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The New GTC Golf Greenkeeper Apprenticeship Scheme

Apprenticeships are getting even better! The first of a range of high quality Government approved Trailblazer apprenticeships were introduced in 2014. These Trailblazers are designed by employers for employers, to ensure that apprenticeships support businesses to grow and prosper.

What is different about Trailblazer apprenticeships?

Trailblazer Apprenticeships are built around an employer-designed standard which sets out what an apprentice will be able to do on completion of their apprenticeship. Trailblazer apprenticeships assess an apprentice through a rigorous end point assessment, designed by employers, which will ensure that the apprentice really can do the job they've trained for before completing their apprenticeship.

The Greenkeepers Training Committee (GTC) became a Trailblazer Organisation early in 2014 and has worked with a range of golf club employers, England Golf, BIGGA (the Professional Body for Greenkeepers), as well as representatives from Training Providers and City & Guilds to develop a new quality GOLF GREENKEEPER APPRENTICESHIP SCHEME.

What does that mean for the golf club employer?

Co-investment Funding

You will still:

- choose the programme of training and education you would like your apprentices to receive
- choose an Approved Training Provider and Assessment Organisation

The employer will make a contribution of 10% to the total cost of training and end-point assessment. The government will pay 90% of the cost of training up to a maximum price allocated to a funding band. Any cost above the funding band limit of £6000 will have to be covered by the employer.

Payment will be made directly to the employer and can be spread over the term of the apprenticeship with an agreed payment schedule.

Incentives

Employers and Training Providers, who take on a 16 to 18 year old on an apprenticeship standard, will receive £1,000 to help meet the extra costs associated with this.

What can you spend the funding on?

The funds – whether through the apprenticeship service account OR through co-investment can ONLY be used towards the costs of apprenticeship training and end-point assessments with an approved Training Provider and Approved Assessment Organisation.

<https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018>

Apprenticeship Levy: As an employer, you will have to pay the levy each month from 6 April 2017 if:

- You have an annual pay bill of more than £3 million (includes all payments to employees that are subject to employer Class 1 secondary National Insurance contributions)
- Are connected to other companies or charities for Employment Allowance which in total have an annual pay bill of more than £3 million.

For those employers who fall into these categories, you will have to pay the levy monthly, through the Government Gateway PAYE system. For more information <https://www.gov.uk/guidance/pay-apprenticeship-levy>.

HELP FOR EMPLOYERS TO DELIVER THE APPRENTICESHIP PROGRAMME

Your chosen GTC Training Provider will:

- Help with an Apprentice induction.
- Agree a programme of education and training with the employer including developing an **individual learning plan** of "who does what" to ensure the apprentice gains the education and training required to meet the Golf Greenkeeper Standard.
- Agree with you the facilities, training and workplace opportunities necessary for the apprentice to achieve the apprenticeship.
- Conduct a thorough health and safety appraisal and risk assessment to promote health, safety and welfare for the apprentice and statutory obligations for you the employer.
- Advise you of the apprenticeship minimum pay guidelines.

The skills, knowledge and behaviours expected of a competent Golf Greenkeeper are all detailed in the GTC's Training Manual and Learning Materials. The Manual will be used by all GTC's Quality Assured Training Providers, which will ensure standardisation and consistency.

Employers will be expected to nominate an 'on the job' mentor to work with the Lead Training Provider to ensure the apprentice is progressing along their journey to the graded, end-point assessments. THIS MENTOR WILL OFTEN BE THE GOLF COURSE MANAGER/HEAD GREENKEEPER, the person best placed to guide and train apprentices on the golf course.

The level of support the apprentice receives from their mentor will define the amount of support an employer will require from a Training Provider.

Agreeing a price with your training and assessment provider:

The actual price for the external training and assessment your apprentice undertakes will be agreed between you and your Lead Training Provider. The price will vary depending on the needs of you

and your apprentice. This will be set out in an agreement written by your training provider, along with the detail of the training and assessment to be undertaken during the apprenticeship. Your training provider should be able to make the arrangements for the training and assessment for you.

What are the employer's key roles and responsibilities?

- * Ensure your apprentice is undertaking real work, which is productive.
- * Provide your apprentice with a range of experience and opportunities that can help aid their future progression.
- * Liaise closely with your chosen Lead Training Provider.
- * Allow them to attend external off-the-job training and assessment as part of their paid working hours.
- * Mentor and supervise your apprentice with the skills and knowledge required to meet the apprenticeship standards.
- * Comply with Health & Safety requirements and report any apprentice injuries, incidents and near misses to the Lead Training Provider at the earliest opportunity (within 10 days of the accident, incident or near miss).

What are the apprentice's key roles and responsibilities?

- * Act in accordance with their employer's conditions of employment.
- * Act at all times in accordance with the employer's Health & Safety Policy.
- * Complete all work assignments within the agreed timescale.
- * Participate in tutorial reviews and any off-the-job education and training.
- * Report all sickness, absence and attendance at work in accordance with employer's employment requirements (contract of employment).

Duration of apprenticeship:

All Trailblazer apprenticeships will last for a minimum of 12 months and you will be expected to employ an apprentice for the full duration of their apprenticeship and hopefully beyond, as they develop into a valuable member of the greenkeeping team.

For further information:

If you would like to find out more about employing an apprentice you can contact The Greenkeepers Training Committee for independent advice on: 01347 838640 or email emma@the-gtc.co.uk or visit the website www.the-gtc.co.uk