

# Specification of Apprenticeship Standards for England (SASE)

**BIS** | Department for Business  
Innovation & Skills



National  
Apprenticeship  
Service



## Introduction

<p>1. The <i>Specification of Apprenticeship Standards for England (SASE)</i> sets out the minimum requirements to be included in a recognised English Apprenticeship framework. Compliance with the <i>SASE</i> will be a statutory requirement of the Apprenticeships, Skills, Children and Learning (ASCL) Act. This is the first version of the <i>SASE</i> and is issued on a non-statutory basis for information. The final version of the <i>SASE</i> will be available from October 2010 and will take effect from 6th April 2011.</p>
<p>2. Where certain flexibilities are indicated the term “may” is used. The persons designated by the Secretary of State to issue frameworks (“the Issuing Authorities”) have the flexibility, in consultation with employers and other relevant partners, to increase requirements over and above those set out here. This may be in terms of increasing the level or length of any element, or of treating items indicated by the term “may” as being a matter of guidance in their frameworks, either for providers of Apprenticeship or as requirements for attainment by apprentices, or both.</p>

## Apprenticeship Frameworks: General

## ASCL Ref

<p>3. An Apprenticeship framework must specify the qualification level of the framework and whether it is a Level 2 Apprenticeship framework, a Level 3 Advanced Apprenticeship framework or a Level 4 Higher Apprenticeship framework.</p>	<p>Section 27 (2)</p>
<p>4. An Apprenticeship framework must specify the total number of credits which an apprentice must attain on the Qualifications and Credits Framework (QCF). This must be at a minimum of 37 credits except for Higher Apprenticeship frameworks which specify a Foundation degree, HND or HNC and for which there is no QCF credit value.</p>	<p>Section 27 (2)</p>
<p>5. An Apprenticeship framework must specify the annual number of Guided Learning Hours (GLH) that an apprentice must receive, and the number and percentage of annual off the job GLH that an apprentice must receive.</p>	<p>Section 27 (2)</p>

<p>6. An Apprenticeship framework must specify the requirements which an apprentice must satisfy to obtain an Apprenticeship certificate. The requirements must, as a minimum, include:</p> <ul style="list-style-type: none"><li>a. The standard of competence attainment (and the relevant qualification(s) and/or unit(s) and credit values) which an apprentice must obtain;</li><li>b. The standard of technical knowledge attainment (and the relevant qualification(s) and/or unit(s) and credit values) which an apprentice must obtain;</li><li>c. The Functional Skills qualifications which an apprentice must obtain (and exemptions which may be allowed until 2016 for those with equivalent key skills qualifications or approved proxy qualifications achieved before September 2012);</li><li>d. The outcomes that an apprentice must achieve in Employee Rights and Responsibilities (ERR) and how they are to be evidenced;</li><li>e. The outcomes that an apprentice must receive in the Personal Learning and Thinking Skills (PLTS) and how they are to be evidenced.</li></ul>	<p>Section 27 (2)</p>
--	-----------------------

## Level 2 Apprenticeship Frameworks

### Qualifications Concerned with the Sector

<p>7. An Apprenticeship framework must specify the qualification or qualifications which an apprentice must obtain. Any such qualifications specified in an Apprenticeship framework must be those which have been regulated by Ofqual to Level 2 of the QCF; underpinned by National Occupational Standards (NOS) and be approved by the Sector Skills Council (SSC). The qualifications must provide the evidence that the individual has achieved:</p> <ul style="list-style-type: none"><li>a. The competencies required for performance in the particular occupation or job role;</li><li>b. The technical skills and knowledge/understanding of the theoretical concepts specifically relating to the occupation or job role, together with knowledge and understanding of the industry and its market.</li></ul>	<p>Section 27 (2)</p>
---	-----------------------

<p>8. An Apprenticeship framework must satisfy this requirement, either by:</p> <ul style="list-style-type: none"> <li>a. specifying a competence qualification and a separate knowledge qualification, each of which must carry at least ten credits on the QCF; or</li> <li>b. specifying an integrated qualification which combines competence and knowledge elements which are separately assessed, each of which must carry at least ten credits on the QCF.</li> </ul>	<p>Section 27 (2)</p>
--	-----------------------

### Functional Skills

<p>9. An Apprenticeship framework must specify that an apprentice is to attain Functional Skills qualifications in mathematics and English to at least Level 1.</p>	<p>Section 27 (1)</p>
<p>10. An Apprenticeship framework may specify that where an apprentice has previously achieved Functional Skills qualification(s) in mathematics and/or English at Level 1 they must progress to the relevant Functional Skills qualification(s) at Level 2.</p>	<p>Section 27 (1)</p>
<p>11. An Apprenticeship framework may specify that an apprentice is to attain Functional Skills qualifications in mathematics and English at Level 2.</p>	<p>Section 27 (1)</p>
<p>12. An Apprenticeship framework may specify exemptions from Functional Skills qualifications, until 2016, for those who have achieved equivalent Key Skills qualifications (and their approved proxies) before September 2012 and within the previous five years. Proxy qualifications must be specified in the Apprenticeship framework and must be approved by QCDA and listed on their website at the following address: <a href="http://www.qcda.gov.uk/6562.aspx">http://www.qcda.gov.uk/6562.aspx</a></p>	<p>Section 27 (1)</p>

<p>13. An Apprenticeship framework must specify that an apprentice is to attain a Functional Skills qualification in Information and Communications Technology (ICT) to at least Level 1 where the Issuing Authority, in consultation with employers in the sector and other relevant partners, determine that ICT is directly relevant to effective performance in either the occupation or the employment sector.</p>	<p>Section 27 (1)</p>
<p>14. An Apprenticeship framework may specify that an apprentice is to attain a Functional Skills qualification in ICT at Level 2 where the Issuing Authority, in consultation with employers in the sector and other relevant partners, determine that ICT is directly relevant to effective performance in either the occupation or the employment sector.</p>	<p>Section 27 (1)</p>
<p>15. An Apprenticeship framework may specify that an apprentice is to attain a Functional Skills qualification in ICT and may specify the level of the qualification where the Issuing Authority, in consultation with employers in the sector and other relevant partners, determine that ICT is not directly relevant to effective performance in the occupation and in the employment sector.</p>	<p>Section 27 (1)</p>

### Employee Rights and Responsibilities (ERR)

<p>16. An Apprenticeship framework must specify the outcomes which an apprentice is to achieve, and how they are to be evidenced, in the Employee Rights and Responsibilities in their current occupation and in the occupation(s) to which the framework leads. An Apprenticeship framework must be designed to support achievement of the ERR national outcomes set out in the <i>SASE Guidance</i>. An Apprenticeship framework must specify where ERR is located within the framework, either within a qualification or elsewhere.</p>	<p>Section 27 (1)</p>
--	-----------------------

### Personal Learning and Thinking Skills (PLTS)

<p>17. An Apprenticeship framework must specify the outcomes which an apprentice is to achieve in the six PLTS and how they are to be evidenced. PLTS may be delivered by instruction and/or by practical experience, depending on the characteristics of the particular sector. An Apprenticeship framework must specify where PLTS are located in the framework, either within a qualification or elsewhere.</p>	<p>Section 27 (1)</p>
--	-----------------------

### Guided Learning Hours (GLH)

<p>18. An Apprenticeship framework must specify the number of GLH that an apprentice is to receive per year, which must be at a minimum of 280 GLH per year, and how these are to be evidenced.</p>	<p>Section 27 (1)</p>
<p>19. An Apprenticeship framework must specify the number of off the job GLH that an apprentice is to receive per year, which must be at a minimum of either 100 GLH per year or 30% of the total GLH per year whichever is the greater, and how these are to be evidenced.</p>	<p>Section 27 (1)</p>

## Level 3 Advanced Apprenticeships

### Qualifications Concerned with the Sector

<p>20. An Advanced Apprenticeship framework must specify the qualification or qualifications which an apprentice must obtain. Any such qualifications specified in an Advanced Apprenticeship framework must be underpinned by National Occupational Standards (NOS). The qualifications must be regulated by Ofqual to Level 3 of the QCF and be approved by the SSC. The qualifications must provide the evidence that the individual has achieved:</p> <ul style="list-style-type: none"> <li>a. The competencies required for performance in the particular occupation or job role; and</li> <li>b. The technical skills and knowledge/understanding of the theoretical concepts specifically relating to the occupation or job role, together with knowledge and understanding of the industry and its market.</li> </ul>	<p>Section 27 (2)</p>
<p>21. An Advanced Apprenticeship framework must satisfy this requirement, either by:</p> <ul style="list-style-type: none"> <li>a. specifying a competence qualification and a separate knowledge qualification, each of which must carry at least ten credits on the QCF; or</li> <li>b. specifying an integrated qualification which combines competence and knowledge elements which are separately assessed, each of which must carry at least ten credits on the QCF.</li> </ul>	<p>Section 27 (2)</p>
<p>22. An Advanced Apprenticeship framework may include as knowledge qualifications, or units, qualifications which are known to give access to higher education programmes relevant to the sector.</p>	<p>Section 27 (2)</p>

### Functional Skills

<p>23. Requirements are as for a Level 2 Apprenticeship framework, save that:</p> <ul style="list-style-type: none"><li>a. An Advanced Apprenticeship framework must specify that an apprentice is to attain Functional Skills qualifications in mathematics and English to Level 2;</li><li>b. An Advanced Apprenticeship framework must specify that an apprentice is to attain a Functional Skills qualification in Information and Communications Technology (ICT) to Level 2 where the Issuing Authority, in consultation with employers in the sector and other relevant partners, determine that ICT is directly relevant to effective performance in either the occupation or the employment sector.</li></ul>	Section 27 (1)
--	----------------

### Employee Rights and Responsibilities (ERR)

<p>24. Requirements are as for a Level 2 Apprenticeship framework.</p>	Section 27 (1)
--	----------------

### Personal Learning and Thinking Skills (PLTS)

<p>25. Requirements are as for a Level 2 Apprenticeship framework.</p>	Section 27 (1)
--	----------------

### Guided Learning Hours (GLH)

<p>26. Requirements are as for a Level 2 Apprenticeship framework.</p>	Section 27 (1)
--	----------------

## Level 4 Higher Apprenticeships

### Qualifications Concerned with the Sector

<p>27. A Higher Apprenticeship framework must specify the qualification or qualifications which an apprentice must obtain. Any such qualifications specified in a Higher Apprenticeship framework must be underpinned by National Occupational Standards (NOS). The qualifications must either be regulated by Ofqual to Level 4 of the QCF and be approved by the SSC, or be a Foundation degree or HND or HNC at an equivalent level. The qualifications must provide the evidence that the individual has achieved:</p> <ol style="list-style-type: none"> <li>a. The competencies required for performance in the particular occupation or job role;</li> <li>b. The technical skills and knowledge/understanding of the theoretical concepts specifically relating to the occupation or job role, together with knowledge and understanding of the industry and its market.</li> </ol>	<p>Section 27 (2)</p>
<p>28. A Higher Apprenticeship framework must satisfy this requirement, either by:</p> <ol style="list-style-type: none"> <li>a. specifying a competence qualification and a separate knowledge qualification, each of which must carry at least ten credits on the QCF; or</li> <li>b. specifying an integrated qualification which combines competence and knowledge elements which are separately assessed, each of which must carry at least ten credits on the QCF; or</li> <li>c. specifying a Foundation degree or HND or HNC which meets the requirements in paragraph 27.</li> </ol>	<p>Section 27 (2)</p>

### Functional Skills

<p>29. Requirements are as for a Level 3 Advanced Apprenticeship framework.</p>	<p>Section 27 (1)</p>
---	-----------------------

### **Employee Rights and Responsibilities (ERR)**

30. Requirements are as for a Level 2 Apprenticeship framework.	Section 27 (1)
---	----------------

### **Personal Learning and Thinking Skills (PLTS)**

31. Requirements are as for a Level 2 Apprenticeship framework.	Section 27 (1)
---	----------------

### **Guided Learning Hours (GLH)**

32. Requirements are as for a Level 2 Apprenticeship framework.	Section 27 (1)
---	----------------



Printed in the UK on recycled paper containing a minimum of 75% post consumer waste.

Department for Business, Innovation and Skills. [www.bis.gov.uk](http://www.bis.gov.uk)

First published December 2009. Crown Copyright. BIS/100/01/10/NP. 12/09 URN 09/1458