1. Eligibility

Q1.1 Are individuals who work part-time eligible for a PA?

A1.1 No, they must be unemployed.

Q1.2 Can Providers recruit individuals who are not within the same local area?

A1.2 Providers cannot move starts between geographies. However, if the provision is not available in the candidate's area and the Provider is able to offer remote learning, then a referral can be made. With regards to travel restrictions due to COVID-19, Providers should follow the guidance set by the Scottish Government.

Q1.3 Would redundant apprentices be able to start a PA?

A1.3 Yes, providing they meet the eligibility criteria.

Q1.4 Is it age up to 18 or until their 19th birthday?

A1.4 Up until their 19th birthday.

Q1.5 Can a young person who has completed a FA do a PA in a different framework?

A1.5 Yes, if they meet the eligibility criteria.

Q1.6 Can an individual complete a PA alongside another programme, i.e. Employability Fund?

A1.6 No, they must only participate in one programme at a time.

Q1.7 Is an individual who is in receipt of DLA/PIP eligible for PA?

A1.7 DLA/PIP on its own does not fit into the criteria of "in receipt of benefit" which means the individual is eligible, as long as they are not in receipt of any other DWP benefits.

Q1.8 What are the statutory school leaving dates?

A1.8 The official statutory school leaving dates for Scotland only are:

The statutory summer school leaver date is 31st May. If an individual's birthday is on or between 1st March to 30th September, they qualify as a statutory summer leaver.

The statutory winter school leaver date is 23rd of December or at the start of the winter holidays in that school year depending on each local authority area. If an individual's birthday is on or between 1st October and end February, they qualify as a statutory winter leaver.

If a birthday is outwith these dates they are not eligible to start a Pathway Apprenticeship prior to those school leaving dates detailed above. Further information on official school leaving dates for Scotland can be found here: https://www.gov.uk/know-when-you-can-leave-school.

2. Training Allowance

Q2.1 When should Providers not pay a participant their training allowance?

A2.1 It is at the Providers discretion to reduce the weekly allowance paid to the Participant – what they agree for authorised/non authorised absence. Attendance expectations should be clearly outlined at the induction and attendance patterns should be agreed with each Participant as part of their training plan.

Q2.2 Is the Training Allowance claimed in arrears or in advance?

A2.2 The Training Allowance is claimed in arrears.

Q2.3 What is the FIPS Process for claiming the Training Allowance?

A2.3 Please refer to this video to make a bulk claim, and this video for an individual claim. The PA FIPS process is based on the Employability Fund FIPS process. These videos were made for the Employability Fund programme, the steps will be the same other than it is for the PA programme.

3. Signatures

Q3.1 If a Provider is unable to get an electronic or wet signature, what should be done?

A3.1 Please visit this link here and look at the tab 'Meetings and Signatures' for an alternative method of gathering signatures. If you require to use Email Confirmation in place of a signature for the Referral Form and/or Training Agreement, please use the following statement:

Required signatures: Apprentice and Provider signature

Description: This email contains the Referral Form OR Training Agreement for the Pathway Apprenticeship. If you respond positively to this email you confirm that you will undertake the Pathway Apprenticeship with the support of your Provider and that you have read and understood the agreement.

For CIAG Referrals, please refer to Q5.4 of this document.

4. Training hours and Holidays

Q4.1 With reference to part 1.6 of the PA Specification regarding minimum training hours of 25 hours per week, is this being reviewed in light of lockdown?

A4.1 Pathway Apprenticeships are a full time course for participants who receive £100 training allowance per week. As per the Pathways Specification, participants are required to undertake a minimum of 25 hours of learning and this was also clarified by questions on PCS. Learning can be

classroom and workshop based and can be delivered virtually. This may include directed learning allowing the participant to complete set tasks allocated by the tutor. Self study would not be included in the 25 hours as this would be undirected and unsupported learning. Guidance should be sought from the awarding body on the assessment strategy and the number of learning hours that are required to be delivered against each unit. SDS shall encourage sharing of best practice with Pathway Apprenticeship providers.

Q4.2 Is it ok to schedule holidays within the course delivery?

A4.2 The course must still be delivered within the maximum timescales for the chosen framework, i.e. 26 weeks, 36 weeks or 52 weeks, inclusive of any holidays the Provider wishes to offer.

Q4.4 Do Providers need to keep attendance records?

A4.4 It is good practice for Providers to keep attendance records to support their Training Allowance payments and to evidence the minimum training hours are being met. These can be in any format which is suitable for the Provider.

5. Referrals and Documentation

Q5.1 Where do Providers find the Referral Form and other PA documents?

A5.1 The documents are all on a dedicated page on our Corporate website here.

Q5.2 Who should complete the Referral Form?

A5.2 The Referral form should be completed by the person making the referral, i.e. SDS Careers Information Advice and Guidance (CIAG) staff member or the training provider.

Q5.3 How will SDS CIAG staff know who to make referrals to?

A5.3 An online form was sent to all PA Providers for completion, this was used to generate a spreadsheet accessed only by CIAG so they know which Providers are delivering which frameworks and in what areas. If you have not completed this form, please email PASupport@sds.co.uk.

Q5.4 How will SDS CIAG send referrals and how will they get signatures?

A5.4 The Provider should expect an encrypted and password protected copy of the Referral Form to be sent by email by SDS CIAG with the following statement:

"I hereby confirm that *insert individual's name* has given consent for SDS to transfer personal data to *insert organisation referred to*. This permission will be held electronically in SDS's client management system."

Q5.5 How do Providers receive referrals from Kickstart?

A5.5 Only Providers who have Kickstart places on their PA contract can receive Kickstart referrals. These referrals would come directly from the Kickstart Gateway Organisations and/or DWP.

Q5.6 What forms should Providers use for PA Reviews and Learning Plans?

A5.6 Providers can use their own documents for participant reviews and learning plans. Please visit the PA Specification, part 6 to see what we expect to be included in a learning plan. SIAs shall review these as part of their role in monitoring the contract and the quality of delivery.

Q5.7 How do I amend documentation if there are any changes to the Participants details?

A5.7 Please refer to Part 6.2 of the PA Specification for the Change of Circumstance process.

Q5.8 Can Providers find out who else is delivering PA?

A5.8 Yes, a spreadsheet containing details of PA Providers has been issued to Providers to support best practice sharing. If you have not received this, please email PASupport@sds.co.uk

6. Delivery

Q6.1 Can Providers deliver a simulated placement and/or a virtual placement where COVID-19 has affected work placements?

A6.1 Yes, this is allowed.

Q6.2 Can I claim a job outcome for a participant moving to employment/apprenticeship if they have not completed the Pathway Apprenticeship?

A6.2 Yes, you can claim the job outcome as long as it meets the criteria as at part 7.2.3 in the PA Specification.

7. FIPS

Q7.1 Why is FIPS not showing the correct PA age groups?

A7.1 PA access on FIPS has been built around existing programmes, Employability Fund and Modern Apprenticeships, meaning there are some work arounds that have been made to reflect the differences in PA. For full information about the differences, please view the FIPS Quick Start Guide.