges from simply offering Apprenticeship training to providing a full, customised package incorporating all of your Apprenticeship and Funding management needs.

In our experience, we have found the most successful programmes are those where true partnership exists; where there is mutual understanding of the job roles apprentices are undertaking and ultimately what success looks like. In all of our most successful schemes, our talent coaches gain a deep understanding of the organisation and the job roles apprentices are working in.

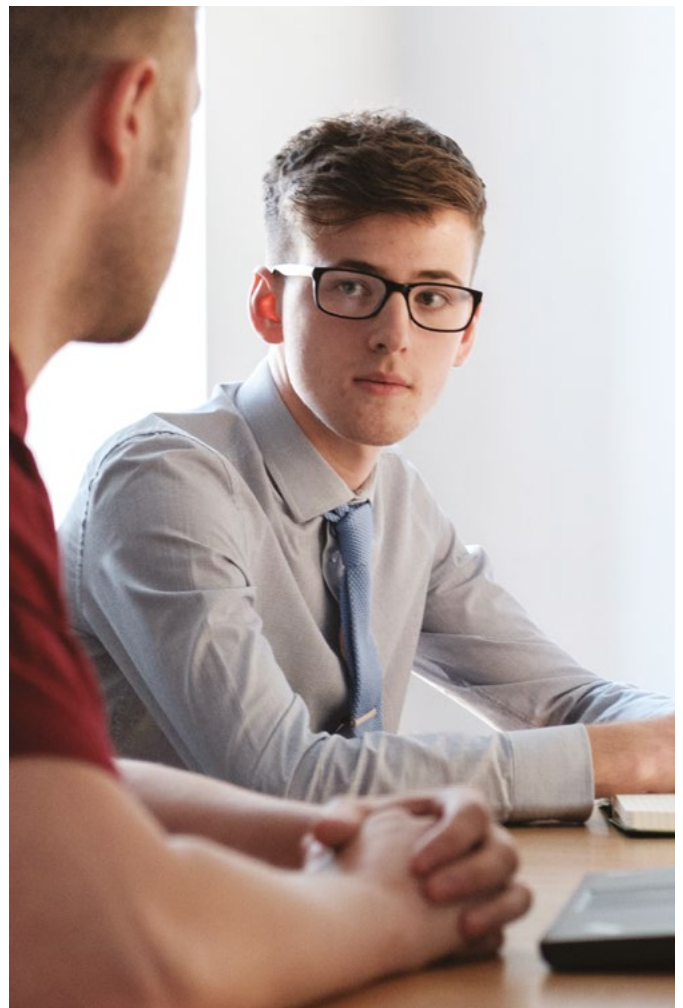
## LEVY FUND MANAGEMENT

The introduction of the Levy will place additional administrative requirements on businesses, in terms of managing their Levy fund and ensuring the correct data is provided to HMRC. Kaplan offers a complete package to employers, which includes all or some of the aspects listed below:

- Registering your apprentices on the new Digital Apprenticeship Service (DAS).
- Updating your apprentice data on DAS.
- Ensuring that the right funding goes to the right training provider.
- KPI and exception reporting.
- Audit and financial regularity compliance.
- Advice on timing of Levy spend and over and underspend strategies.

£

If you choose Kaplan to deliver all your training and manage your Levy fund, this would be a value added service that would be offered at no additional cost to you. If you just require this as a standalone function (without delivering the training), we will be pleased to provide a quote based upon the services that you require.



## TRAINING ONLY

Kaplan provides all or some of the technical and behavioural training to enable the learner to complete their chosen Apprenticeship, for example:

- Professional qualification tuition.
- Portfolio guidance and support.
- End point assessment preparation.
- Talent Coach 1-2-1 support with learner and line manager.

£

We will agree a price with you based on the level of training you want us to provide and the Apprenticeship you wanted us to deliver (Apprenticeship prices differ). All of the above would be eligible for Levy funding.

## RECRUITMENT AND ASSESSMENT SUPPORT

We offer an extensive recruitment and assessment service. We believe that the right recruitment programme delivers the best results to your programme. Our approach is tailored to your needs, so can be adapted to ensure we provide you with the level of support required. Kaplan fully understands the challenge of school leaver recruitment and last year wrote an award winning whitepaper on this very topic (PQ Award winner 2016 for Best Use of Social Media).

£

Our recruitment service is a value added service for employers who also choose to train their apprentices with us so there is no additional cost to you.

## MAPPING NEW STANDARDS TO EXISTING JOB ROLES

Kaplan is experienced in transitioning internal candidates onto Apprenticeship programmes. We use skills maps that detail the knowledge, skills and behaviours needed for each Apprenticeship that map to both job roles and individuals.

We are experienced in transitioning existing staff onto Apprenticeships ranging from level 2 to level 7 and can support with drop-in sessions to explain the content and benefits of Apprenticeships to internal candidates and can provide taster sessions of our e-learning content.

£

This is a value added service for employers who choose to train their apprentices with us so there is no additional cost to you.

## PARTNER PROVIDER MANAGEMENT

As we prioritise best in class delivery of areas we are expert in, Kaplan has engaged with other specialist provider partners to deliver those Apprenticeships that are not in our specialist areas. Kaplan will manage the relationships with all of our partner providers who deliver Apprenticeships, removing the need to work with multiple providers.

£

This is a value added service so there would be no additional cost to you.





## MAKING APPRENTICESHIP PROGRAMMES A SUCCESS

The government requires that 20% of an apprentice's time is spent studying and that all learners prepare for the End Point Assessment at the end of their Apprenticeship.

### Apprentice

The key with any Apprenticeship is that the apprentice must be committed to their learning. Our expectations are that learners:

- Attend all scheduled classes, complete work set by the tutor including all progress tests and mock exams etc.
- Keep to scheduled appointments with the Talent Coach and complete any work they set on time.
- Be proactive in terms of collating evidence towards their portfolio.
- Complete the entire Apprenticeship including End Point Assessment.

### Line Manager

The role of the manager is to support the apprentice during the programme being mindful of the Apprenticeship they are completing and allowing them time, where practical, to complete work. For success it is important that managers:

- **Understand the scheme** – what is required, what skills and behaviours will apprentices be asked to demonstrate and, if possible, integrate into their work schedule.
- **Discuss progress regularly** – it is great if managers can join the apprentice and their talent coach.
- **Be sympathetic to commitments** – the scheme will be planned to minimise disruption to day-to-day work schedules but apprentices will need to take some time to study, meet with their Talent Coach and prepare their portfolio.
- **See this as part of their own development** – in our experience many managers who have fully embraced the task of line managing an apprentice have found it has benefited their own development and enabled them to be even better managers.



If you have any further questions about Kaplan's Levy service or Apprenticeships in general please don't hesitate to ask us. We look forward to working with you to implement a successful Apprenticeship scheme that will add value to both you as a business and your employees.

**Richard Marsh, Apprenticeship Partnership Director**

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