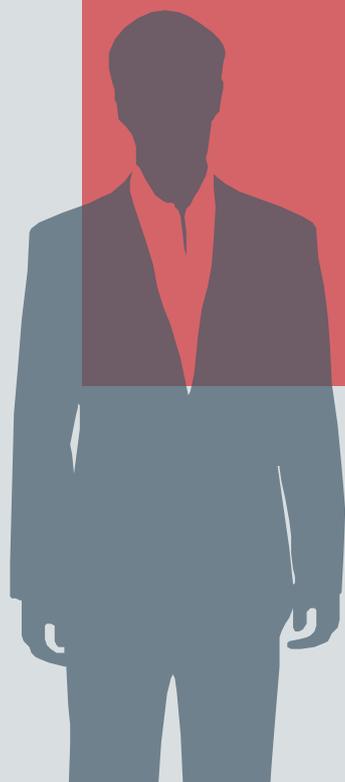


# Employer briefing pack

Guiding you through the  
London Professional Apprenticeship



inspired  
by 2012

# Welcome to the London Professional Apprenticeship

My name is Sara Caplan and I am the PwC Partner leading skills, Apprenticeships and training. I have been involved with adult learning for the last twenty years and am extremely proud to be associated with the London Professional Apprenticeship.

The London Professional Apprenticeship is a new way of learning for London that will create the next generation of networked business people. It is an enhanced Apprenticeship that combines the benefits of Professional and Business Apprenticeships with additional training in areas including social media for business, the London economy and understanding business, that will help young people to succeed in the Capital. Cohorts of high-performing and motivated young people will help connect businesses, create opportunities and drive growth across London.

This briefing pack is designed to provide you with the essential information you need to engage with the programme and set your apprentices up for success. It includes information on how our Apprenticeships are different, guidance on next steps and more general information on the core components of an Apprenticeship.

My team and I hope that your LPA journey will be exciting, stretching and lead to success for your apprentices and business as a whole.

Good luck,

*Sara Caplan*



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# What is an Apprenticeship?

“I urge businesses of all sizes involved in professional and business services to log on to the LPA website and register.”

Vince Cable

Secretary of State for Business, Innovation and Skills

## What is an Apprenticeship?

Apprenticeships will enable apprentices to develop their skills whilst gaining valuable work experience and studying towards a professional qualification.

Apprenticeships take between one and four years to complete and cover 1,500 job roles in a wide range of industries, including Professional and Business Services such as finance advice, management consulting, accountancy and many more.

Key benefits:

- Earning a salary.
- Training in the skills employers want.
- Excellent progression opportunities, whether looking to study further or climb the ranks within the workplace.
- Increased future earning potential. Apprentices enjoy marked salary increases when they complete their training.
- Better long term salary prospects.
- Learning at a pace suited to the individual with the support of a mentor.
- Paid holiday.

## How did we get to here?

Building on the work of EOS and continuing to work with the Department for Business, Innovation and Skills, the National Apprenticeship Service and the Greater London Authority, The London Professional Apprenticeship (LPA) is a new way of learning for London that will create the next generation of networked business people.

It is an enhanced Apprenticeship that combines the benefits of Professional and Business Apprenticeships with the additional training and support young people need to succeed in the Capital.

These cohorts of high-performing and motivated young people will help connect businesses, create opportunities and drive growth across London.

## Why PwC?

PwC is one of the employers leading on Apprenticeships in the professional and business services sector. Building on our own experience of developing highly successful apprentices, we have worked to deliver the EOS programme with a range of employers from SMEs to Multi-Nationals. We want to help you make the most of your apprentice and add real value to your company.

# Our vision

The LPA is a prestigious programme that attracts 250 outstanding young Londoners, from diverse backgrounds, who learn and develop together.

By applying their business skills and leveraging their network of fellow apprentices, these apprentices will be equipped to become the next generation supporting London's growth.

Employers are able to offer an exciting programme which will help to attract high quality talent, gain a peer support network and can access end-to-end support to maximise the benefits.

The LPA is a distinctive experience and a programme that attracts the brightest talent and that young people are proud to belong to.

It takes people from Level 3 upwards and turns them into business people who deliver significant value to their employers.

The LPA will network businesses across London, through their apprentices and links formed between their employers, generating new links and new opportunities.

The programme changes perceptions of what an Apprenticeship can be, thereby enabling employers to attract the best possible talent to their organisation.

# So, what is the LPA?

The LPA is a new approach to Apprenticeships. London-based apprentices from across multiple professional and business services Apprenticeship frameworks will come together to learn additional skills that will equip them for a career in the capital.

In addition to the standard Apprenticeship, the LPA will provide the following:

## Induction

An inspirational event at the start of the programme that brings apprentices together from across the LPA programme to learn and develop together. By giving the apprentices key business skills we will help them to hit the ground running from early on.

## Business Improvement Project

A team based research and strategy development activity based in a London charity or volunteering opportunity. The experience will broaden the apprentices horizons and enable them to experience new ways of working.

## London-specific training

Targeted training that provides apprentices with the skills they need to bring additional value to London employers, including modules around: London Economy, Enterprise and growth, Business Fundamentals and Business communication.

## Networking

High profile events to build apprentices' networks and enhance your own network of London based employers, creating new opportunities for you. This will build a sustainable network of London business contacts for both employers and apprentices.

## Mentoring

Supporting apprentices through their early career journey, providing an open ear and advice based on the mentors own careers and challenges.

## Graduation

A chance to celebrate the success of your apprentice with them and their families at a special event. The graduation ceremony is a great way to value your apprentice and provide them with a lasting memory.

# Ten reasons to join the LPA

## What will the LPA do for you?

Improve your talent proposition and help you attract highly motivated and talented new recruits.

Enhance your network across London by connecting your business and your staff with others on the programme.

Be part of a new prestigious programme supporting London's economic growth.

Find the right apprentice for your business and support them to adapt to the business environment and add value from early on.

London Induction Events that create initial networks for you and deliver core business and interpersonal skills training for the apprentices.

## How the LPA helps your apprentice

Specific training on a bespoke curriculum for London, underpinned by soft-skill development, leading to business opportunities for their employers.

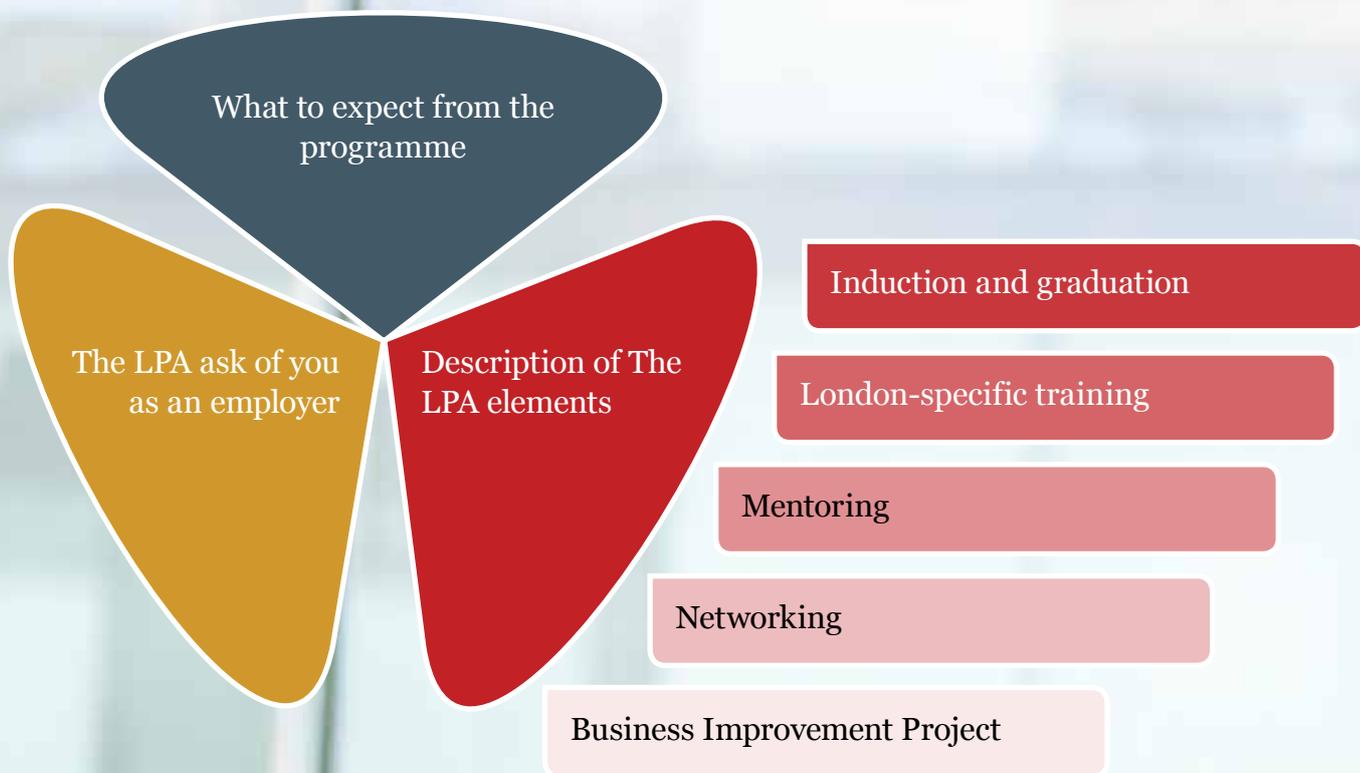
Mentoring which provides the coaching and support apprentices need to adapt to, develop and add value in the workplace.

Networking events to build a sustainable network of London business contacts for both employers and apprentices.

Business improvement projects that offer apprentices a wide range of experiences to build confidence, capability and credibility.

A high-profile graduation event and awards ceremony that recognises the achievements of the apprentices and opens a new chapter in their careers.

# What makes the LPA different?



# What to expect from the programme

## Registration

Let us take you through the LPA, help with the paperwork and make it as easy as we can.

## Induction

Your apprentice will receive training and support to help them hit the ground running.

## London-specific training

Apprenticeship, developing key business skills and the London economy.

## Mentoring

Carefully selected mentors will provide advice and support to help develop your apprentice and work to help them succeed.

## Networking

We will help to build your apprentices' networks and enhance your own network of London based employers, creating new opportunities for you.

## Business Improvement Project

A team based research and strategy development activity based in a London charity or volunteering opportunity.

## Graduation

A chance for you to celebrate your apprentices' success alongside their families.

# Description of the LPA elements

This section explains how the LPA will work in practice, providing more detail about each of the elements involved. Should you have any further questions about the LPA after reading the following slides, a member of our team would be happy to speak with you.



# Induction and graduation

## Purpose

- Create a buzz about the programme through the presence and endorsement of senior sponsorship and give a big picture overview of the programme.
- Inspire apprentices by offering something new to them, such as a motivational keynote speech by someone relevant to them and their business.
- Manage expectations of apprentices about the world of work with real stories, such as a 'day in the life of an apprentice'.
- Information on what support structure the LPA offers should apprentices find it overwhelming.

## Benefits

### Induction

- Helping to make apprentices more work ready and networking them early on.
- Key skills training allows apprentices to hit the ground running, incorporating feedback from employers about young people's skills on entering the workplace.

### Graduation

- Prestigious event and chance to network.
- Apprentice gets a sense of achievement and pride associated with your company.

## Delivery method

- **Induction:** A two-day event comprising LPA information, launching the networks (employer and apprentice) and business skills training such as presentation skills, teamwork and leadership.
- **Day 1:** Introduction to the programme; Professional behaviours; Teamwork development; Building professional relationships; My LPA experience.
- **Day 2:** Business perspectives; How organisations work; Managing self; Case study task; Getting the most out of your LPA experience.
- **Graduation:** A celebration ceremony at a prestigious location in London.

## Ask of you

### Induction

- Commitment to allow the apprentice two days away from the office.
- Attendance at evening networking event.

### Graduation

- Allow apprentice attendance at the event (up to half a day, including travel, per apprentice).
- Attendance at the event to celebrate your apprentice's success.

# London-specific training

## Purpose

- Focus on relationship building and the importance of team work.
- Provide apprentices with an understanding of the London economy and growth, an introduction to business and business communication.
- Emphasise and build networking skills.
- Develop good communication and presentation skills.
- Enable apprentices to add value to their employers in the workplace.

## Benefits

- Provides apprentices with relevant and London specific professional development.
- Apprentices develop their learning on topics they may not have seen before.
- Apprentices enhance their network – creating support and the opportunity to learn together and from each other.
- The LPA training package is specifically above and beyond current Apprenticeship training, offering apprentices an enhanced learning experience.

## Delivery method

Each apprentice will be given the opportunity to attend three half day events at a central London venue.

There will be a case study running throughout the course, and the content of each day will be based around the following key topic areas:

- London economy, enterprise and growth – introduction to the economy, import, export and innovation.
- Business Fundamentals – basics of profit, loss, balance sheets and profitability ratios.
- Business communication – introducing social media tools, and their effective and appropriate use in the workplace.

## Ask of you

- Allowing apprentices out for 1.5 days of training over the course of their Apprenticeship, to attend the sessions.
- Attendance at evening networking events.



# Mentoring

## Purpose

Provide a safe environment in which apprentices can seek advice and guidance. LPA mentors will:

- provide support around key decisions
- provide a sounding board for ideas, problems and options
- help build confidence and self-esteem
- share experience and knowledge to broaden horizons
- provide objective and honest feedback from a different perspective
- support the cultivation of networks.

## Benefits

- Supports the development of transferable business skills.
- Brings new/different view points to employer.
- Keeps apprentices engaged and energised in their training – in turn, improving wider programme engagement.
- Supports the sustainability of the programme, with apprentices, potentially, becoming mentors themselves.
- Evidence shows that mentoring programmes lead to improved completion rates.

## Delivery method

- Provide mentoring support to apprentices through both online and face-to-face interactions.
- Online – mentors and mentees exchange email communications via an online system. All communications are directed through the site (with no personal emails exchanged). A PwC coordinator is appointed to monitor the site and provide support if necessary.
- Face-to-face – mentors are invited to attend the final session of each training event and to the graduation ceremony.

## Ask of you

- Volunteers from within your organisation who would like to act as mentors for apprentices within the LPA network.
- No specific time requirements for employers. All activities can be flexed around work requirements of the apprentices and mentors.
- Release of mentors and apprentices to attend the three face-to-face events.

# Networking

## Purpose

A series of evening networking events for you and your apprentice will create a distinctive Apprenticeship experience in London. This makes the LPA more attractive to the best talent, and improves your recruitment proposition. Specifically, networking events:

- allow the apprentice to extend/consolidate learning through peer network
- create an LPA community of apprentices from across London businesses that improves attractiveness of Apprenticeships and that is sustained long after the Apprenticeship finishes
- develop networks and relationships that will connect you and your business to other London based businesses, delivering business benefits.

## Benefits

- Good practice is shared through the network and provides LPA employers with the opportunity to engage with and learn from other employers on the programme.
- Employers' business networks and opportunities are improved.
- Apprentices learn from each other, develop an understanding of different businesses and business models from engaging with peers.
- Create business and career development opportunities and gain a network of LPA apprentices that continues to exist after the programme has finished (the "LPA alumni").

## Delivery method

A schedule of events throughout the Apprenticeship duration, to which you, as employers, would be invited:

- An evening event after the first induction day, with a high-profile, inspirational speaker.
- A social event after each half day training session (three in total) linking to the content of the training session.
- Two whole-cohort (250 apprentices) events at leading London locations.
- Additional external networking events and online networking forum on LinkedIn.

## Ask of you

- The LPA ask that you support your apprentice in understanding the value of networks and relationships to their career.
- It is encouraged that a representative of your organisation attends each networking event, to support your apprentice(s), but also to build wider network for your business through fellow LPA employers.



# Business Improvement Project

## Purpose

- Apprentices will work in teams to deliver a Business Improvement Project within a voluntary organisation or charity. The volunteering scheme will encourage apprentices to think innovatively, test ideas and solutions and work collaboratively.
- The programme also establishes a clear link between the LPA and the Olympic growth boroughs (all charities selected will have a presence in one of the growth boroughs). In doing so, it aligns the LPA to the core objectives of the Olympic legacy programme – supporting local community, developing young people and growing the economy.

## Benefits

- Supports the development of transferable business skills.
- Brings new/different view points to the employer.
- Keeps apprentices engaged and energised in their training.
- Demonstrates corporate social responsibility.
- Develops the apprentice through innovative thinking; new skills; providing the opportunity to test and apply learning gained on the Apprenticeship programme; and team building skills.

## Delivery method

- Apprentices are set a business improvement task, which focuses on a specific voluntary organisation. The training and guidance provided throughout the LPA programme must be applied to develop an innovative and impactful solution for the organisation.
- Final research will be presented/shared with the voluntary organisation for their consideration.
- The teams will be assessed, taking the feedback provided by the voluntary organisation into consideration.
- The winning team presented with an award at the graduation ceremony.

## Ask of you

- Release of apprentices for two dedicated days to undertake further work around the business improvement project (this may include visiting the voluntary organisation/ conducting interviews if appropriate).
- Employers will be responsible for their individual apprentices attendance at all training events. This includes any potential work placement element.

# The LPA ask of you as an employer

## Induction and graduation

**2 days** (including travel)

Allow your apprentices to attend 2 days of induction training.

## LPA training

**1.5 Days** (plus travel)

Allow your apprentices to attend 1.5 days of LPA specific training (split across three half days).

## Mentoring

**No additional time** (built into training)

Allow and encourage individuals within your organisations to act as mentors to your apprentices.

Encourage your apprentices to engage with the mentor they are assigned.

All mentoring activities can be flexed, however mentors and mentees will be encouraged to spend up to one hour every two weeks communicating via the online forum.

Mentors and mentees will also have the opportunity to meet face-to-face during three 30-45 minute sessions, built into the existing training events highlighted above.

## Networking

**7 hours** (plus travel)

Allow your apprentices to attend three evening networking events, taking place after each training event.

Allow mentors within your organisation to attend networking event (although, this is not mandatory).

## Business improvement task

**2 days**

Apprentices will complete their business improvement task during the training events highlighted above. In addition, you will be asked to release your apprentices for two dedicated days to undertake further work.

## Total 7 days

NB. The above time commitments are for LPA-specific training only, there will be further commitments in relation to completing the core Apprenticeship.

# Programme requirements

What makes up an Apprenticeship?  
Apprenticeship requirements  
What we need from you



# What makes up an Apprenticeship?

Apprenticeships are nationally recognised and accredited workplace training programmes.

Apprenticeships are nationally recognised and accredited workplace training programmes comprising the five component parts shown in the diagram opposite.

Apprentices need to complete each part of the programme in order to complete their Apprenticeship. When they have done this, their training provider will submit the apprentice's evidence to the Sector Skills Council and the apprentice will be awarded with their Apprenticeship certificate.

The following section gives you some more details of what each part of the Apprenticeship looks like and explains who needs to do what, and when.

Note: 'Functional Skills', 'Employee Rights and Responsibilities' and 'Personal Learning and Thinking Skills' are included in frameworks at Intermediate and Advanced levels.

The Chartered Institute for Personnel and Development (CIPD) have created a guide on supporting apprentices – 'Apprenticeships That Work'. We recommend looking at this as it may provide some useful tips: <http://www.cipd.co.uk/publicpolicy/policy-reports/apprenticeships-work.aspx>

Component parts of an Apprenticeship and when they will typically occur

Minimum duration one year

Learning

## Knowledge

The knowledge component provides the underpinning knowledge to do your job successfully. In some businesses, this could be referred to as your Professional Qualification or Technical Skills.

## Competence

The competence component provides the skills to do the job.

Gather evidence

Ongoing record of evidence

Quarterly assessment meetings

Functional skills qualifications (if required)

Apprenticeship award

# Apprenticeship requirements

## Getting started

### Induction

There are certain key requirements, which need to be in place in order for an Apprenticeship programme to commence.

An Apprenticeship Agreement is an agreement between an employer and an apprentice that sets out:

- that the apprentice undertakes to work for the employer
- that the agreement is entered into in connection with a qualifying Apprenticeship framework
- the skill, trade or occupation for which the apprentice is being trained.

An Apprenticeship Agreement is required at the start of the Apprenticeship and without it an Apprenticeship certificate cannot be issued.

A National Minimum Wage for apprentices was introduced on 1 October 2010. The wage applies to all apprentices aged under 19; and apprentices aged 19 or over in the first year of their Apprenticeship.

The apprentice minimum wage is currently £2.65 per hour and applies to time working, plus time spent training that is part of the Apprenticeship. Employers are free to pay above the new wage and many do so, but employers must ensure that they are paying their apprentices at least the minimum wage.

For more information on either the National Minimum Wage or Apprenticeship Agreement, please visit the NAS website:

<http://www.apprenticeships.org.uk/employers/the-basics.aspx>

## Learning

### Knowledge

The knowledge component provides an apprentice with the underpinning knowledge to do their job successfully. In some organisations, this could be referred to as a Professional Qualification or Technical Skills. The apprentice will prepare for this component through off-the-job, formal training, delivered by your chosen training provider.

### Competence

The competence component provides an apprentice with the skills to do their job successfully. The apprentice will complete this component through on-the-job training in the workplace.

### Gathering evidence and assessment

Your apprentice will build a portfolio to evidence their learning throughout the Apprenticeship. An assessor will meet with the apprentice each quarter to monitor and assess their progress.

At the end of the Apprenticeship, the assessor will submit the portfolio (containing evidence against each component of the Apprenticeship) to the Sector Skills Council, which will award the Apprenticeship.

# What we need from you

## What you will need to do and when.

The following pages of this document outline the main operational requirements of the programme and why they are necessary.

## Which Apprenticeship is right for you?

Apprenticeships are available in a wide range of Professional and Business occupations including but not limited to the frameworks below:

Project management	HR
Accounting	Business and administration
Management	Bookkeeping
Payroll	Providing financial services
Legal administration	Legal secretarial
Professional services: Tax	Professional services: Audit
Professional services: Management consulting	Employment related services
Business, innovation and growth	Quantity surveying

### We are here to meet your needs

A successful Apprenticeship is one which meets an employers needs.

The frameworks shown on the left give you an idea of the kinds of things we offer but don't limit your choice to these areas. We can offer a wide range of Apprenticeships in the Professional and Business Skills area and if you would like to speak more about which is right for your business, a dedicated member of team of learning experts would be happy to speak with you.

Recruiting an apprentice is about adding value to your business through adding new skills and experiences.

## Start of programme

Complete company and apprentice information (apprentices can complete their information independently).

Allow apprentices to attend the induction and training events (maximum of five days), designed to give apprentices the knowledge and skills they need to hit the ground running.

## Within the first quarter

You will have a site visit from your Employer Account Manager. This will be to verify that training is occurring and we may check apprentice eligibility.

Attend LPA events where appropriate.

Allow any mentors from your organisation to attend introductory training.

## Every quarter end until apprentices have completed

Update your apprentices' learning status to trigger payments.

Enter the cash and in-kind contributions you have made for that quarter.

Attend networking events, which give you and your apprentices the chance to meet and make links with peers in other companies.

## End of programme

Once your apprentices' evidence has been sent for certification, you need to update your apprentice status as 'achieved', this will trigger the final payment.

We will also be asking for your feedback on the programme.

Attend the graduation event, which will provide a chance for apprentices, their employers and families to share in their success.

Mentoring and support.

Dedicated mentors will support apprentices throughout the programme, providing advice and guidance.

# Frequently asked questions

## What types of Apprenticeships are offered?

Within our professional services provision we are offering a range Apprenticeship programmes including: Accounting, Bookkeeping, Business and Administration, HR, Management, Payroll, Project Management, Providing Financial Services, Tax, Audit, Consulting and Legal.

## What are the entry requirements for an Apprenticeship?

Apprenticeship entry requirements vary by programme. However you must live in England, be 16 or over, and not be in full-time education.

## What are the expectations you will have to meet if you take on an apprentice?

When an employer recruits an apprentice, there are a small number of minimum expectations of them.

- Employ an apprentice for at least 30 hours a week.
- Pay them at least the National Minimum Wage.
- Provide them with an induction to the employing organisation.
- Support their on and off-the-job training.
- Contribute to the cost of their training, alongside Government.

## What level of qualification does an Apprenticeship represent?

This varies by type of Apprenticeship. An Advanced Apprenticeship is equivalent to two A-Level passes and a Higher Apprenticeship (level 4/5) is equivalent to a foundation degree.

## What is the AGE grant?

Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24).

The AGE 16 to 24 is aimed at helping eligible employers to offer young people employment through the Apprenticeship programme, by providing wage grants to assist employers in recruiting a young apprentice.

The National Apprenticeship Service will provide Apprenticeship grants to employers with up to 1,000 employees who recruit 16 to 24 year olds with a value of £1,500, to encourage employers to take on new apprentices.

The £1,500 is in addition to the training costs of the Apprenticeship framework which are met in full for young people aged 16 to 18 and 50% for those aged 19 to 24.

Eligible employers are those who have never employed an apprentice before or who have not been in a position within the last 12 months to commit to employing an apprentice again.

Very large employers (more than 1,000 employees) are not eligible for support through this initiative.

Subject to budget availability and the employer's commitment to support the apprentice to the end of their programme, up to ten grants can be made to any one employer. However, the employer must commit to the total number of apprentices they wish to take on through the grant at the upfront agreement stage.

Source: [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

## Will The LPA cost me any more than other Apprenticeships?

Although the funding arrangement is the same, employers will be required to pay their apprentices' expenses for travel to training and networking events in London.

## How long will the LPA be available and are places limited?

The LPA is an innovative new programme designed to enhance the current Apprenticeship offering. It will provide places for up to 250 apprentices, which are allocated to employers on a first come, first served basis. All apprentices must have registered by 31 July 2014.

## Do you have a website that I could share with interested colleagues?

We have an informative website with a blog, in addition to social media channels, the details of which are below:

[www.londonprofessionalapprenticeship.co.uk](http://www.londonprofessionalapprenticeship.co.uk)

Twitter: @The\_\_LPA

[www.facebook.com/londonprofessionalapprenticeship](http://www.facebook.com/londonprofessionalapprenticeship)

## Who is supporting The LPA?

The LPA programme is led by PwC on behalf of the Department for Business, Innovation and Skills, with the support of key partners Greater London Authority and National Apprenticeship Service.

## Do I have to release my apprentices for every training session?

Whilst it is not mandatory for employers to allow apprentices time off for each event, we strongly recommend that you do. The skills, knowledge and experiences that they will gain from The LPA's enhanced training offering will offer great value for the duration of their employment and is a unique opportunity.

## How is the Apprenticeship programme different to a school leavers programme?

An Apprenticeship programme is different because you receive a number of qualifications on successful completion. For example, you will receive a knowledge qualification, a competence qualification, possibly a qualification in relation to functional skills (if you didn't already have these) and an overarching Apprenticeship qualification.

## Why would should I want to invest in an Apprenticeship Programme?

It will provide you with a competitive, suitably trained workforce and will enable you to have a strong pipeline of talent for the future.

- 80% of those who employ apprentices say they make the workplace more productive.
- 92% of Apprenticeship employers say they lead to a motivated and satisfied workplace.
- 80% of employers felt that Apprenticeships reduce staff turnover.

(All data taken from Apprenticeships survey conducted by Populus on behalf of the Learning and Skills Council, February 2009).

# Contacts and glossary

## Contacts

Upon completing registration, you will be assigned your Employer Account Manager. They will be your main point of contact at PwC from this point onwards. To contact your account manager, just email or call them on the number provided.

Apprenticeship certificate	Issued by the Issuing Authority (IA). Evidence of achievements of qualifications and other requirements are submitted to the IA and together form the evidence that the Apprenticeship has been completed.
Apprenticeship programme	An Apprenticeship programme is a course of learning based on on-the-job learning.
BIS	The Department for Business, Innovation and Skills. BIS works jointly with the Department for Education to deliver on the Apprenticeship agenda.
Chartered status	Achievement of qualifications/learning programmes (professional qualifications) maintained by professional bodies incorporated by Royal Charter which lead to chartered status.
Employment Rights and Responsibilities (ERR)	Rights and responsibilities as paid employees are based on nine national outcomes. This forms part of the Apprenticeship requirement and is achieved through completing a workbook.
Functional skills	These are the core elements of English, Mathematics and ICT. There is a requirement for apprentices to have achieved these at the required level before achieving their Apprenticeship award.
Issuing authority	Organisations designated by the Secretary of State in England to issue Apprenticeship frameworks for a particular sector. There is only one Issuing Authority for each occupational sector. The Sector Skills Councils are the Issuing Authorities.
Learning portfolio	A learning portfolio is a repository for storing documents evidencing the apprentices learning.
National Apprenticeship Service (NAS)	The National Apprenticeship Service (NAS) supports and co-ordinates the delivery of Apprenticeships.
Ofsted	Inspects training providers to make sure they meet appropriate quality standards.

Should you have any questions relating to this document or the programme in general, don't hesitate to get in touch.

<b>Ofqual</b>	The regulator overseeing standards and quality of GCSEs and A levels in England, and a wide range of vocational qualifications both in England and Northern Ireland.
<b>Personal Learning and Thinking Skills (PLTS)</b>	These skills include creative thinking, independent enquiry, reflective learner, effective participator, self management and team working. These naturally form part of your professional Apprenticeship programme.
<b>Professional body</b>	<p>Organisation (often not for profit) seeking to further a particular profession, often involved in the development and monitoring of professional educational. They sometimes perform professional certification to indicate that a person possesses qualifications in the subject area. For some professions, membership of a professional body is a legal requirement and form the basis for practicing within the profession.</p> <p>Some are incorporated under Royal Charter e.g. ICAEW, CMI, CIOT, ICE etc.</p>
<b>Sector Skills Councils (SSCs)</b>	<p>Employer-driven organisations that are licensed by Government to help employers get the skills and qualifications they need to remain competitive. Financial Skills Partnership is the SSC for finance and accounting. Other relevant SSCs for the professional services include:</p> <ul style="list-style-type: none"><li>• Skills for Justice (law)</li><li>• eSkills (ICT)</li><li>• CfA (Consulting, Business administration, Management).</li></ul>
<b>Skills Funding Agency (SFA)</b>	<p>The Skills Funding Agency is a partner organisation of BIS and it exists to fund and promote adult further education (FE) and skills training in England.</p> <p>Sets the funding rate for Apprenticeships.</p>

***Good for business  
Good for young people  
Good for London***

Find out more



[www.londonprofessionalapprenticeship.co.uk](http://www.londonprofessionalapprenticeship.co.uk)

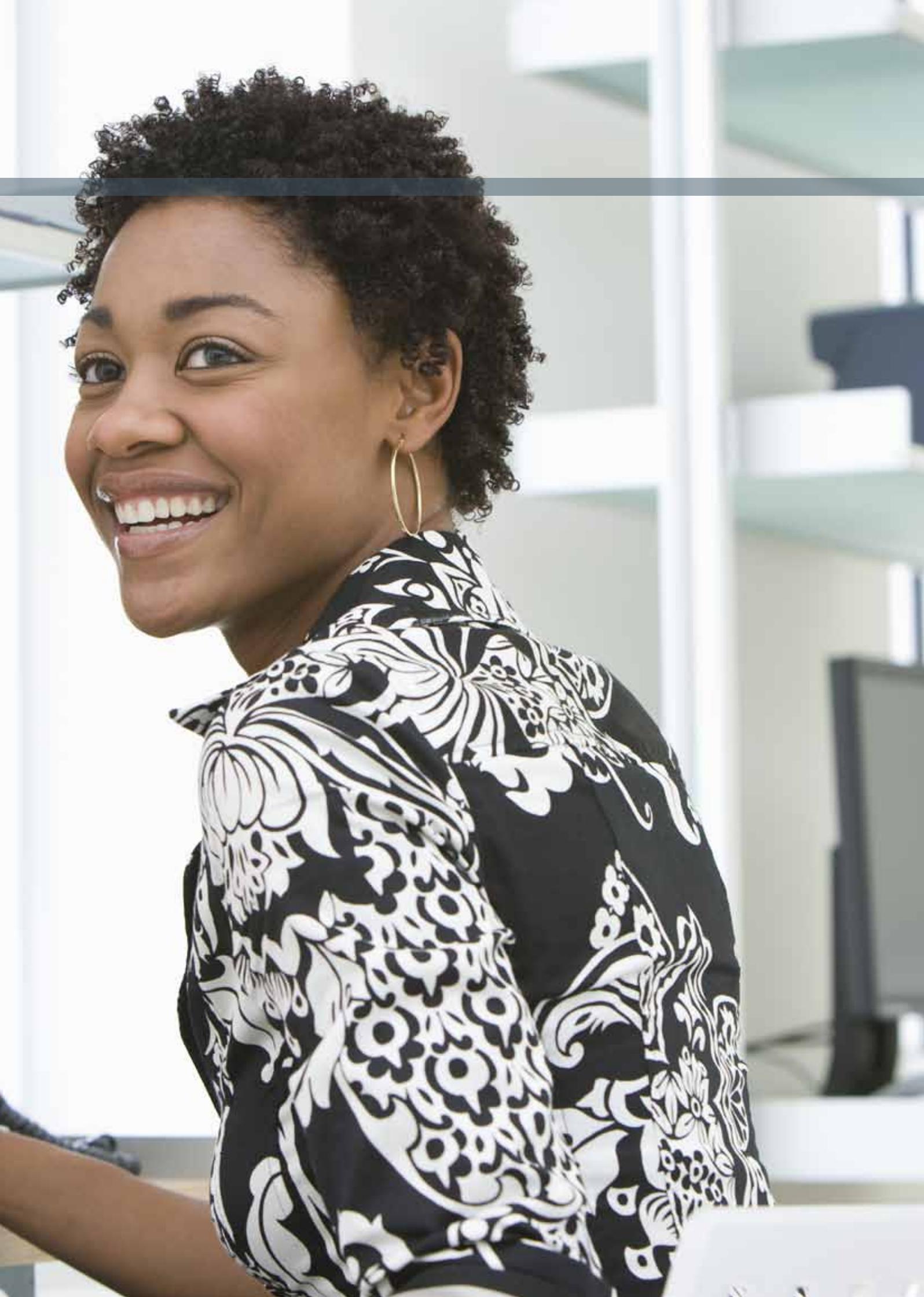


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