



Historic England

Heritage Apprenticeships

What is an apprenticeship?

Apprenticeships offer a unique and valuable opportunity for individuals to learn a profession through formal training, gain experience in the workplace and earn money at the same time. Degree apprenticeships also offer the opportunity to study for a degree, for free, making many roles in the sector more accessible to a wider audience.

An apprenticeship will involve 20% off-the-job and 80% on-the-job training, and overall comprise of 30+ hours per week and lasts for 12 months or more.

Apprenticeships can be from Level 2 to Level 7 (equivalent to GCSE up to post-graduate degree), and they offer employers the opportunity to take on new staff or to up-skill existing staff.

Training and maintaining a skilled workforce

New heritage apprenticeships at Historic England and in the wider historic environment sector will help us train and maintain a skilled workforce. These skilled people will care for, conserve, and manage our historic environment into the future.

Heritage apprenticeships will:

- Offer an important new route into a range of professions
- Improve social mobility and diversity in the sector
- Address personnel shortages and specialist skills and knowledge-gaps in the sector
- Support career progression for existing staff through up or side skilling opportunities delivered through formal training
- Meet professional standards, and ensure the apprentice is fully competent to work in the role at the end of the apprenticeship
- Create development opportunities for managers and mentors



HEP (Historic Environment Placement) student learning from experienced zooarchaeologist at Fort Cumberland, Portsmouth. © Historic England



Historic Environment Trailblazer

Historic England is convening an employer group – the Historic Environment Trailblazer to develop new apprenticeships for historic environment roles.

Over 50 employers, professional bodies and training providers are currently involved in the Historic Environment Trailblazer, and the Institute for Apprenticeships (IfA) is guiding our work to develop new heritage apprenticeships.

The heritage apprenticeships are:

- **Archaeological Technician Level 3:** an apprenticeship designed to train Archaeological Fieldwork Officers providing support to Archaeologists undertaking archaeological investigation, including assisting with surveys, excavations and post-excavation analysis
- **Cultural Heritage Conservation Technician Level 4:** an apprenticeship to train Conservation Technicians working under the supervision of professional Conservators or Conservation Scientists.
- **Assistant Historic Environment Advisor Level 4:** an apprenticeship for Assistant Historic Environment Advisors, providing technical, research, administrative and logistical support to Historic Environment services.
- **Archaeological Specialist Level 7:** a post graduate degree level apprenticeship designed for specialist practitioners in archaeology. Examples of specialisms include finds, archaeobotany, dendrochronology, geophysical survey, and material science.
- **Cultural Heritage Conservator Level 7:** a post graduate degree level apprenticeship designed to train Specialist Conservators. Examples of specialisms include preventive conservation, paper, paintings, metals, stone, photographic conservation, digital preservation, or the conservation of time-based media.
- **Historic Environment Advisor Level 7:** a post graduate degree level apprenticeship designed to train Historic Environment Specialists that carry out assessment and advise on a range of heritage assets which may include listed buildings, scheduled ancient monuments, conservation areas, registered parks and gardens, registered battlefields, or protected wreck sites.

- **Other Apprenticeships in development:** over 500 new apprenticeships have been approved or are currently in development. Many of these apprenticeships could support historic environment roles, in areas such as: Geospatial Surveying, Building & Quantity Surveying, Traditional Construction Trades, Architecture, Town Planning, Libraries, Archives and Information Management, and Curatorial roles in Museums & Galleries. [Visit **Instituteofapprenticeships.org.uk**](https://www.instituteofapprenticeships.org.uk) for more information.

When will the new heritage apprenticeships be available?

The Archaeological Technician Level 3 apprenticeship and Cultural Heritage Conservation Technician Level 4 apprenticeship, are likely to be ready for delivery by September 2018.

Any organisation will be able to set up apprenticeships designed by the Trailblazer once approved for delivery by the Institute of Apprenticeships.



HEP student learning archaeobotanist techniques at Fort Cumberland.
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Information for Employers

■ What should I pay an apprentice?

Each organisation will have to decide independently their pay rate for apprentices.

Historic England and the English Heritage Trust have committed to paying their apprentices the living wage. There is a national minimum wage rate for apprentices, which you can find on the gov.uk website. You can also contact your relevant professional body for further guidance.

For any existing staff member that you place on an up or side skilling apprenticeship, their contract and pay remain the same.

■ What funding is available to help my organisation?

If you are a small or medium sized organisation and do not pay the Apprenticeship Levy (have an annual paybill of less than £3 million), the government will pay 90% of your apprentice's training and assessment costs. For organisations that pay the Apprenticeship Levy, the training and assessment costs of your apprentice are funded by your levy and an additional 10% top up from the government. If you spend more than your levy amount, you will be treated as a small or medium sized employer and continue to pay just 10% of the apprentices training and assessment costs.

The government have also introduced some additional funding to support employers with apprenticeship recruitment. Employers are not required to pay National Insurance Contributions for apprentices under the age of 25. There is also a £1,000 payment available to the employer when they train a 16 to 18 year old, or when they train a 19 to 24 year old who has previously been in care or who has a local authority education, health and care plan.

■ What other costs do I need to consider?

The Apprenticeship Levy will only cover the costs of your apprentice's training and assessment, all other costs will need to be funded by your organisation. If you recruit a new apprentice you will need to pay the apprentice's salary, travel and subsistence, and any other additional costs such as equipment or material costs.

If you are intending to support an existing member of staff through an apprenticeship you will need to consider the cost implications of the 20% off the job training and any additional travel and subsistence costs.

■ Can I up-skill existing staff through an apprenticeship?

Yes you can as long as they are learning substantial new skills through the apprenticeship. This may

involve working towards a qualification or accreditation in the relevant occupation.

To set up an apprenticeship for an existing member of staff you will need to go through the same process of identifying whether or not a suitable apprenticeship is available. The existing member of staff will need to be on a contract that lasts the duration of the apprenticeship and must be working 30+ hours per week. Their job title and contract status will not change, but you will need to agree to release them for the 20% off-the-job training.

■ Is an apprenticeship suitable for my organisation?

An apprenticeship provides an opportunity to address some of the skills needs of your organisation. It is one method of providing structured training for new or existing staff amongst other training opportunities, and it is important to consider the difference between **what could** and **what should** be an apprenticeship. Before you recruit an apprentice, consider what skills you are looking to develop and if you have the capacity and resources to develop these skills through an apprenticeship. The following questions may help you identify if an apprenticeship is a suitable option:

- Can the skills, knowledge and/or behaviours you are looking to develop be achieved through a few CPD courses, through more experience, through mentoring, or does this require more substantial training?
- What is the role you would like the apprentice to be able to do at the end of their training – do you need someone to be able to perform in this capacity immediately?
- Have you considered the apprentice will be spending 20% of their time off-the-job training and could you make reasonable adjustments for this?
- Do you have the right mentoring and support in place?
- The apprenticeship levy will fund at least 90% of the training and assessment costs of your apprentice. Do you have the funding to cover any additional costs?

It is important to recognise the benefits but also the implications of taking on an apprentice in your organisation. Apprenticeships have not been developed to replace existing training programmes, but as an alternative route that provides structured vocational training for a specific profession.

Information for Future Apprentices

■ How do I find an apprenticeship and apply?

A list of all the apprenticeships that are currently available, or in development, is available to view on the Institute for Apprenticeships website – www.instituteforapprenticeships.org.uk.

Apprenticeships will usually be advertised directly by the employer. Apprenticeships can also be advertised through the Find an Apprenticeship service – www.findapprenticeship.service.gov.uk

■ What type of contract will I be on?

You will be on an apprenticeship contract for the duration of the apprenticeship which differs from a fixed term contract. Apprentices have a specific legal status which protects them from certain forms of dismissal during their apprenticeship as they are expected to learn on the job. This does not mean the contract cannot be terminated on fair and reasonable grounds, but the reasons for dismissal will have to be considered carefully and whether or not this is performance related.

■ Do apprentices have the same rights as other employees?

Apprentices will have the same statutory rights and will generally follow the same performance development review processes as any other employee in the organisation.

■ Is there a job guaranteed at the end of the apprenticeship?

The employer is under no legal obligation to employ an apprentice once they have completed their apprenticeship. Some employers will however include continued employment as a condition in the apprenticeship offer and agreement in order to retain your skills in the organisation for a period of time.

■ What is the time commitment?

The duration of each apprenticeship will vary but an approximate duration will be set out on the apprenticeship standard. The apprenticeship must be completed during your working week.

For more information and apprentice resources, visit the Institute for Apprenticeships website – www.instituteforapprenticeships.org/apprentices/



HEP student learning surveying techniques. © Historic England

For more information visit the Heritage Apprenticeships web page on the Historic England website or email heritageapprenticeships@historicengland.org.uk.