



Medicines Manufacturing
Industry Partnership



BIA

Innovate UK
Knowledge Transfer Network



GATSBY

Advanced Therapies Manufacturing Apprenticeship Event



GlaxoSmithKline, Stevenage
8 March 2018



Apprenticeships

National Apprenticeship Week
5 to 9 March 2018

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Event Overview

We will explore the benefits of apprenticeships within Advanced Therapy (AT) Manufacturing. Providing information on the latest developments in delivery from the Institute for Apprenticeships (IfA) and identifying suitable apprenticeship programmes within the Sector. We will share a training provider's perspective on how these programmes could be delivered in your workplace, with experiences also being shared from apprentices and employers. There will also be opportunity to 'meet and greet' apprentices and employers across the Sector, in addition to receiving top tips and signposting information on starting your own apprenticeship scheme.

Agenda

10:00	Registration, Light Refreshments and Networking
10:30	<p>Leading discussion Chair: Dr Tony Bradshaw, Bradshaw TM</p> <p>Welcome; Ian McCubbin - Chair of MMIP Advanced Therapies Manufacturing Taskforce</p>
10:45	<p>MMIP Advanced Therapies Manufacturing Taskforce; Dr Jim Faulkner - SVP, Head of Manufacturing, Autolus and Industry lead on the People, Skills and Training workstream of the MMIP Advanced Therapies Manufacturing Taskforce</p>
11:15	<p>Innovate UK Funding; Dr Mike Sullivan - ISCF Interim Challenge Director – Medicines Manufacturing, Innovate UK</p>
11:30	<p>Life Science Apprenticeships; Dr Kate Barclay - Institute for Apprenticeships, Life Sciences Trailblazer & Independent Consultant</p>
12:00	Lunch and Networking
12:45	<p>Leading discussion Chair: Dr Kate Barclay</p> <p>Technician Scientist (Level 5) Apprenticeship; Training provider perspective presentation from Emma Kelly - Business Development Manager, Centre for Higher and Degree Apprenticeships, University of Kent.</p> <p>Plus, apprentice perspective discussions from:</p> <ul style="list-style-type: none"> • Michael Bewsher - Apprentice, Isomerase • Edward Rhodes - Apprentice, Centauri Therapeutics • Amber Charlemagne - Apprentice, Agalimmune

13:15	Science Manufacturing (Level 3) Apprenticeship; Training provider perspective from Sally Williams Head of People, CSR Group. Plus, apprentice perspective discussions from: <ul style="list-style-type: none"> • Amy Mercer - Higher Apprentice, Pfizer • James Mills - Higher Apprentice, Pfizer
13:45	Apprentice Case Studies; MedImmune case study: <ul style="list-style-type: none"> • Shahid Uddin - Head of Formulation, MedImmune • Grace Haagensen - Apprentice, MedImmune • Joseph Newell - Apprentice, MedImmune GlaxoSmithKline case study: <ul style="list-style-type: none"> • Dr Tonia Sofikiti - Senior Scientist, GlaxoSmithKline • Stefania Cuffaro - Apprentice, GlaxoSmithKline
14:15	‘Meet the Apprentice’ Panel - Q&A Session <ul style="list-style-type: none"> • Amy Mercer - Pfizer • James Mills - Pfizer • Stefanio Cuffaro - GlaxoSmithKline • Grace Haagensen - MedImmune • Joseph Newell - MedImmune • Michael Bewsher - Isomerase Therapeutics • Edward Rhodes - Centauri Therapeutics • Amber Charlemagne - Agalimmune (part of Biolinerx)
14:45	Closing Remarks and Invitation to Engage Dr Tony Bradshaw - Managing Director, Bradshaw Biosocius TM

We welcome your interaction and to connect... Use our live voting poll and ask questions at any time during the event through <http://www.slido.com/> (event code #9595)

Apprenticeships: An Overview

What is an Apprenticeship?

An Apprenticeship is made up of several components that are put together to create a 'Standard', which when complete, demonstrates occupational competence within the studied area. An apprenticeship programme will be a mixture of competency/skills, knowledge, behaviour and transferable skills. This is a recognised route to show occupational competence throughout the UK.

What is the length of an apprenticeship?

The duration of an apprenticeship is outlined within the standard documentation. A time scale for completion will be set out in the apprentices Individual Learning Plan (ILP) once formally enrolled with a recognised training provider taking into account any prior experience and learning. They are a minimum of 12 months typically for an Intermediate (Level 2) Apprenticeship and can be up to five years for Higher (Levels 4 and 5) and Degree (Levels 6 and 7) Apprenticeships.

What are the different types of apprenticeships?

There are various apprenticeship levels ranging from level 2 up to level 7. Programmes are also being developed for Level 8. Across all levels, apprentices would work towards work-based learning to demonstrate occupational competence or skills, knowledge, behaviour and Functional Skills. An overview of the levels of apprenticeships and an example of what these are equivalent to are:

Intermediate Apprenticeship: Level 2. Equivalent to 5 GCSE passes at grades A* to C or grades 9 to 4.
Advanced Apprenticeship: Level 3. Equivalent to 2 A Level passes.
Higher Apprenticeship: Levels 4 and 5. Equivalent to a HNC (for level 4) or HND or a Foundation Degree (for level 5).
Degree Apprenticeship: Levels 6 and 7. Equivalent to a Bachelor's Degree or Postgraduate Diploma (for level 6) or a Master's Degree (for level 7).
Doctorate Apprenticeship: Level 8. Equivalent to a PhD or DPhil.

Apprenticeship Programme Structure:

This section provides a structure overview of an apprenticeship. Please note that this may differ depending on the Standard being completed, therefore the actual structure and the assessment methods used will differ. These would therefore be discussed with the apprentice, once formally enrolled on the programme with your chosen registered training provider and end-point assessment organisation.

Competence or Skills:

The competence/skills part is made up of several elements; each describes activities that the apprentice will need to demonstrate at work. The apprentice must be competent in all criteria before being signed as complete. To show that the apprentice can demonstrate the standard requirements, they may be required to gather a portfolio of evidence. The assessor (allocated from the training provider) will discuss what can be used as evidence throughout the programme and to achieve the end-point assessment.

Knowledge:

This section is made up of different elements and may reflect the competence and theoretical understanding. This enables the apprentice to demonstrate that they have the knowledge and understanding to carry out the work to the level required and why this is required, as outlined within the apprenticeship standard and by their Employer. Taught lessons may be a requirement for this part.

Behaviours:

The apprentice will be required to show that they role-model positive behaviours. Each standard will detail the types of behaviours that will be assessed, such as a range of communication skills, teamwork, autonomy and time management.

Functional Skills:

The apprentice will need to achieve Functional Skills if they do not hold GCSE (or equivalent) grades at A* to D or grades 9 to 4 in

English and mathematics. This is done by demonstrating competence, collecting evidence and/or by passing external examinations. Apprentices may be exempt from completing these functional skills if they have relevant GCSEs or any other relevant qualifications. The training provider will assess the support needed for this at the start of the programme.

End-Point Assessment (EPA)

Within every Apprenticeship Standard, there is an EPA that must be achieved to complete the programme. Each Standard has an EPA Plan, which details the assessments that will be independently undertaken towards the end of the apprenticeship. The EPA can be found on the Institute of Apprenticeships (IfA) webpage at:

<https://www.instituteofapprenticeships.org/apprenticeship-standards/>

Other Useful Information:

Off the Job Time:

Every apprenticeship programme has a requirement for the Employer to support the apprentice with 20% off the job time for the duration of the programme to focus on their studies, development and learning towards completing their apprenticeship. This equates to 1 day per week for a full-time employee and is pro-rata for part time employees. Once formally enrolled on the programme, your chosen registered training provider will discuss this further.

Professional Registration:

Some programmes may have an essential requirement for the apprentice to register for student level of professional registration / membership on enrolment. This is not funded from the levy; therefore, the Employer may need to fund this from their own budget. It is important to note that all new apprenticeship standards have been written in recognition of obtaining professional registration upon completion to demonstrate occupational competence, such as RSciTech or RSci.

Benefits of Apprenticeships

Apprenticeships are a fantastic opportunity to improve career prospects, whether the apprentice is starting out in their first job or expanding their skills and experience within the workplace as an existing employee.

As a manager employing an Apprentice or supporting an existing employee to undertake an apprenticeship, some of the benefits are:

- Evidence suggests apprenticeships can improve productivity, morale, commitment and loyalty.
- They can help tackle potential skill shortages – there are various programmes available at different levels; providing different pathways to support different job roles.
- They can be a great way of attracting enthusiastic talent with fresh ideas from a more diverse background.
- They are tailored to specific job roles, making them flexible to different workplace settings.
- Funding is available for those who are eligible (see later section in this booklet)

Some of benefits to an existing employee or new Apprentice completing a programme are:

- Various pathways of opportunity available providing career progression routes
- Tailored support throughout the programme
- Opportunities to learn new and transferable skills
- Demonstrate accredited occupational competence
- Some programmes enable the apprentice to gain a fully funded accredited Qualification, e.g. Degree
- Be part of our new Advanced Therapies apprenticeship network of industry expertise.

Apprenticeship Pathways

The following apprenticeship programmes have been identified as being suitable for job roles within the Advanced Therapies (AT) Sector. You can find copies of the 'Standard' and 'End-Point Assessment' documents, which detail what the apprenticeship programme entails, at the Institute of Apprenticeships (IfA) webpage at:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

Area	Programme / Standard
Laboratory Science	<ul style="list-style-type: none"> Laboratory Technician (Level 3) *Laboratory Scientist or Technician Scientist (Level 5) Laboratory Scientist (Level 6 Degree)
Healthcare Science (NHS)	<ul style="list-style-type: none"> Healthcare Science Assistant (Level 2) Healthcare Science Associate (Level 4) Healthcare Science Practitioner (Level 6 Degree)
Science Manufacturing	<ul style="list-style-type: none"> Science Manufacturing Process Operator (Level 2) *Science Manufacturing Technician (Level 3)
Engineer	<ul style="list-style-type: none"> Science Industry Engineer (Level 6 Degree) Science Industry Process/Plant Engineer (Level 6 Degree)
Leadership and Management	<ul style="list-style-type: none"> Team Leader / Supervisor (Level 3) Operations / Departmental Manager (Level 5) Chartered Manager (Level 6 Degree) Senior Leader (Level 7 Masters);
Logistics	<ul style="list-style-type: none"> Large Goods Vehicle (LGV) Driver (Level 2) Supply Chain Operator (Level 2) Supply Chain Warehouse Operative (Level 2) Supply Chain Leadership Professional (Level 6 Degree)
Maintenance	<ul style="list-style-type: none"> Science Industry Maintenance Technician (Level 3)
Business Admin	<ul style="list-style-type: none"> Business Administrator (Level 3)
Customer Service	<ul style="list-style-type: none"> Customer Service Practitioner (Level 2) Customer Service Specialist (Level 3)

* Programmes presented at event. **Note: there are other apprenticeships available in addition to the above; these can be found via the IfA webpage.**

Apprenticeship Funding (Information from gov.uk)

Levy Paying Employers

If you're an employer with a pay bill over £3 million each year, you must pay the apprenticeship levy from 6 April 2017. Read guidance on [how to pay the apprenticeship levy](#) available on the gov.uk website. You will report and pay your levy to HMRC through the [PAYE process](#). If you are a levy-paying employer, you can now [create an account](#) on the apprenticeship service (via gov.uk) to:

- receive levy funds for you to spend on apprenticeships
- manage your apprentices
- pay your training provider and end-point assessment organisation
- stop or pause payments to your training provider

Non-Levy Paying Employers

Non-levy paying employers will share the cost of training and assessing their apprentices with government - this is called 'co-investment'. From May 2017, you will pay 10% towards the cost of apprenticeship training and government will pay the rest (90%), up to the [funding band maximum](#).

You won't be able to use the apprenticeship service (refer to create an account within the signposting section) to pay for apprenticeship training and assessment until at least 2018. Instead, you'll need to agree a payment schedule with the provider and pay them directly for the training. The provider must prove that you have paid your contributions as a condition of government paying its contribution.

What you can buy with funds in your apprenticeship service account

You can use funds in your account to pay for apprenticeship training and assessment for apprentices that work at least 50% of the time in England, and only up to the [funding band maximum](#) for that apprenticeship.

If the costs of training and assessment go over the [funding band maximum](#), you will need to pay the difference with funds from your own budget. You can find information on the funding bands per apprenticeship programme on the gov.uk website.

You can't use funds in your account to pay for other costs associated with your apprentices (such as wages, statutory licenses to practice, travel and subsidiary costs, work placement programmes or the setting up of an apprenticeship programme).

Further Information

Read the [apprenticeship funding rules](#) for full details of what you can and can't pay for with funds from your apprenticeship service account.

Visit the Apprenticeship gov.uk page at:

<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work>





Getting Started

The table below provides you with an overview of what to consider for starting for own apprenticeship scheme.

Area	Points to Consider
Suitable programmes	Review the Institute of Apprenticeship (IfA) webpage for information on the programmes (standards) that are ready for delivery and/or under development
Job Role (genuine vacancy)	Decide if you are recruiting to a new genuine vacancy or upskilling existing employees (or both). Speak to your HR team for support with this, if needed.
Training Provider	Use the ‘Find apprenticeship training’ service to select a registered training provider. If you are using a standard, use the register of apprenticeship assessment organisations to select an approved EPA organisation. Your training provider can help you with this.
Contract	Agree an apprenticeship service agreement with the training provider, detailing what they will deliver, at what cost (within the funding bands), timescales, support that they will provide and ensuring they are fully responsible for the quality aspects of the programme etc. Read the Funding Rules and comply with the requirements outlined within this.
Pay for the apprenticeship through the apprenticeship service account	Refer to the funding section of this booklet, with regards to the apprenticeship service, levy paying employers and non-levy paying employers where ‘co-investment’ will apply. Note that if your costs go over the funding banding maximum, then you must pay the difference out of your own budget.
Review	Hold regular review meetings with your training provider to ensure they are delivering the agreement, the apprentice is being supported and are on track to complete the programme successfully.

AT Apprenticeship Steering Group Contacts

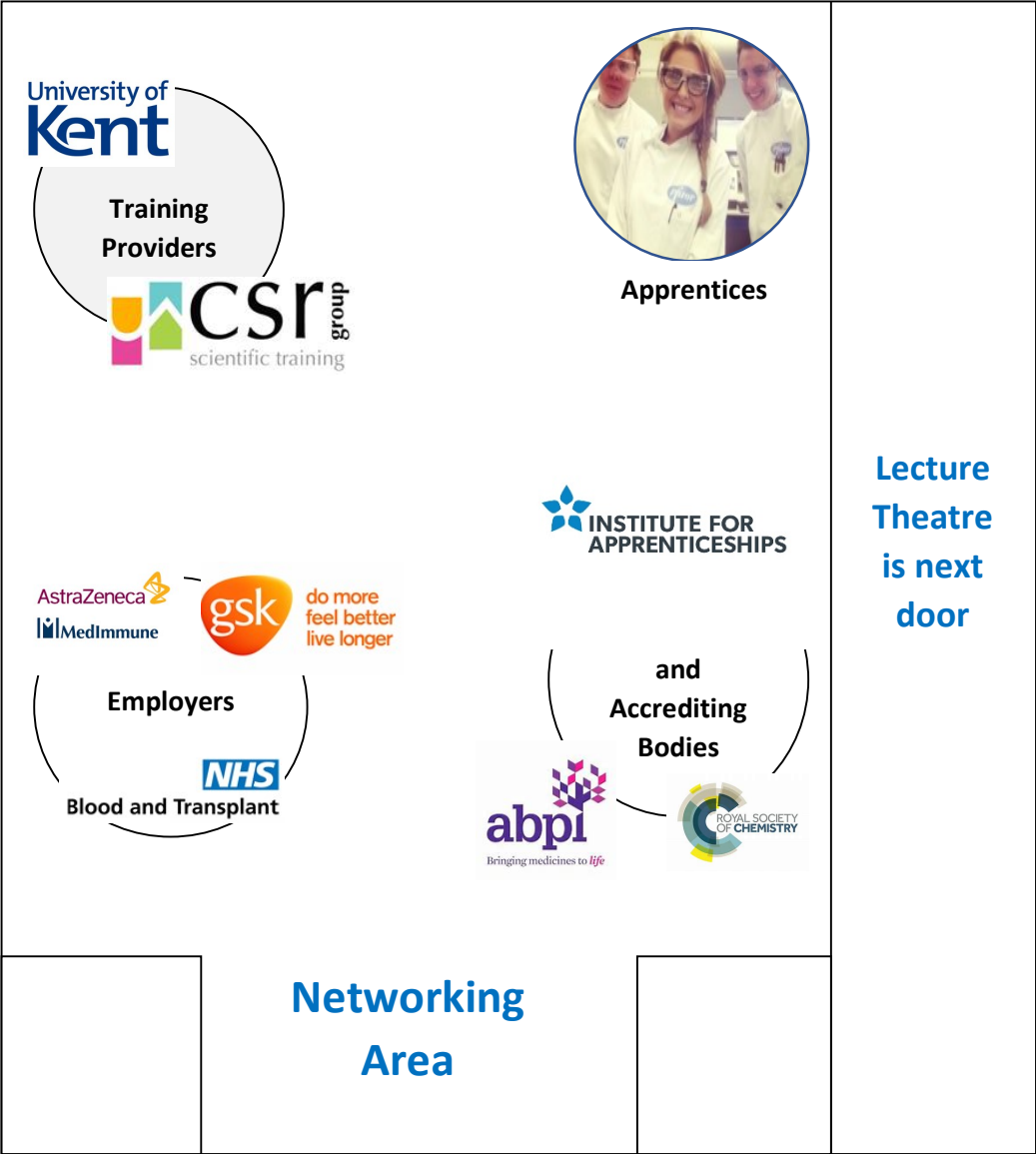
See contact details below should you wish to contact the AT Apprenticeship Steering Group:

	Dr Tony Bradshaw Bradshaw Talent Management. Email: tony@bradshawtm.co.uk
	Netty England Biomax. Email: annette.england@biomaxconsultancy.co.uk
	Dr Kate Barclay Institute for Apprenticeships (IfA), and Independent Consultant. Email: kpbarclay@gmail.com
	Laura Unitt Organisational Development (OD) Manager and lead for Apprenticeships at NHS Blood and Transplant. Email: laura.unitt@nhsbt.nhs.uk

Signposting and Useful Information

Topic	Contact / Link
Apprenticeship employer helpline	Email: nationalhelpdesk@apprenticeships.gov.uk Telephone: 0800 0150 600
Apprenticeship Levy	https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work#non-levy-paying-employers
Create an Apprenticeship Service Account	https://www.gov.uk/guidance/manage-apprenticeship-funds
Find an Apprenticeship Training Provider	https://findapprenticeshiptraining.sfa.bis.gov.uk
Funding Bands	https://www.gov.uk/government/publications/apprenticeship-funding-bands
Funding Rules	https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018
Institute of Apprenticeships (IfA) – to search apprenticeship programmes	https://www.instituteforapprenticeships.org/apprenticeship-standards/
Register of End-Point Assessment Organisations	https://www.gov.uk/government/collections/register-of-apprentice-assessment-organisations

Event Networking Layout



Thank you for attending the AT Manufacturing Apprenticeship Event.

For further information and guidance, refer to the signposting section within this booklet. If you wish to receive updates from the AT Apprenticeship Steering Group, e-mail Netty England at annette.england@biomaxconsultancy.co.uk

Event Sponsored by the AT Apprenticeship Steering Group; representatives from:

