

## Apprenticeship Fact Sheet for Employers

### An Apprenticeship is:

- A paid job with training
- An excellent way to recruit young, talented employees with a supported, tailored training plan. Training may also be accessed by current employees with skill and knowledge gaps
- Focused on the whole job, not just individual skills
- Developmental, increasing knowledge and skills; not just based on assessing current competence.

### Qualifications:

- Specific content determined by Sector Skills Councils in line with the Specification of Apprenticeship Standards for England (SASE).
- 250 Frameworks covering 80 industry sectors 1,200 job roles.

An Apprenticeship framework typically consists of:-



**Delivered by:** Colleges and Private Training Providers – locally and nationally.

### Apprenticeships at three levels:

- **Intermediate** (Level 2 – equivalent to 5 GCSEs)
- **Advanced** (level 3 – equivalent to 2 A Levels)
- **Higher** (level 4 and 5 – equivalent to a HNC, HND or Foundation Learning Degree)

An individual can enter at any level and can progress through the levels.

### Delivery Models:

On the job training delivered by Training Provider, Trainer/Assessor, line manager or peer employee, with the off the job knowledge element, if required, delivered by the Training Provider in a 'classroom' environment' at the provider or at employer's premises (depending on delivery model). The choice of provider dependant on the delivery model (day release, block release or workplace) is the employers to make; that most appropriate to the skills and knowledge to be developed. The National Apprenticeship Service is there to help employers find suitable training provision.

### Funding:

- 16 -18: year olds Full training cost met by the Government.
- 19+ Government may contribute up to 50% of the training cost; Employer expected to contribute up to the balance of the cost.
- Funding support for the Higher (level 4 and 5) frameworks is under development.
- Providers are funded to deliver Frameworks at different rates depending upon sector subject area (Engineering, Business Administration etc)
- The Employer pays the apprentice salary (the apprentice must be employed, either on normal employment terms and conditions or on a fixed term contract, [30 hours or more] [PAYE and covered by employee liability insurance]). Training must take place during normal contracted hours and it is expected that the Apprenticeship will lead to sustainable employment.

## Other Employer Investment Costs

- Time for line management / mentoring / internal training / assessment / witness statement.
- Time for meetings with the Training Provider and Assessor.

## Salary:

The National Minimum Wage for **Apprentices** in the UK for 16 to 18 year olds and those over 19 years of age in the first year of the Apprenticeship is **£2.60 an hour**; otherwise those over 19 are subject to existing minimum wage scales:

- £6.08 per hour -.the main rate for workers aged 21 and over
- £4.98 per hour - the 18-20 rate
- Average net pay for an Apprentice last year was £170 per week
  - Level 2 an average of £160 per week
  - Level 3 an average of £180 per week
  - Aged 21 and over paid average of £200 per week
  - Aged 19 – 20 paid average of £177 per week
  - Aged 18 and under paid average of £150 per week
- Sector Average net pay per week
  - Hairdressing - £109
  - Business Admin - £168
  - Retail - £168
  - Construction - £174
  - Customer Service - £186
  - Hospitality - £187
  - Engineering - £200

## Benefits to employers:

- Better-trained employees, with the right skills
  - Apprenticeships provide your employees with expertise that is specific to the industry and directly relevant to the business
- Improved productivity
  - Because training is relevant they can have an immediate effect and make a meaningful contribution to business.
- Motivated and loyal workers
  - Apprentices feel valued, which makes them motivated
- Progression pathways available to higher qualifications, Foundation Degree, Degree and Professional Qualifications
- Potential managers / leaders of the future
- Improved retention especially in high turnover sectors
  - Apprentices are five times more likely to stay with a company than their peers who have not undergone Apprenticeship training (Labour Force Survey 2001–2004)
- Addressing skills shortage

## Grants/Incentives for Employers

AGE (Apprenticeship Grant for Employers). £1,500 is available to employers who wish to recruit a 16-24 year old Apprentice. To qualify the employer must employ less than 250 staff and either never previously engaged with Apprenticeships, or not within the previous 3 years. The employers can potentially qualify for up to 3 x £1,500.

Youth Contract. Wage incentives of up to £2,275 are available for employers who recruit an 18-24 year old via the DWP's Work Programme. The payment can be pro-rata for part-time jobs and to qualify the employment be for at least 26 weeks. Individuals recruited in this way can, of course, be employed as Apprentices.

Additionally, under the Youth Contract employers can have a young unemployed person on Work Experience from 2-8 weeks, this can be increased to 12 weeks if there is a possible Apprenticeship. Many employers are using this to recruit young, local people by giving them a chance to prove their ability, prior to offering them a job or Apprenticeship. If you are interested in the Youth Contract, please contact your local jobcentre.

## National Apprenticeships Service

Local advisors and national helpline. At the simplest level, we can help advise employers on available Apprenticeship frameworks, funding and training providers.

The National Apprenticeship Service website : [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) includes access to a free website vacancy service for employers to advertise (through a selected training provider) and unemployed candidates to apply for, Apprenticeship vacancies.

## Apprenticeships: Getting Started Guide for Employers

Having contacted the National Apprenticeship Service and made a decision to engage with Apprenticeships, as an employer you may wish to offer one or more Apprenticeship opportunities. You may have job vacancies that you have now decided to convert to Apprenticeship roles (vacancies) or wish to place existing staff on to an Apprenticeship relevant to their role. The following table outlines the process for getting started with Apprenticeships:

Steps	Option 1: Recruit New Staff - Apprenticeship vacancies	Option 2: Existing Staff – Start Apprenticeship	Owner
1	<p><b>Confirm the following:</b></p> <ul style="list-style-type: none"> <li>Job Role(s): send a job role description or a brief outline of the key responsibilities you are expecting from the apprentice(s) to your NAS Employer Accounts Manager (EAM)</li> <li>Number of <b>apprenticeship vacancies</b> for each job role</li> </ul>	<p><b>Confirm the following:</b></p> <ul style="list-style-type: none"> <li>Job Role(s): send a job role description or a brief outline of the key responsibilities of the role holder to your NAS Employer Accounts Manager (EAM)</li> <li>Number of <b>existing staff</b> for each job role</li> </ul>	Employer
2	<p><b>Identify and confirm relevant Apprenticeship Qualifications:</b></p> <ul style="list-style-type: none"> <li>Your EAM will research /confirm and agree with you the most relevant Apprenticeship Framework(s) options for the role(s).</li> </ul>		NAS Employer Accounts Manager
3	<p><b>Send employer referral to Training Providers:</b></p> <ul style="list-style-type: none"> <li>Where possible your EAM will identify at least 3 suitable training providers and refer your request to them or you may agree with your EAM that you wish to contact the providers directly at your convenience.</li> </ul>		NAS Employer Accounts Manager
5	<p><b>Confirm Training Provider Selection</b></p> <ul style="list-style-type: none"> <li>You will need to inform your EAM which training provider you decide to work with.</li> </ul>		Employer
6	<p><b>Advertise Apprenticeship Vacancies</b></p> <ul style="list-style-type: none"> <li>The training provider will work with you to advertise the role(s) on Apprenticeship vacancies on line (free web based service)</li> <li>The Training Provider may sift /short list, CVs/applications from candidates that meet your criteria on your behalf (subject to negotiation), or you may choose to see all applications.</li> </ul>	<p><b>Enrolment of staff onto Apprenticeship</b></p> <ul style="list-style-type: none"> <li>The training Provider will enrol the member of staff, administer and deliver the framework including assessment in the workplace, review progress and liaise with you throughout the delivery of the Apprenticeship programme.</li> </ul>	Training Provider(s)
7	<p><b>Interview Candidates</b></p> <ul style="list-style-type: none"> <li>You can then interview potential candidates and following appointment to the role(s) confirm outcomes and final selections to the training provider.</li> </ul>		Employer
8	<p><b>Enrolment of staff onto Apprenticeship</b></p> <ul style="list-style-type: none"> <li>Training Provider will enrol the Apprentice, administer and deliver the framework including assessment in the workplace, review progress and liaise with you throughout the delivery of the Apprenticeship programme</li> </ul>		Training Provider