



Regulatory Affairs Specialist Apprenticeship

FAQs for Employers and Managers

Q What is an Apprenticeship?

A An Apprenticeship is a work-based training programme – designed around employers’ needs – that leads to internationally recognised qualifications. It provides employees with the opportunity to gain workplace experience and skills, while earning a salary.

The Regulatory Affairs Specialist Apprenticeship is a post-graduate (level 7) apprenticeship.

Q How is it funded?

A In the UK, regulatory affairs Apprenticeships provide employers with an opportunity to use funds from the Apprenticeship Levy scheme to train new entrants in regulatory affairs or to develop existing staff. Companies in the UK that do not pay the Levy are also able to access government funds to support the training of apprentices.

Outside the UK, the Apprenticeship Standard, the assessment plan and training provision are available for all employers to use regardless of which country they are based in; either by sending their apprentices to TOPRA for training or by using the documents as a benchmark against which to train apprentices locally.

Q What is TOPRA’s role?

A TOPRA has facilitated the development of the Apprenticeship Standard working with an employer group to support the talent pipeline for the regulatory profession. TOPRA is also a training provider. Employers can use the Apprenticeship funding to access TOPRA training for their staff.

Q What are the benefits?

A The Apprenticeship Scheme enables employers to fill the gaps in their regulatory team and fast track staff development. It’s an opportunity to recruit highly engaged and motivated staff by giving them the opportunity to attend relevant training courses and complete an Apprenticeship. Plus employers will optimise the use of their Apprenticeship Levy budget

Q What is the cost of an Apprenticeship to the employer?

A Larger employers (with a salary bill over £3 million) can use their Levy funds to pay for the training. Other employers that don’t pay the Levy are expected to contribute 5% to the costs of the training with the UK Government paying the other 95%. The costs vary depending on the Apprenticeship Programme.

The Regulatory Affairs Specialist Apprenticeship funding band is £21,000. This is the maximum amount companies can draw down from the Levy and it determines the maximum amount of government co-funding available for small employers not paying the Levy. It is sufficient to pay for the training and assessment of apprentices on a TOPRA Apprenticeship Training Programme.

Q Which costs are not covered by the Apprenticeship Levy?

A Larger employers must pay the salaries of apprentices separately. The Apprenticeship Levy cannot be used for wages, travel or subsidiary costs. For further information and a funding guide for employers go to <https://www.gov.uk/take-on-an-apprentice>.

Q How long does the Apprenticeship take?

A The Regulatory Affairs Specialist Apprenticeship training takes 30 months. The End-Point assessment, which takes place at the end of the apprenticeship, will take approximately 15 weeks in addition. During their training apprentices must spend 20% of their time on off-the-job training and 80% of their time working.

Q How do companies access the money for training and assessment?

A Companies should visit the government website for the links on how to manage their Apprenticeship Levy or to access funding – www.gov.uk/guidance/manage-apprenticeship-funds.

Q Is there a limit to the number of apprentices an employer can have?

A There is no limit to the number of apprentices a levy paying employer can have, but smaller organisations accessing government funds for training are limited to 10 apprentices.

Q What are employers' responsibilities?

A They are obliged to contribute towards training fees where applicable. Employers must pay the apprentice a fair rate; considering their learner status, market forces and the organisation's pay policy. Each apprentice requires a contract of employment, outlining the terms and conditions of their job. They must also receive an induction into the workplace, which should include all relevant health & safety regulations.

Employers need to support the achievement of the apprentice's qualification by ensuring he or she produces relevant work by set target dates so that they are ready for the End Point Assessment (EPA) plan. Apprentices must be provided with the time needed to attend training courses and for tutor and training consultant visits as applicable. Employers should appoint a nominated supervisor to mentor the apprentice through their training.

Q Can existing staff be put through an Apprenticeship Programme?

A Yes. Apprenticeships are not only for school and college leavers seeking employment; existing staff can also enjoy the benefits. Many employers find that training their existing staff through an Apprenticeship Programme is a cost-effective training solution.

Q Can organisations run their own Apprenticeship Training Programme?

A Employers can train apprentices themselves by becoming a Registered Employer Provider (REP). This involves being inspected/audited by the Education and Skills Funding Agency, OFSTED and the Quality Assurance Association, which oversee the quality of degree and post-graduate education.

If employers are not REPs they will need to send their apprentices to a registered training provider.

Q What about companies and apprentices not based in the UK?

A Many European countries have Apprenticeship schemes already. But for those based in a countries without an Apprenticeship Scheme for regulatory affairs, companies can use the UK Apprenticeship Standard as a benchmark against which to plan the training and development of new entrants or members of staff.

While such organisations cannot use UK government funding they can still access all TOPRA training for apprentices – and can combine this with the MSc Regulatory Affairs and professional registration as a Registered Scientist.

Companies based outside the UK may consider hiring apprentices trained in the UK. The Apprenticeship Standard is a useful benchmark for their potential employers to understand what apprentices are competent to do.

Find out more at www.topra.org/apprenticeships