

DEVELOPING A NEW STANDARD

If you've identified a skills shortage in your sector or you want to create an alternative route for recruitment, why not develop an occupational apprenticeship standard?

Employers of any size can get involved. We've made changes to make the process simple and straightforward, so it's now easier to develop standards.

Our relationship managers will be on hand to provide support and advice, and we have plenty of resources to help you along the way, such as guides and workshops.

From proposal to delivery, you can develop a standard in less than 12 months. Here's a step-by-step guide to developing a new standard.

1

Check our database

Before you start, review our apprenticeship standards database to see if there is an existing standard similar to the one you're planning to develop.

2

Form an employer group

If you can't find an existing standard on our database, you can develop one relevant to your industry. To make sure you have input from across the sector, you'll need to invite employers (at least 10 organisations of varying sizes) to join your group.

3

Submit an occupational proposal

Apprenticeship standards are based on occupations, so the proposal is central to the development of your standard. Occupations must be transferable, skilled, provide full competence for new entrants, and be recognised by employers and professional bodies in the sector.

4

Develop an occupational standard

Once the proposal has been accepted the next step will be to draft the standard. An occupational standard is a short document that describes what someone who is competent in the occupation does.

5

Create an end point assessment

When creating your assessment plan, you'll need to make sure it is aligned to the occupational standard and fully tests the knowledge, skills and behaviours outlined in the standard.

6

Implementing the standard

Make sure you have a plan in place to promote the standard once approved for delivery: think about your target audience and how you'll communicate the launch of the standard to each group.

FACTS AND FIGURES

- **More than 350 standards now approved for delivery, ranging from level 2 to 8.**
- **We've worked with over 2500 employers in over 100 sectors to develop all the apprenticeship standards**
- **Of over 290,000 apprenticeship starts in 2017/18, 119,500 were reported on the new apprenticeship standards (an increase on the 2016/17 figure which stood at 11,000)**
- **More than 70% of apprenticeship standards approved or in-development are at level 3 or above**
- **92% of learners say that their apprenticeship has improved their career prospects, while 97% say that their ability to do their job has improved**
- **For more on developing standards, visit www.instituteforapprenticeships.org**