

Fact sheet

# YOUR GUIDE TO DEVELOPING NEW STANDARDS

From digital marketing and teaching to dental healthcare and textile manufacturing, there's a great range of standards available, with new options appearing all the time. Each standard must be carefully designed to ensure apprentices will achieve full occupational competence – and who's better equipped for the job than employers like you? Here's how you can get involved.

## Putting employers at the heart of apprenticeship design

Apprenticeship standards are designed by groups of employers known as 'trailblazer groups'. They work together to make sure each new standard meets their own skill needs, the needs of their sector and those of the economy. As a result, standards are responsive to the wants and needs of real employers – now and in the future.



## Joining a trailblazer group

There's no charge to join a trailblazer group. All members should be prepared to consider how each standard relates to the needs of other sectors, as well as their own.

A group of trailblazers must:

- include a wide range of employers who are committed to working actively on the development of a new standard, and intend to use it once it's been approved
- usually have at least 10 different employers as members (in addition to any professional bodies and trade associations who want to be involved)
- reflect the range of companies that employ people in this occupation, including size, geographical spread and sector (with at least 2 employers with fewer than 50 employees included in each group)
- be prepared to show support for and carry out revisions to the apprenticeship standard throughout its existence, working with other stakeholders and the Institute for Apprenticeships and Technical Education to ensure it remains fit for purpose from the perspective of employers

## The key steps for developing a standard

First, view the list of existing apprenticeship standards on the [Institute for Apprenticeships and Technical Education](#) website. Check there's not an existing apprenticeship that's similar to – or the same as – the one you want to develop. Then, simply follow these steps to get started:

### 1 CREATE A PROPOSAL

Identify and define the occupation, and make sure you meet the requirements the Institute has put in place. For example, they'll check it doesn't overlap with an existing standard, it has a clear title, what level it's pitched at and where it fits in their Occupational Maps. They will also check that the trailblazer group is sufficiently representative of employers in the occupation.



## 2 DEVELOP THE STANDARD ITSELF

The standard should be short, clear and concise, demonstrating the key knowledge, skills and behaviours (KSBs) the apprentice will gain. It must meet key criteria - for example, you'll need to demonstrate it's received support from a range of employers, and consider how much the apprenticeship will cost to deliver.

## 3 DEVELOP AN END-POINT ASSESSMENT (EPA) PLAN

Apprentices will be tested against the knowledge, skills and behaviours listed in the standard before completing their apprenticeship. The EPA plan describes how assessment organisations must make sure they're tested against appropriate assessment criteria using suitable assessment methods to check they're fully competent in the occupation.



## FIND OUT MORE

For more detailed advice, head to the [Institute for Apprenticeships and Technical Education](https://www.institute.org.uk/) website.

## READY TO DISCOVER APPRENTICESHIPS? HERE ARE THE NEXT STEPS...

### 1 EXPLORE YOUR OPTIONS

Visit our Fire it up website ([apprenticeships.gov.uk](https://www.apprenticeships.gov.uk/)) for plenty of hints and tips.

### 2 SHAPE YOUR APPRENTICESHIP

Use our [Find apprenticeship training](#) tool to find the right standard and training provider.

### 3 SPREAD THE WORD

Upskill a current employee, or create a vacancy using our [Recruit an apprentice](#) tool to advertise the apprenticeship.

### 4 CHOOSE YOUR APPRENTICE

Manage the applications using our online tool or via your own website.