

BIS | Department for Business
Innovation & Skills

**SPECIFICATION OF
APPRENTICESHIP STANDARDS
FOR ENGLAND**

BIS | Department for Business
Innovation & Skills

**Skills
Funding
Agency**

Department for
Education

**National
Apprenticeship
Service**

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Introduction

1. The *Specification of Apprenticeship Standards for England (SASE)* sets out the minimum requirements to be included in a recognised English framework. Compliance with the *SASE* is a statutory requirement of the Apprenticeships, Skills, Children and Learning (ASCL) Act. This is the first statutory *SASE*. It will be brought into effect by order issued by the Secretary of State.

Intermediate Level Apprenticeship Frameworks

Qualifications Related to the Sector

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| 2. An Intermediate Level Apprenticeship framework must specify the total number of credits which an apprentice must attain on the Qualifications and Credits Framework (QCF). This must be at a minimum of 37 credits. | Section 27 (2) (a) |
| 3. An Intermediate Level Apprenticeship framework must identify the competencies qualification which must be achieved by the apprentice to qualify for an Apprenticeship certificate, and which is the qualification required to demonstrate competence in performing the skill, trade or occupation to which the framework relates. The competencies qualification must be at Level 2 of the QCF; underpinned by National Occupational Standards (NOS); and be approved by the relevant Sector Skills Council (SSC) or Sector Body. To avoid duplication of frameworks in the same skill, trade or occupation, each framework must have a different competencies qualification. | Section 27 (2) (c) (iii) |
| 4. An Intermediate Level Apprenticeship framework must identify a technical knowledge qualification which must be achieved by the apprentice to qualify for an Apprenticeship certificate. A technical knowledge qualification is the qualification required to demonstrate achievement of the technical skills, knowledge and understanding of theoretical concepts and knowledge and understanding of the industry and its market relevant to the skill, trade or occupation to which the framework relates. The technical knowledge qualification must be underpinned by National Occupational Standards (NOS); and be approved by the relevant Sector Skills Council (SSC) or Sector Body. | Section 27 (2) (c) (ii) |
| 5. An Intermediate Level Apprenticeship framework must identify either: a. a competencies qualification at Level 2 and a separate technical knowledge qualification, each of which must carry at least ten credits on the QCF; or b. an integrated qualification at Level 2 which combines competence and technical knowledge elements in which each element is separately assessed and in which each element carries at least ten credits on the QCF. | Section 27 (2) (c) (ii) Section 27 (2) (a) |

Functional Skills / GCSE (with enhanced functional content) and Key Skills

6. An Intermediate Level Apprenticeship framework must specify that an apprentice must achieve (or have achieved) at least one from the following options (a-k):
- a. a Functional Skills qualification in English to either Level 1 or Level 2; or
 - b. a GCSE qualification (with enhanced functional content) in English to either at least grade E (Level 1 equivalent) or at least grade C (Level 2 equivalent). Functional Skills/Key Skills/GCSE (with enhanced functional content) qualifications account for 5 credits each towards the total credit value of the framework; or
 - c. a Key Skills qualification in Literacy to either Level 1 or Level 2 achieved either before September 2013 as part of the Apprenticeship or before September 2012 and within the 5 years immediately prior to starting an Apprenticeship; or
 - d. a GCSE qualification in English to at least grade C achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - e. an A' Level or AS Level qualification in English Language to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - f. an A' Level or AS Level qualification in English Literature to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship: or
 - g. an A' Level or AS Level qualification in English Language and Literature to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - h. a GCSE or O'Level qualification in English to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or
 - i. an A' Level or AS Level qualification in English Language to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or
 - j. an A' Level or AS Level qualification in English Literature to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or
 - k. an A' Level or AS Level qualification in English Language and Literature to at least grade A achieved before September 2012 and prior to starting the Apprenticeship.

Section 27 (2) (c) (i)

7. An Intermediate Level Apprenticeship framework must specify that an apprentice must achieve (or have achieved) at least one from the following options (a-k):
- a. a Functional Skills qualification in Mathematics to either Level 1 or Level 2; or
 - b. a GCSE qualification (with enhanced functional content) in Mathematics to either at least grade E (Level 1 equivalent) or at least grade C (Level 2 equivalent); or
 - c. a Key Skills qualification in Application of Number to either Level 1 or Level 2 achieved either before September 2013 as part of the Apprenticeship or before September 2012 and within the 5 years immediately prior to starting an Apprenticeship; or
 - d. a GCSE qualification in Mathematics to at least grade C achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - e. an A' Level or AS Level qualification in Mathematics to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - f. an A' Level or AS Level qualification in Pure Mathematics to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - g. an A' Level or AS Level qualification in Further Mathematics to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - h. a GCSE or O'Level qualification in Mathematics to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or
 - i. an A' Level or AS Level qualification in Mathematics to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or
 - j. an A' Level or AS Level qualification in Pure Mathematics to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or
 - k. an A' Level or AS Level qualification in Further Mathematics to at least grade A achieved before September 2012 and prior to starting the Apprenticeship.

Section 27 (2) (c) (i)

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| <p>8. An Intermediate Level Apprenticeship framework must specify that an apprentice must achieve or have achieved (unless Information and Communications Technology (ICT) is not relevant to effective performance in the occupation or sector to which the framework relates) at least one from the following options (a-g):</p> <ul style="list-style-type: none">a. a Functional Skills qualification in Information and Communications Technology (ICT) to either Level 1 or Level 2; orb. a GCSE qualification in ICT (with enhanced functional content) to either at least grade E (Level 1 equivalent) or at least grade C (Level 2 equivalent); orc. a Key Skills qualification in ICT to either Level 1 or Level 2 achieved either before September 2013 as part of the Apprenticeship or before September 2012 and within the 5 years immediately prior to starting an Apprenticeship; ord. a GCSE qualification in ICT to at least grade C achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; ore. an A' Level or AS Level qualification in ICT achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; orf. a GCSE or O'Level qualification in ICT to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; org. an A' Level or AS Level qualification in ICT to at least grade A achieved before September 2012 and prior to starting the Apprenticeship. | Section 27 (2) (c) (i) |
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Employee Rights and Responsibilities (ERR)

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| <p>9. An Intermediate Level Apprenticeship framework must specify that an apprentice must achieve the standards of attainment set out in the Employee Rights and Responsibilities (ERR) national outcomes. To achieve the ERR national outcomes the apprentice must demonstrate that he/she:</p> <ul style="list-style-type: none">a. knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers;b. knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme;c. knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme;d. understands the role played by their occupation within their organisation and industry;e. has an informed view of the types of career pathways that are open to them;f. knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their main roles and responsibilities;g. knows where and how to get information and advice on their industry, occupation, training and career;h. can describe and work within their organisation's principles of conduct and codes of practice;i. recognises and can form a view on issues of public concern that affect their organisation and industry. | Section 27 (2) (a) |
| <p>10. An Intermediate Level Apprenticeship framework must specify where achievement of the ERR national outcomes is located within the Apprenticeship framework, either within a qualification or elsewhere, and how achievement is to be evidenced.</p> | Section 27 (2) (a) |

Personal Learning and Thinking Skills (PLTS)

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| <p>11. An Intermediate Level Apprenticeship framework must specify that an apprentice must achieve the standards of attainment set out in the Personal Learning and Thinking Skills (PLTS) national outcomes. To achieve the six PLTS outcomes the apprentice must demonstrate the following skills:</p> <ul style="list-style-type: none"> a. Independent enquiry - apprentices can process and evaluate information in their investigations, planning what to do and how to go about it. They take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes; b. Creative thinking – apprentices think creatively by generating and exploring ideas, making original connections. They try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value; c. Reflective learning – apprentices evaluate their strengths and limitations, setting themselves realistic goals with criteria for success. They monitor their own performance and progress, inviting feedback from others and making changes to further their learning; d. Team working – apprentices work confidently with others, adapting to different contexts and taking responsibility for their own part. They listen to and take account of different views. They form collaborative relationships, resolving issues to reach agreed outcomes; e. Self management – apprentices organise themselves, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. They actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities; f. Effective participation – apprentices actively engage with issues that affect them and those around them. They play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as themselves. | <p>Section 27 (2) (a)</p> |
| <p>12. An Intermediate Level Apprenticeship framework must specify where achievement of the PLTS is located within the Apprenticeship framework, either within a qualification or elsewhere, and how achievement is to be evidenced.</p> | <p>Section 27 (2) (a)</p> |

On- the- Job Training and Off-the-Job Training Guided Learning Hours (GLH)

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| <p>13. An Intermediate Level Apprenticeship framework must specify the number of Guided Learning Hours (GLH) that an apprentice must receive to complete the framework. This must be a minimum of 280 GLH of which at least 100 GLH or 30% (whichever is the greater) must be delivered off-the-job and clearly evidenced. The remaining GLH must be delivered on-the-job and clearly evidenced. Guided learning relates to training which is designed to achieve clear and specific outcomes which contribute directly to the successful achievement of the Apprenticeship framework. This SASE requirement for on-the-job and off the job guided learning is intended to meet the requirement in Section 27 (2) (b) of the ASCL Act for on-the-job training and off-the-job training.</p> | <p>Section 27 (2) (b)</p> |
| <p>14. An Intermediate Level Apprenticeship framework must specify the number of GLH that an apprentice must receive within 12 months of starting a framework. This must be a minimum of 280 GLH.</p> | <p>Section 27 (2) (b)</p> |
| <p>15. An Intermediate Level Apprenticeship framework must specify that, after 12 months of starting a framework an apprentice must receive a minimum of 280 GLH in each subsequent 12 month period. Where an apprentice completes an Apprenticeship part way through the final 12 month period (which is after the first 12 months), an apprentice must receive a proportion of the minimum of 280 GLH which is at least equal to the proportion of the final 12 month period spent on the Apprenticeship.</p> | <p>Section 27 (2) (b)</p> |

Advanced Level Apprenticeship Framework

| Qualifications Related to the Sector | |
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| 16. An Advanced Level Apprenticeship framework must specify the total number of credits which an apprentice must attain on the QCF. This must be at a minimum of 37 credits. | Section 27 (2) (a) |
| 17. An Advanced Level Apprenticeship framework must identify the competencies qualification which must be achieved by the apprentice to qualify for an Apprenticeship certificate, and which is the qualification required to demonstrate competence in performing the skill, trade or occupation to which the framework relates. The competencies qualification must be at Level 3 of the QCF; underpinned by National Occupational Standards (NOS); and be approved by the relevant SSC or Sector Body. To avoid duplication of frameworks in the same skill, trade or occupation, each framework must have a different competencies qualification. | Section 27 (2) (c) (iii) |
| 18. An Advanced Level Apprenticeship framework must identify a technical knowledge qualification which must be achieved by the apprentice to qualify for an Apprenticeship certificate. A technical knowledge qualification is the qualification required to demonstrate achievement of the technical skills, knowledge and understanding of theoretical concepts and knowledge and understanding of the industry and its market relevant to the skill, trade or occupation to which the framework relates. The technical knowledge qualification must be underpinned by National Occupational Standards (NOS); and be approved by the relevant Sector Skills Council (SSC) or Sector Body. | Section 27 (2) (c) (ii) |
| 19. An Advanced Level Apprenticeship framework must identify either: <ol style="list-style-type: none"> a. a competencies qualification at Level 3 and a separate technical knowledge qualification, each of which must carry at least ten credits on the QCF; or b. an integrated qualification at Level 3 which combines competence and technical knowledge elements in which each element is separately assessed and in which each element carries at least ten credits on the QCF. | Section 27 (2) (c) (ii) Section 27 (2) (a) |

Functional Skills / GCSE (with enhanced functional content) and Key Skills

20. An Advanced Level Apprenticeship framework must specify that an apprentice must achieve (or have achieved) at least one from the following options (a-k):
- a. a Functional Skills qualification in English to Level 2; or
 - b. a GCSE qualification (with enhanced functional content) in English to at least grade C (Level 2 equivalent). Functional Skills/Key Skills/GCSE (with enhanced functional content) qualifications account for 5 credits each towards the total credit value of the framework; or
 - c. a Key Skills qualification in Literacy to Level 2 achieved either before September 2013 as part of the Apprenticeship or before September 2012 and within the 5 years immediately prior to starting an Apprenticeship; or
 - d. a GCSE qualification in English to at least grade C achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - e. an A¹ Level or AS Level qualification in English Language to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - f. an A¹ Level or AS Level qualification in English Literature to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - g. an A¹ Level or AS Level qualification in English Language and Literature to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or
 - h. a GCSE or O'Level qualification in English to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or
 - i. an A¹ Level or AS Level qualification in English Language to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or
 - j. an A¹ Level or AS Level qualification in English Literature to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or
 - k. an A¹ Level or AS Level qualification in English Language and Literature to at least grade A achieved before September 2012 and prior to starting the Apprenticeship.

Section 27 (2) (c) (i)

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| <p>21. An Advanced Level Apprenticeship framework must specify that an apprentice must achieve (or have achieved) at least one from the following options (a-k):</p> <ul style="list-style-type: none"> a. a Functional Skills qualification in Mathematics to Level 2; or b. a GCSE qualification (with enhanced functional content) in Mathematics to at least grade C (Level 2 equivalent); or c. a Key Skills qualification in Application of Number to Level 2 achieved either before September 2013 as part of the Apprenticeship or before September 2012 and within the 5 years immediately prior to starting an Apprenticeship; or d. a GCSE qualification in Mathematics to at least grade C achieved before September 2012 within the five years immediately prior to starting the Apprenticeship; or e. an A' Level or AS Level qualification in Mathematics to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or f. an A' Level or AS Level qualification in Pure Mathematics to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship: or g. an A' Level or AS Level qualification in Further Mathematics to at least grade E achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; or h. a GCSE or O'Level qualification in Mathematics to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or i. an A' Level or AS Level qualification in Mathematics to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or j. an A' Level or AS Level qualification in Pure Mathematics to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; or k. an A' Level or AS Level qualification in Further Mathematics to at least grade A achieved before September 2012 and prior to starting the Apprenticeship. | <p>Section 27 (2) (c) (i)</p> |
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| <p>22. An Advanced Level Apprenticeship framework must specify that an apprentice must achieve or have achieved (unless Information and Communications Technology (ICT) is not relevant to effective performance in the occupation or sector to which the framework relates) at least one from the following options (a-g):</p> <ul style="list-style-type: none">a. a Functional Skills qualification in Information and Communications Technology (ICT) to Level 2; orb. a GCSE qualification in ICT (with enhanced functional content) to at least grade C; orc. a Key Skills qualification in ICT to Level 2 achieved either before September 2013 as part of the Apprenticeship or before September 2012 and within the 5 years immediately prior to starting an Apprenticeship;d. a GCSE qualification in ICT to at least grade C achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; ore. an A' Level or AS Level qualification in ICT achieved before September 2012 and within the five years immediately prior to starting the Apprenticeship; orf. a GCSE or O'Level qualification in ICT to at least grade A achieved before September 2012 and prior to starting the Apprenticeship; org. an A' Level or AS Level qualification in ICT to at least grade A achieved before September 2012 and prior to starting the Apprenticeship. | Section 27 (2) (c) (i) |
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Employee Rights and Responsibilities (ERR)

23. Requirements are the same as for an Intermediate Level Apprenticeship framework.

Section 27 (2) (a)

Personal Learning and Thinking Skills (PLTS)

24. Requirements are the same as for an Intermediate Level Apprenticeship framework.

Section 27 (2) (a)

On-the-Job Training and Off-the-Job Training Guided Learning Hours (GLH)

25. Requirements are the same as for an Intermediate Level Apprenticeship framework.

Section 27 (2) (b)

Higher Apprenticeship Frameworks

| Qualifications Related to the Sector | |
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| 26. Higher Apprenticeship frameworks must specify the total number of credits which an apprentice must attain on the Qualifications and Credits Framework (QCF). This must be at a minimum of 37 credits except where the framework specifies a Higher National Certificate (HNC) or Higher National Diploma (HND) qualification or Foundation Degree without a QCF credit value. | Section 27 (2) (a) |
| 27. Higher Apprenticeship frameworks must identify the competencies qualification which must be achieved by the apprentice to qualify for an Apprenticeship certificate, and which is the qualification required to demonstrate competence in performing the skill, trade or occupation to which the framework relates. The competencies qualification must be at the specified level of the framework; underpinned by National Occupational Standards (NOS); and be approved by the relevant SSC or Sector Body. To avoid duplication of frameworks in the same skill, trade or occupation, each framework must have a different competencies qualification. | Section 27 (2) (c) (iii) |
| 28. Higher Apprenticeship frameworks must identify a technical knowledge qualification which must be achieved by the apprentice to qualify for an Apprenticeship certificate. A technical knowledge qualification is the qualification required to demonstrate achievement of the technical skills, knowledge and understanding of theoretical concepts and knowledge and understanding of the industry and its market relevant to the skill, trade or occupation to which the framework relates. The technical knowledge qualification must be underpinned by National Occupational Standards (NOS); and be approved by the relevant Sector Skills Council (SSC) or Sector Body. | Section 27 (2) (c) (ii) |
| 29. A Higher Apprenticeship framework at Level 4 must identify either : <ol style="list-style-type: none"> a competencies qualification at Level 4 and a separate technical knowledge qualification, each of which must carry at least ten credits on the QCF; or an integrated qualification at Level 4 which combines competence and technical knowledge elements which are separately assessed, each of which must carry at least ten credits on the QCF; or a competencies qualification at Level 4 which must carry at least ten credits on the QCF and a separate Foundation Degree or HND or HNC to meet the requirement for a separate technical knowledge qualification . | Section 27 (2) (c) (ii) Section 27 (2) (a) |

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| <p>30. A Higher Apprenticeship framework at Level 5 must identify either:</p> <ul style="list-style-type: none"> a. a competencies qualification at Level 5 and a separate technical knowledge qualification, each of which must carry at least ten credits on the QCF: or b. an integrated qualification at Level 5 which combines competence and technical knowledge elements which are separately assessed, each of which must carry at least ten credits on the QCF; or c. a competencies qualification at Level 5 which must carry at least ten credits on the QCF and a separate Foundation Degree or HND or HNC to meet the requirement for a separate technical knowledge qualification; or d. a Foundation Degree at Level 5 which combines competence and technical knowledge elements where the competence element is at least 50% of the Foundation Degree and where at least 50% is delivered through on-the-job training. Where the competencies qualification is a Foundation Degree, it must be endorsed by the Awarding Higher Education Institution as at least 50% competence-based. | <p>Section 27 (2) (c) (ii) Section 27 (2) (a)</p> |
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Functional Skills / GCSE (with enhanced functional content) and Key Skills

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| 31. Requirements are the same as for an Advanced Level Apprenticeship framework. | Section 27 (2) (a) |
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Employee Rights and Responsibilities (ERR)

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| 32. Requirements are the same as for an Intermediate Level Apprenticeship framework. | Section 27 (2) (a) |
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Personal Learning and Thinking Skills (PLTS)

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| 33. Requirements are the same as for an Intermediate Level Apprenticeship framework. | Section 27 (2) (a) |
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Guided Learning Hours (GLH)

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| 34. Requirements are the same as for an Intermediate Level Apprenticeship framework. | Section 27 (2) (b) |
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