

**Eluned Morgan AC/AM**  
**Gweinidog y Gymraeg a Dysgu Gydol Oes**  
**Minister for Welsh Language and Lifelong Learning**



**Llywodraeth Cymru**  
**Welsh Government**

Ein cyf/Our ref: MA-P/EM/1577/18

Russell George AM  
Chair of the Economy, Infrastructure  
And Skills Committee  
Russell.George@assembly.wales

21 May 2018

Dear Russell,

Please find enclosed a report on the alternative apprenticeship completions, as requested at the Economy, Infrastructure and Skills Committee meeting on 19<sup>th</sup> April 2018.

I hope you this meets your requirements.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'M. E. Morgan'.

**Eluned Morgan AC/AM**  
**Gweinidog y Gymraeg a Dysgu Gydol Oes**  
**Minister for Welsh Language and Lifelong Learning**

Bae Caerdydd • Cardiff Bay  
Caerdydd • Cardiff  
CF99 1NA

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:  
0300 0604400

[Gohebiaeth.Eluned.Morgan@llyw.cymru](mailto:Gohebiaeth.Eluned.Morgan@llyw.cymru)  
[Correspondence.Eluned.Morgan@gov.wales](mailto:Correspondence.Eluned.Morgan@gov.wales)

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

## **Apprenticeship Alternative Completions**

### **Purpose**

1. To provide the Economy, Infrastructure and Skills Committee information on alternative apprenticeship completions, this was an action point of the Committee meeting on 19<sup>th</sup> April 2018.

### **Background**

2. In 2013, the Apprenticeships (Alternative Welsh Completion Conditions) Regulations 2013/1468 (the 2013 Regulations) were made. The 2013 Regulations provide individuals working under alternative working arrangements to receive an apprenticeship certificate on completion of a recognised Welsh apprenticeship framework.
3. The standard apprenticeship completion conditions include that a person has entered into an apprenticeship agreement (a contract of service) with an employer, that at the date of the apprenticeship agreement they were following a recognised framework, that the person has completed a course of training for the competencies qualification identified in the framework, that throughout the duration of the course the person was working under the apprenticeship agreement, and that the person meets the requirements specified in the framework for the purpose of the issue of an apprenticeship certificate. Whilst the standard completion conditions covered the vast majority of apprentices, some individuals, specifically those who are self-employed and those who had been made redundant whilst employed as apprentices, were excluded. The 2013 Regulations ensured the continued eligibility and participation for these groups of individuals.

### **The Apprenticeships (Alternative Welsh Completion Conditions) Regulations 2013**

4. The 2013 Regulations set out the circumstances where a person who is either self-employed or who is made redundant will be able to complete a Welsh apprenticeship for the purposes of the Apprenticeships, Skills, Children and Learning Act 2009 (the Act).
5. These alternative working arrangements in summary are:
  - Where a person works as a self-employed person while following a recognised Welsh apprenticeship framework.
  - Where the apprentice who was working under an apprenticeship agreement has started the course of training for the competencies qualification identified in the framework and has been made redundant during the course of the apprenticeship and satisfies the conditions set out in the regulations.
6. The alternative completion conditions enable the completion of an apprenticeship in these prescribed alternative working arrangements. The 2013 Regulations were made to ensure that no self-employed person was artificially excluded in undertaking apprenticeship provision. The 2013 Regulations also support apprentices who have been employed and working under an apprenticeship agreement but who are made redundant.

### **Eligibility**

7. There are no sectors or occupational restrictions for an apprenticeship alternative completion in Wales. Self-employed Learners are eligible for entry to the Apprenticeship Programme as long as all other entry eligibility requirements are met.
8. Wales did not follow England's policy where the equivalent English Alternative Completion Conditions set narrow parameters for self-employment by specifying just a small number of occupational areas.

### **Guidance for the construction sector**

9. Additional guidance has been issued to all of the Apprenticeship Programme delivery providers to ensure self-employed apprentices in the construction sector are sufficiently supported during their apprenticeship.
10. The guidance is outlined below, and if this criteria is not met the Welsh Government will not fund the apprenticeship:
  - a. There will be no self-employed Apprentices at Level 2; self-employed apprentices should only be at Level 3 or above, having already attained at level 2, and must meet all other self-employed criteria.
  - b. The self-employed apprentice must have a minimum of two years experience in a related industry setting prior to commencing an apprenticeship. Examples would include domestic or industrial installation, repair or maintenance, or construction.
  - c. The self-employed apprentice must be effectively supervised by an experienced person in the trade or sector relevant to the apprenticeship. The supervisor must be someone who has sufficient training, experience, knowledge and other qualities that would allow them to assist an apprentice properly. The level of competence required will depend on the complexity of the situation and the particular support required.
  - d. The self-employed apprentice must have proper sign off of tasks/competency by a competent industry person or employer. For example, proof of competency would be signed off by an industry qualified person with proof of competency being a CSCS/CPCS at the appropriate level and occupation, or an Industry regulated Electrical Heating and Ventilation certification.
  - e. The Apprenticeship provider must provide Health & Safety training and the apprentice must have an appropriate CSCS card i.e. an apprentice CSCS card.
  - f. The provider should ensure that the apprentice does not undertake any activities that they are not trained for/or qualified to undertake during the apprenticeship; other than under direct supervision from an industry qualified supervisor (see point d above) and only if the activities do not contravene any legal requirement for competency, such as Gas Safe.