

# Employers Guide to Apprenticeships





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Do you want to improve your current skills base in your company?

Yes

Do you want motivated and dedicated staff?

Yes

Do you want to reduce your training and recruitment costs?

Yes

Do you have an aging workforce?

Yes

**If so you need an APPRENTICE...**



**DESIGNED  
BY  
EMPLOYERS  
FOR  
EMPLOYERS**

## **Employer Business Benefits £££**

**Apprenticeships are designed by employers for employers, which means you can be sure they'll meet your needs. Apprenticeships are not just for new staff – You can use them to develop your existing staff too.**

An Apprenticeship is a form of vocational training enabling people to earn while they learn the skills necessary to succeed in their chosen career.

Apprenticeships combine on the job and off the job training. On the job, an apprentice will work with a mentor in the workplace learning the skills on site and working towards a work based qualification such as a National Vocational Qualification (NVQ). Off the job training, apprentices may spend time at college working towards a technical certificate, Maths, English and ICT where the required level of these qualifications have not been previously achieved or where qualifications are no longer in date (5 Years). Apprenticeships are an effective way to develop the kind of employees

that organisations need. Apprenticeships ensure that the employee develops the skills and experience that benefit businesses. Apprenticeships ensure that the workforce has the practical skills and qualifications that organisations need now and in the future.

Each Apprenticeship will normally last between one and three years, depending on the qualification, the ability of the apprentice and their aspirations.

### **Why would I want to take on an apprentice?**

Taking on an apprentices can help your business in a number of ways:

- **Reducing recruitment and training costs**
- **Increasing productivity and your bottom line**
- **Developing a skilled, motivated and qualified workforce**
- **Providing financial return**



Skills shortages are still one of the biggest threats to UK business. Apprenticeships can help businesses across all Industries by offering a route to harness fresh talent. If you have trained staff with the right skills for the job they can do a wider range of tasks and take on new responsibilities - this can help to reduce skill shortages, minimise staff turnover and workplace accidents, and increase productivity. Taking on an apprentice is cost effective because your people can learn while they're on the job and the government contributes to the costs of learning.

### **What evidence is there that hiring an apprentice is good for my business?**

The Learning and Skills Council surveyed businesses throughout the UK on benefits of hiring an apprentice (Populus, January 2009). Of those surveyed:

- **81% said that employing apprentices generated higher overall productivity for their company.**
- **66% said that their Apprenticeship programme made them more competitive in their industry.**

- **92% said that their Apprenticeship programme better motivated staff and increased job satisfaction.**
- **74% said that apprentices tended to be more loyal, remaining at their company longer than non-apprentices.**

### **My business is struggling to make ends meet as it is with the recession. How is taking on an apprentice going to help my businesses?**

Even in difficult times like these, Apprenticeships are a vital way of improving the skills of staff and generating a committed and valuable workforce. When times are tough, competition for contracts is even tougher. That's when a well-trained, extra pair of hands could make a real difference to your chances of success. Apprentices can also help you ready your businesses for when the economy comes out of recession. By offering a flexible resource that can help your business grow, apprentices can also give you a competitive advantage to exploit new business growth opportunities.



## DEVELOPING A WORKFORCE FOR THE FUTURE

At North Lindsey College we offer range of apprenticeships in a number of employment sectors – and we constantly add new provision so please check with us but our main offer includes:

- Accountancy
- Animal Care
- Beauty Therapy
- Hairdressing
- Nail Services
- Business and Administration
- Management
- Team Leading
- Retail
- Customer Services
- IT Application Specialist
- IT Software, Web & Telecoms Professional
- Food Manufacture
- Hospitality & Catering
- Health
- Health & Social Care
- Childcare
- Supporting Teaching & Learning
- Engineering – Fabrication & Welding
- Engineering Manufacture – Electrical
- Engineering – Electro-technical
- Engineering Manufacture – Mechanical
- Motor Vehicle Fitting
- Motor Vehicle – Body & Paint
- Motor Vehicle – Maintenance & Repair (Light or Heavy Vehicle)
- Construction – Trowel Occupations
- Construction – Wood Occupations
- Construction – Decorative Occupations
- Construction – Maintenance Operative
- Construction – Plastering
- Construction – Technical
- Construction – Specialist
- Construction – Civil
- Plumbing and Heating
- Warehousing
- Sports – Exercise & Fitness
- Sports – Activity Leadership
- Sustainable Resource Management (Waste Management)



### What can we do for you?

- Help you to identify your requirements
- Advertise your vacancies
- Help recruit the apprentice
- Provide on-going support
- Help you identify training requirements for existing staff
- Offer training in other areas such as management and leadership, Health and Safety and personal development

### What level of qualifications will an apprentice achieve?

- Level 2 Intermediate Apprenticeships
- Level 3 Advanced Apprenticeships
- Higher Apprenticeships – the equivalent to a degree.

### I want to take on an apprentice, what happens now?

Just follow these simple steps and we can work with you to find the ideal apprentice:

Step 1	Decide if you would like to offer an apprenticeship to a young person	EMPLOYER
Step 2	Discuss with North Lindsey College your requirements	EMPLOYER COLLEGE
Step 3	Advertise your vacancy if you have not already found an apprentice	EMPLOYER COLLEGE
Step 4	Shortlist and interview candidates	EMPLOYER
Step 5	Offer apprenticeship to successful candidate and agree start date	EMPLOYER
Step 6	Inform North Lindsey College of start date	EMPLOYER
Step 7	Enrol learner onto the apprenticeship	COLLEGE
Step 8	Learner completes qualification with North Lindsey College and employer	EMPLOYER COLLEGE
Step 9	Learners can progress onto a higher level qualification	EMPLOYER COLLEGE

## Intermediate Level 2

This programme will take up to two years to complete and lead to NVQ 2, a Technical Certificate and the appropriate Functional Skills. Most of the work an apprentice does is practical. Apprentices develop technical skills and gain valuable work experience. This qualification is equivalent to 5 GCSE's

Once an individual has completed their level 2 apprenticeship there is an opportunity to progress to an Advanced Apprenticeship.

## Advanced Apprenticeships Level 3

Apprentices completing an Advanced Apprenticeship are aiming for technical, supervisory or junior management roles. They should be in full-time employment and receive an appropriate wage. The training can take up to three or four years to complete. On completion, an apprentice will have gained NVQ Level 3, a Technical Certificate and relevant Functional Skills, this is equivalent to A Levels. An Advanced Apprenticeship can provide a route to higher education, HNC, HND, Higher Apprenticeships and to NVQs at Levels 4 and 5.

## Apprenticeship Components at Level 2 & 3

- Knowledge Based Qualification
- Competence Based Qualification
- Employer Rights and Responsibilities
- Functional Skills - Maths, English, ICT
- Personal Learning and Thinking Skills
- Additional Employer Requirements

If you would like any more information regarding apprenticeships please contact the Apprenticeship hotline on:

**01724 294664 or 01724 295363**

or by emailing:

**[employertraining@northlindsey.ac.uk](mailto:employertraining@northlindsey.ac.uk)**

Further information about apprenticeships can be found at **[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)**

# Frequently asked Questions

## What are the entry requirements of an Apprenticeship?

Different Apprenticeships have different entry requirements. However the most important requirements are that:

- **The apprentice must be living in England and not taking part in full-time education.**
- **The Apprentice must be aged 16 or over.**
- **If the apprentice took their GCSEs more than five years ago and didn't gain a top grade (A or A\*) in Maths and English you will need to take a literacy and numeracy assessment.**

## What are my responsibilities as an Employer?

Employers must give apprentices an induction into their role and provide on the job training. An apprentice will get the hands-on skills and experience they need to work successfully in an organisation.

Employers are responsible for the wages of apprentices which is currently a minimum of £2.73 per hour. Employers may negotiate a salary that reflects the skills and experience, age, ability and the going rate for the job concerned. All apprentices must be employed for a minimum of 30 hours per week.

Off-the-job training for apprentices is arranged by North Lindsey College. North Lindsey College produces a training plan agreed by the employer and the individual and manages the apprentice's regular assessment.

## Is there a cost for employers?

There is no direct cost to the employer however you are responsible for paying the national apprenticeship minimum wage of 2.73 per hour. There is also the cost of the supervision, support and mentoring that you will need to put in place to support the apprentice. These associated costs are not insignificant - however, the National Apprenticeship Service will match employer's commitment to hiring apprentices by covering in full, or in part, the training costs. <https://www.gov.uk/national-minimum-wage-rates>

### **Is there a limit to the number of apprentices that an employer can take on?**

**No** - employers can take on as many apprentices as they need – and often in more than one framework. The employer will be responsible for giving the apprentice an induction into their role as they provide on-the-job training.

### **I have an employee keen to do an apprenticeship. Can I still take them on as an apprentice?**

**Yes** - Apprenticeships are available to existing staff for all frameworks and this is a great way to develop the skills in your existing team

### **How often do apprentices attend college or training sessions?**

This varies from programme to programme. Some of the training can be completed in the workplace and for others you may need to attend college on a day or block release This will depend on the framework you follow, your job role and the needs of the employer.

### **Do apprentices take exams?**

Most assessment is carried out in the workplace but there may be a requirement to take some tests or assessments depending on the qualifications. Assessments will be carried out for Maths English and ICT.

### **What are transferable skills?**

Many different industry sectors share the same skill sets. These core skills are transferable across sectors and are built into the Apprenticeship to maximise flexibility and choice for employers and apprentices.

They include:

- **English** (mandatory)
- **Maths** (mandatory)
- **ICT** (dependant of qualification framework)

### **Do I have to give the apprentice a contract of employment?**

**Yes** - the apprentice is considered as a full member of your team and therefore you will be required to meet all employment legislation e.g. issue contract, holidays, sick pay.

### **Do I have to pay my apprentice whilst they are at College?**

**Yes** - as an employer you are responsible for paying for your apprentices whilst they train at college and when they are on site working for you.

<https://www.gov.uk/national-minimum-wage-rates>

### **Do apprentices pay tax and national insurance?**

As is the case for all employees aged over 16, apprentices must still pay tax and national insurance on their income.

### **Do I have to give my apprentice holidays?**

Like most other employees, apprentices must be given at least 20 days' paid holiday per year as well as bank holidays.

### **Are apprentices eligible for maternity leave?**

**Yes** - Like all employees, apprentices are entitled to statutory Maternity Leave of 52 weeks with statutory Maternity Pay for up to 39 weeks.

### **What's the role of learning providers?**

A learning provider is usually a local college or specialist training organisation responsible for an apprentice's off-the-job training. When you take on an apprentice they will appoint an assessor who will work with you to make sure that the training is well planned. Once the apprentice begins the assessor will work with the individual to achieve the qualification. The assessor will assess the apprentice in the workplace, set work and provide ongoing support to the learner and the employer.

### **Contact the Apprenticeship hotline**

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