



Sport Structures Scoop

We've returned ahead of the 2022 World Cup excitement with your Quarterly Apprenticeship Update, now there are definitely no tricks, and I'm not sure we can claim to offer any treats either, but hopefully, we've provided plenty of useful information for you to digest.

Meet Sheryl - Maths and English support

As part of our commitment to support learners in improving their maths and English skills, we've recently appointed a new specialist functional skills tutor, Sheryl who spoke, "My role as functional skills tutor/assessor is to coach, support and stretch my learners to achieve their English and/or maths as part of their apprenticeship. I am excited to be part of the learner journey and work towards developing my learners into well-rounded people, who feel confident to take the next steps in their careers."

You Said / We Did

Here at Sport Structures, we are keen to take on board learner and employer feedback to ensure the apprenticeships we deliver are as valuable as they can be and are continually evolving to meet changing needs.

Your Feedback

Shorten the course to suit learner and their working environment

Action We have taken

Unfortunately, we are bound by apprenticeship funding rules and need to ensure the apprenticeship meets the minimum duration to stay in line with the Institute of Apprenticeships and Technical Education. Based on that, it hasn't been possible to shorten the duration of our apprenticeships but we continue with being open to amending the delivery model for any organisation or apprentice that feels this would benefit them, so encourage these discussions to be had with us as soon as possible so we can facilitate it.

[Our policies and procedures](#)

New Funding Rules

As most of you probably know, apprenticeships are predominantly funded by the government and strict funding rules are in place to help make sure there is value for money in the programmes that are funded by taxpayer money. The funding rules were released to be effective from 1st August 2022. The key changes have been detailed below:

Off-the-job hours

Off-the-job hours are required to be completed and documented by every apprentice to show that work is being done for the apprenticeship. Previously set at 20% of an apprentice's time, this has now changed for learners starting from 1st August 2022 to a set of 6 hours a week for the duration of the apprenticeship

(with a slight reduction overall to account for annual leave). For simplicity purposes, we'll stick with 6 hours a week and you'll notice this is 20% of the time for an apprentice working 30 hours a week, so it is the same as previous years. However, for apprentices contracted for more time, the 6 hours a week remains the same and so in real terms, the time dedicated to off-the-job training reduces a little. Note that part-time workers doing an apprenticeship must still complete 20% of their time on off-the-job training.

As a reminder, off-the-job training must be evidenced by an apprentice every 4 weeks throughout their apprenticeship and off-the-job training is planned at the start of the apprenticeship. Off-the-job training can fall into one of the 3 categories below:

- The teaching of theory (e.g. lectures, role-playing, simulation exercises, online learning) – predominantly delivered by the tutor.
- Practical training, shadowing, mentoring, industry visits and participation in competitions – delivered mainly by the line manager/mentor at the employer.
- Learning support and time spent writing assignments – predominately self-study from the apprentice with the tutor's support.

Change of employment

Previously if a learner left employment, we could only keep them on the apprenticeship if they found a new employer in 30 days. Quite often this wasn't possible, and they had to be withdrawn from the apprenticeship. Now, this 30-day period has been extended to 12 weeks so it should give us an opportunity to keep more apprentices on the programme and allow them to complete it, rather than withdrawing them.

Functional skills tests for apprentices on Level 2 apprenticeships only

Apprentices on a Level 2 apprenticeship, will no longer need to attempt the Level 2 Functional Skills (maths and English) if they already have had to complete Level 1 Functional Skills on the apprenticeship. This has been extended to all existing current learners too. Note if apprentices have time to complete the Level 2, 3 months prior to EPA then they should start working towards it.

Our Safeguarding Team

Our safeguarding team has been put in place to support our employers and learners. [Please do not hesitate to contact us as we are here to help.](#)

Summary of updated KCSIE 2022 guidance

The Department for Education (DfE) published an updated version of the statutory safeguarding and child protection guidance which came into force in September. The guidance sets out what schools and colleges must do to safeguard and promote the welfare of children and young people under the age of 18. As a training provider, we align to this guidance. We have summarised the changes, and how this affects your role as an employer:

Disclosure

Staff should be reminded that children and adults are not always ready or able to talk about their experiences of abuse and/or may not always recognise that they are being abused.

Domestic Abuse

New information has been added to explain the impact of domestic abuse including the potential short-term and long-term detrimental impact on health,

wellbeing, and ability to learn. Staff should be aware of this and this is both relevant to children and adults.

Human rights and equity legislation

Part of the Human Rights Act, the Equality Act and Public Sector Equality Duty have been explicitly linked to safeguarding, particularly in relation to diversity and inclusion. We encourage you to take appropriate steps to understand what safeguarding means in practice in your organisation and in the context of the responsibilities you have for the people you employ.

Online Safeguarding

Digital safeguarding is becoming more necessary and should be a central theme in an organisation's approach to safeguarding. Ensuring apprentices have the skills they need to be able to use the internet safely and protect themselves online is fundamental. Staff should also be trained in digital safeguarding and we encourage you to build this into any recruitment/refresher training process. [We recommend Digital Safeguarding for the FE and Training Sector.](#)

Safe Recruitment

When recruiting staff, it is recommended that a Curriculum Vitae should only be accepted alongside a full application. In addition, the guidance now suggests that employers should consider conducting online searches as part of their due diligence in the recruitment process. This may help identify incidents or issues that have happened and are publicly available online which might need to be explored further at the interview.

Low-level concerns

A low-level concern is defined as any concern about an adult's behaviour towards, or concerning, a child or another adult that does not meet the harm threshold above or is not serious enough to consider a referral externally at the time of reporting. We will be revising our Safeguarding Policy to make it clear how low-level concerns can be reported.

Anti-bullying Week: Reach Out

Anti-Bullying Week takes place from Monday 14th November to Friday 18th November and has the theme reach out. We will be promoting the week through discussions with apprentices and also through social media. See how your organisation can get involved here: <https://anti-bullyingalliance.org.uk/anti-bullying-week>



Support Services

The Marie Collins Foundation and South West Grid for Learning (SWGfL) have created a support service for professionals working with children and young people in tackling harmful sexual behaviours. [The website also contains relevant resources.](#)

Able Futures

Able Futures provide holistic support for a broad range of topics covering health and wellbeing, personal development/skills and financial management such as:

- Mental health
- Sleeping problems
- Stress

- Bereavement
- Motivation and achieving goals
- Communication

Please feel free to share this with your staff.

Preventing abuse in positions of trust in sport

In the summer, we shared with you changes to legislation to the Position of Trust. Following an NSPCC campaign in partnership with sport's governing bodies, the law, which previously only applied to roles like teachers and social workers, has now been extended to include a wider range of roles where adults hold a position of influence or power. This includes sports coaches and those in faith organisations. [A briefing paper](#), developed by the NSPCC, summaries best practice and how to deal with a concern about a possible abuse of trust.

Key dates this quarter

Some of these key dates may be picked up by tutors in discussions with learners as part of the enrichment we include in our apprenticeship programmes.

Upcoming dates

November:

- Remembrance Sunday | 13th November
- Anti-Bullying Week | 14th - 18th November
- UK Disability History Month | 18th November - 20th December

December:

- Human Rights Day | 10th December
- Hanukkah | 18th - 26th December
- International Human Solidarity Day | 20th December
- Christmas Eve | 24th December
- Christmas Day | 25th December
- Boxing Day | 26th December
- New Year's Eve | 31st December



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