

A CHECKLIST FOR DEVELOPING NEW APPRENTICESHIP STANDARDS FOR THE HEALTH SECTOR

- Identify job role that requires skills, knowledge and competencies that requires rigorous and substantial training of at least one year in length.
- Apprenticeships are all directly linked to an occupation – check that there is an up-to-date job description for the role that you have identified as suitable for an apprenticeship.
- Check [here](#) to see if a new Standard has already been developed and is ready for delivery.
- Check [here](#) to see if the occupation has been approved by the Department for Business, Innovation and Skills (BIS) as a potential Apprenticeship Standard and is in the development stage.
- All new Expressions of Interest (EOIs) are subject to a survey prior to a decision being made on whether it will be approved for development. Check [here](#) to see if a similar draft EOI has been submitted to BIS. If it has been, you may be able to respond to the survey if still open. Please also contact the Health Education England (HEE) Talent for Care team on heee.talentforcare@nhs.net, who will ensure that there is NHS representation on any future employer group set up to design the Standard.
- If the Standard is already in development, check [here](#) to see the list of employers involved. Is the NHS already well represented? If not, contact HEE Talent for Care Team on heee.talentforcare@nhs.net to see if they can help.
- If the Standard has not already been developed or is not in the process of being developed, contact the HEE Talent for Care Team heee.talentforcare@nhs.net and they will help you find other employers interested in the Standard you would like to develop. They will also share learning from the existing Health Trailblazer group. You will need a minimum of 10 employers from a range of employer types, and both small and large
- Check the latest *Guidance for Trailblazers: from standards to starts* [here](#). It is important to familiarise yourself with this document.

The EOI template is completed by the lead employer who will also be the Chair of the proposed group. Questions you will need to be able to answer include the following (this is not an exhaustive list):

- Is the bid a single standard or is there more than one? For example, an option is to consider developing separate levels up to and including degree level concurrently to provide a career pathway for the occupation. Alternatively you may decide that one level is appropriate or that the occupation is suitable to have specialist pathways developed alongside a core standard.
- What is the occupation?
- Is there rigorous and substantial training that is a minimum of 12 months with 20% of the training off the job?
- Are you working with a professional body that set professional standards for the sector?
- Have you invited representatives from sector body or bodies to play a supporting role?
- Have you invited representatives from Training Providers to provide a supporting role?
- What age group will the standard be appropriate for? (Guidance is available).
- Will it be replacing an existing apprenticeship framework?
- In what geographical location will the employer group meetings take place?
- When do you envisage the new Standard to be ready to deliver starts?
- What do you think the annual take up will be?

For further advice and guidance on setting up Health Trailblazer groups please contact Talent for Care on heee.talentforcare@nhs.net