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## Apprenticeships in the time of Corona

*The impact of the pandemic over the past year has meant that uptake of the apprenticeship standards developed by the Historic Environment Trailblazer has not been as quick or as widespread as hoped. That being said there is still a lot of interest from employers and particularly from potential apprentice candidates. I receive emails weekly if not daily from both young people looking to start their career in heritage; and those looking to specialise or change the focus of their careers.*

*My hope for 2021 is that we see both employers and training providers taking the plunge and a number of new programmes commencing.*

*Historic England has had its own share of challenges, ensuring our Historic Environment Advice Assistant apprenticeship continued to run; and we worked very closely with our training partners Strode College to adapt what was originally planned as a predominantly face to face programme; into something that could continue to be delivered virtually .*

*We also had the challenge of an employer in ensuring the apprentices still had meaningful work to do whilst the entire organisation moved to home working. Luckily we were not in the position of having to furlough*

*anyway or look at considerable redundancies, like colleagues in other organisations.*



*Luckily our hard work paid off and we have not had to take any breaks in learning; and in fact the pioneering nature of the apprenticeship has been recognised by the Association of Colleges who named the programme a finalist in their annual Beacon Awards.*

*I hope you find this informal newsletter useful and it encourages as many of as possible to actively pursue setting up an apprenticeship!*

*Phil Pollard  
Heritage Apprenticeships Manager—Historic England  
Chair of Historic Environment Trailblazer*

## Training Provider Update



HEAA apprentice Emi Putnam talks to employers about her experience of working with her Strode College at the "Meet the Training Providers" event in Feb 2020.

As a reminder; in order for an apprenticeship to be delivered, you need two things:

- An employer to offer a job role the apprenticeship is in (80% of an apprentice's time)
- A training provider, on the Register of Apprenticeship Training Providers, to deliver the taught element of the apprenticeship (20% of an apprentice's time) and provide additional advice and support around its delivery.

For the 6 new standards developed by the Historic Environment Trailblazer, there are currently 2 training providers with active training programmes; and one due to commence this coming academic year.

There are also a number of training providers who have been actively looking to develop programmes and are at different stages. Many of these attended the "Meet the Training Providers" event run by the Historic Environment Trailblazer steering group in February 2020 (See the "Employers Guide" article for links to the videos).

The table below lists the standards; the known training providers linked to them, and a quick update about where they are at (as far as I am aware). I have also provided a contact name for each.

Please note, this table does not constitute any kind of formal endorsement by Historic England or members of the Historic Environment Trailblazer—it is simply the easiest way to update you on the information I currently have!

### Providers Seeking Employer Sign Ups for September 2021

Level	Standard	Known Training Providers	Update	Contact
4	<a href="#">Historic Environment Advice Assistant</a>	Strode College	Strode have been delivering a programme for a cohort of HEAA apprentices who started in September 2019 and are due to complete this summer. This programme has been delivered in partnership with Historic England. Strode are now promoting the second cohort of this programme, which will be a mixture of block release and distance learning; to commence <b>September 2021</b> ; and want to "sign up" employers. A flyer is attached to this email explaining more about the programme.	Adrian Ash - Head of Higher Education and International <a href="mailto:aash@strode-college.ac.uk">aash@strode-college.ac.uk</a>
7	<a href="#">Archaeological Specialist</a>	University of Wales, Trinity St David	UWTSD are starting their brand new apprenticeship programme in <b>September 2021</b> ; utilising their new MA in Archaeological Practice. They will be delivering this through an online model, including synchronous learning sessions; and it will be by weekly session rather than week-long face to face study blocks. Details can be found here <a href="https://www.uwtsd.ac.uk/apprenticeships/archaeological-specialist-ma/">https://www.uwtsd.ac.uk/apprenticeships/archaeological-specialist-ma/</a>	Martin Locock - Principal Apprenticeship Administrator <a href="mailto:apprentice-ships@uwtsd.ac.uk">apprentice-ships@uwtsd.ac.uk</a>

### Updates on Other Training Providers

Level	Standard	Known Training Providers	Update	Contact
3	<a href="#">Archaeological Technician</a>	Cultural Heritage Institute, Royal Agricultural University	The new Cultural Heritage Institute at the Royal Agricultural University have told me they are looking to work in partnership with Kingston Maurward College to develop a level 3 programme; hopefully to commence in September 2021. You can find more information on the CHI generally at <a href="https://www.rau.ac.uk/cultural-heritage-institute">https://www.rau.ac.uk/cultural-heritage-institute</a>	Dr Geraint Coles - Director, Cultural Heritage Institute <a href="mailto:Geraint.coles@rau.ac.uk">Geraint.coles@rau.ac.uk</a>
		Strode College	No updates on when it might be likely for a programme to get started but Strode would still be keen to hear from interested employers.	Adrian Ash - Head of Higher Education and International <a href="mailto:aash@strode-college.ac.uk">aash@strode-college.ac.uk</a>
		Cirencester College	No updates at present so I would suggest getting in touch with Cirencester directly	Dr Jane Fern - Manager of Higher Education and Strategic Development <a href="mailto:Jane.Fern@cirencester.ac.uk">Jane.Fern@cirencester.ac.uk</a>

Level	Standard	Known Training Providers	Update	Contact
4	<a href="#">Cultural Heritage Conservation Technician</a>	West Dean College of Arts and Conservation	West Dean have been developing their programme offer but have had some delays due to the Register of Approved Training Providers being closed to new applications since April 2020. They are still very keen to hear from employers who would be interested in working with them on this apprenticeship. It is likely that they would be looking at something like a late 2021 start.	Lizzie Neville – Head of School of Conservation <a href="mailto:Lizzie.Neville@westdean.org.uk">Lizzie.Neville@westdean.org.uk</a>
		West London College	This is a relatively new player and I don't know much about what they are planning / delivering yet! Contact name is simply taken from their website.	Judi Hobson - Head of Apprenticeships and Skills Training <a href="mailto:j.hobson@wlc.ac.uk">j.hobson@wlc.ac.uk</a>
7	<a href="#">Cultural Heritage Conservator</a>	University of Lincoln	Lincoln are also still keen to hear from employers who would be interested in working with them on this apprenticeship. Again, late 2021 seems like the earliest possible start date, but do contact Lincoln for more information.	Dr Lynda Skipper - Senior Lecturer <a href="mailto:cdaly@lincoln.ac.uk">cdaly@lincoln.ac.uk</a> Dr Cathy Daly - Senior Lecturer <a href="mailto:lskipper@lincoln.ac.uk">lskipper@lincoln.ac.uk</a> Patrick Leonard - Higher and Degree Apprenticeship Manager <a href="mailto:pleonard@lincoln.ac.uk">pleonard@lincoln.ac.uk</a>
4	<a href="#">Historic Environment Advice Assistant</a>	Buildings Craft College	BCC continue to support their apprentice who started in September 2019, who is working for the Church Buildings team at the Diocese of Ely. I don't believe they were able to take any additional apprentices on for the start of the 2020 academic year but I know they would be interested in discussing with employers who were interested in taking someone on for the 2021 academic year. Contact BCC for further information.	Steve Houchin - Lead Tutor, Foundation Degree in Historic Building Conservation <a href="mailto:steve.houchin@thebcc.ac.uk">steve.houchin@thebcc.ac.uk</a>
7	<a href="#">Historic Environment Adviser</a>	University of Central Lancashire	UCLAN held a virtual event for employers in November 2020 to start conversations on how to shape a level 7 programme; presenting on their MSc Building Adaptation and Conservation and MA Applied Heritage Studies and consulting on interpretation of the standard.  They are now following up on this consultation with interested employers. Anyone looking for more information on this should contact UCLAN directly.	Emma Speed – Director of Creative Innovation Zone <a href="mailto:ELMSpeed@uclan.ac.uk">ELMSpeed@uclan.ac.uk</a>

## Historic Environment Trailblazer News

After receiving approval from the Institute for Apprenticeships for the last of the 6 original standards back in March 2020; you might have thought the Historic Environment Trailblazer would take a well earned break. But oh no! Even during a pandemic and multiple lockdowns we did not rest on our laurels!

In the latter part of 2020 we began conversations and started up a new sub group to look at the development of a new level 5 apprenticeship standard tentatively called a **Heritage Construction Specialist**.

As the government advisor on the historic environment, Historic England takes a leading role in understanding and addressing the heritage sector's capacity issues. Our desire to start looking into this area comes from recognition that the lack of progression opportunities for craftspeople working in the built environment sector is impeding individuals and the sector more generally.

New members have joined the Trailblazer from a range of organisations with a heritage construction and craft focus; alongside existing Trailblazer members.

We are currently developed the initial application to the Institute for Apprenticeships and Technical Education; before moving onto the actual details of the standard itself and will provides updates on this over the next year.

## An Employers Guide to Heritage Apprenticeships

6 new Heritage Apprenticeship standards are now ready for delivery: but how can an employer go about making use of these?

This article provides **three easy steps** for employers to follow so you can get your own Heritage Apprentice!

### Step One: Choose a Standard

An apprenticeship standard outlines the knowledge, skills and behaviours an apprentice should become competent in at the end of their apprenticeship, and lists the kinds of duties they will undertake. The table below summarised the new standards for those who work in the historic environment, what the apprentice role covers, and approximately how long the apprenticeship should last.

Standard	Overview of Role	Duration
<a href="#">Level 3 Archaeological Technician</a>	Provide support to Archaeologists undertaking archaeological investigation, which may comprise surveys, excavations and post-excavation analysis.	12 -18 Months
<a href="#">Level 4 Historic Environment Advice Assistant</a>	Providing technical, research and logistical support to Historic Environment professionals working with heritage assets in the planning and development process, and on the legal and policy frameworks for their protection.	24 Months
<a href="#">Level 4 Cultural Heritage Conservation Technician</a>	Working under the supervision of professional conservators, conservation scientists or senior conservation to ensure the preservation of cultural heritage objects or collections housed in archives, art galleries, libraries, museums, private collections, as well as historic and ancient sites.	24 Months
<a href="#">Level 7 Archaeological Specialist (Degree Apprenticeship)</a>	Planning, undertaking and leading archaeological research and investigation, which may comprise surveys, excavation, post-excavation analysis and scientific analysis of archaeological materials and data. Archaeological Specialists have specialised knowledge of one or more aspects of archaeological investigation and analysis.	36 Months
<a href="#">Level 7 Historic Environment Adviser (Degree Apprenticeship)</a>	Providing specialist and authoritative advice, guidance and assessment to those working on heritage assets and the legal and policy frameworks for their protection.	36 months
<a href="#">Level 7 Cultural Heritage Conservator (Degree Apprenticeship)</a>	Protecting, preserving and conserving objects that could be housed in archives, art galleries, libraries, museums, private collections, as well as historic and ancient sites. They may also undertake work related to the internal and external features of buildings, such as historic decorative interiors, stained glass windows and sculpture	54 Months

When choosing your standard, you should also look at the **End Point Assessment Plan**, which outlines the formal methods of assessment that will be used evaluate whether an apprentice has met the standard on completing their apprenticeship. The End Point Assessment is undertaken by an independent organisation – not the employer or the training provider. For these new, professional bodies in the sector such as CfA, will be acting as End Point Assessors.

Historic England identified the Historic Environment Advice Assistant (HEAA) apprenticeship as the heritage standard that would most meet our own needs as an employer, and launched an apprenticeship programme in September 2019, with funding from [Allchurches Trust's heritage grants programme](#); which is helping to build and protect sustainable skills to care for the UK and Ireland's historic environment. Thanks to this we were able to recruit a cohort of apprentices who are working across our 6 Regions, utilising this new standard.



HEAA Apprentice Charlie Field talks about why he applied for this opportunity:

*"After finishing my A-Levels in I spent a year out working part-time jobs whilst exploring possible next steps (or should I say first steps) in building my career. I knew Uni probably wouldn't suit me and that an apprenticeship would be a much better opportunity for me to learn. I wasn't sure if there were heritage apprenticeships, so I was mostly looking at Marketing, Procurement, Business... Then I found this one and I knew it's what I wanted to do. I've always loved history. It was always my favourite subject. I loved visiting castles and historic buildings. I thought you had to go to uni and get a Masters to get into that sort of sector. So when I saw the advert for the HEAA Apprenticeship at Historic England I knew I had to go for it!"*

## Step Two: Identify a Training Provider

In a modern apprenticeship (in England) an apprentice spends 80% of their time learning “on the job” and 20% of their time undertaking a formal course of study with a registered training provider that addresses the standard.

The following are things employers should consider when choosing the right training provider for you:

- Location of training (how far is it from your workplace? Have you budgeted for travel costs?)
- Method of delivery (is it 1 day per week? Is it front loaded? Is it “block release” where the apprentice attends training for up to a week at a time, spread out over the year?)
- Timing of delivery (is it an academic year start or is it a rolling programme an apprentice can join at any time?)
- Content of the training course (how much does the programme meet your needs as an employer and how much flexibility is there to adapt it?)

As these heritage apprenticeships are brand new standards, they either require brand new training courses or adaptation of existing programmes. A number of training providers have been working to develop apprenticeship training for the new standards.



For our HEAA programme, Historic England partnered with Strode College in Somerset, after a competitive tendering process. HEAA Apprentice Amber Storey talks about how some of that training has gone so far:

*“Part of my apprenticeship includes Block Release training, which is designed as classroom training sessions on the different modules that feed into our apprenticeship qualification. For our first training session we travelled to Strode College, who are based in Street in Somerset, to attend a week of classroom learning centred on archaeology. This was a subject I had absolutely no background in so I was very eager to learn more, and I was certainly not disappointed. We covered all the way from the Palaeolithic period to the Iron Age, which is over 10,000 years of pre-history, in just 5 days! We also managed to include a visit to a construction site to cover Health and Safety as well as visiting Avebury Henge and many other archaeological sites within the ritual landscape surrounding it.”*

The Historic Environment Trailblazer held an event for employers on 27<sup>th</sup> February 2020 called “**Heritage Apprenticeships: Meet the Training Providers**”. This event offered the opportunity for potential apprentice employers to meet with training providers, to find out more about the specific programmes they were developing and how they can support organisations in taking on heritage apprentices.

This event was filmed and videos of the training providers who presented have been put online, alongside video of the Q&A sessions. If you want to find out more about training providers who are currently actively developing heritage apprenticeship programmes and looking for employers to work with please visit [Heritage Apprenticeships: Meet the Training Providers](#).

## Step Three: Recruit your Apprentice

This may sound simple, but actually, this is your opportunity to find an exciting new member of your organisation, and you want to it right! Taking on apprentices can help you tackle such issues as an aging workforce, or the lack of diversity in the heritage sector.

People under 25 represented less than 5% of the Historic England workforce in 2017/18. Through our HEAA apprenticeship recruitment campaign we achieved a figure of over 60% of applications coming from under 25 year olds. This followed though into those successfully employed, with again over 60% of those recruited being within this age bracket, and 100% being under 30.

You should think about how you are going to conduct your recruitment exercise. You are recruiting someone who is going to be learning as they go; so unlike a lot of traditional recruitment you don’t need to be so concerned with

searching for the candidate with the most qualifications. You have a chance to be innovative and recruit on the strengths and motivations of the candidates – the things that will be key to an apprentice’s success at your organisation.

There is information and organisations out there that can help you with this. Historic England worked with two external organisations when undertaking our national recruitment campaign for our HEAA programme: [Pathway CTM](#), an award winning Social Enterprise that helps young people make informed decisions about their next step from leaving school or college; and [Not Going to Uni](#), a website dedicated to helping school & college leavers make informed decisions about their future by showing the opportunities that exist outside of the traditional university route.

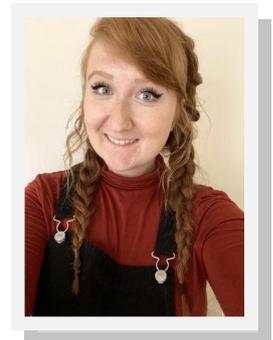
Engaging professional services does, of course, come with a cost. However there are things you can do to improve the reach of your apprentice recruitment that don’t require additional financial commitment. At Historic England, we contacted organisations local to our regional offices to engage with communities in the region to raise awareness of the apprenticeship opportunity available, thus encouraging local applications. Many local authorities have things like Skills and Learning teams who are able to help you promote your opportunities to different audiences.

We also actively approached local community organisations ourselves; working with community group mentors and leaders to target promotion of the apprenticeships to the individuals those leaders felt would most benefit from this opportunity. This included those currently engaged in access to work and skills building courses, and also then across those community networks, widening our reach even further.

This methodology paid off as we received over 380 applications for just 6 apprenticeship posts; and the individuals we have recruited show real passion and motivation.

When asked what advice she would give someone thinking about doing an apprenticeship, HEAA apprentice Emi Putnam said:

*“Choose something you’re passionate about or something that you have an interest in exploring. This is going to be your job for the next year or two, so you’ve got to be interested. Apprenticeships are a great way of getting on the job experience, especially in organisations or jobs that might be harder to get into without prior knowledge. I would also say really throw yourself into it as this isn’t a chance everyone gets, so really take advantage of the experience to get involved and make the most of the opportunities you get to learn new things. As well as being enjoyable, an apprenticeship is also going to give you the tools to help set you up for a future career, so it’s really worth putting yourself out there.”*



**And finally**, don't forget to speak to your HR and/or finance colleagues to ensure you have correctly followed any internal procedures for recruitment; and that things like how to use the apprenticeships levy have been considered!

“Heritage Apprenticeships: Meet the Training Providers” was held at the Art Workers Guild in London on 27<sup>th</sup> February 2020 and organised by the Historic Environment Trailblazer. Videos of the event are available online at <https://rise.articulate.com/share/ha8DQvhf3r4UcpVmWUG3TluBamLTnVqY>

To keep up to date with information on apprenticeships in the historic environment sector you can visit the Historic England website at <https://historicengland.org.uk/services-skills/training-skills/work-based-training/heritage-apprenticeships/>