

EMPLOYERS GUIDE TO APPRENTICESHIPS.

EVERYTHING YOU
NEED TO KNOW
ABOUT HIRING AN
APPRENTICE.



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WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job, where an individual is placed with an employer, combined with an accompanying assessments and skills development programme. Apprenticeships are a way for individuals to **earn while they learn** gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practice new skills in a real work environment.

Apprenticeships benefit both employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

APPRENTICESHIP LEVELS.

There are various levels of apprenticeships available:

Intermediate	Advanced	Higher	Degree
Level 2	Level 3	Levels 4, 5 6 & 7	Levels 6 & 7
Equivalent to 5 GCSE passes	Equivalent to 2 A Level passes	Equivalent to Foundation degree and above	Equivalent to Bachelor's or Master's degree

HOW DO APPRENTICESHIPS WORK?

Apprentices must spend at least 20% of their time on off-the-job training, however, they may need more than this if they need training in GCSE English or maths. It is up to the employer and training provider to decide how the off-the-job training is delivered. It may include regular day release, block release or dedicated training days or workshops. It must be directly relevant to the apprenticeship framework or standard and can be delivered at the apprentice's normal place of work, as long as it's not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions. On-the-job training helps an apprentice develop the specific skills for the workplace and they should be supported by a mentor.

Once an apprentice completes their apprenticeship they should be able to demonstrate that they can perform tasks confidently and competently to the standard set by industry.

WHO ARE THEY FOR?

Apprentices are for those over the age of 16, spending at least 50% of their working hours in England over the duration of their apprenticeship, and not in full-time education.

Employers can offer apprenticeships to new entrants, or can use them to upskill and grow talent amongst current employees.

Apprenticeships equip individuals with the necessary skills, knowledge and behaviour they need for specific job roles, future employment and progression.

BENEFITS OF HIRING AN APPRENTICE.

Hiring an apprentice is a productive and effective way for any business to grow talent and develop a motivated, skills and qualified workforce.

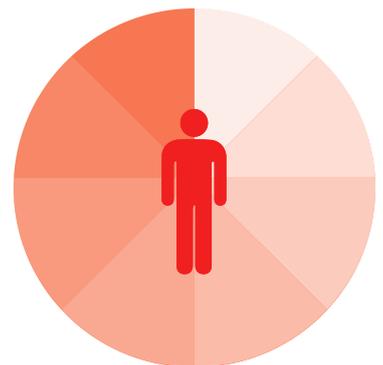
Employing apprentices encourages a learning environment amongst your entire workforce, rejuvenating the learning ethos of more experienced staff, as well as providing senior staff with the opportunity to support and mentor Apprentices. Staff feel motivated to know their employer is investing in them by developing their skills and professionalism.

Apprenticeships add value to their organisations, and the value gained by recruiting an apprentice exceeds the initial outlay and cost. Even before they complete their programme, apprentices develop into:

- Proficient staff who understand your organisation's values and objectives and provide a high quality service
- Dependable staff who understand their employment role and responsibilities
- Skilled staff who are working towards the vocational competency needed to meet the specific requirements of your organisation

Employers who have an established apprenticeship programme reported that productivity in their workplace had improved by 76% whilst 75% reported that apprenticeships improved the quality of their product or service

**source National Apprenticeship Service*



EMPLOYER RESPONSIBILITIES.

There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship. Employers must pay an apprentice's wages and the job role must help them gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support from the employer.

Employers need to have the following: But don't worry, we can help with this.

- an apprenticeship agreement in place with their apprentice for the duration of the apprenticeship
- a commitment statement signed by the apprentice, their employer and the provider
- a written agreement with providers, for employers who pay the apprenticeship levy and use the apprenticeship service, they will need to have a contract for services with their main provider
- an apprenticeship for at least one year
- the apprentice on the correct wage for their age, for the time they are in work, in off-the-job training and doing further study

THE APPRENTICESHIP LEVY.

If you're an employer with a pay bill over **£3 million a year**, you must pay the apprenticeship levy. You will report and pay your levy to HMRC through the PAYE process. Less than 2% of UK employers pay the levy. Levy funds will create opportunities for young people across the country, delivering the skills that businesses need.

The levy will give employers control of their training, agree a total price for each apprenticeship, which includes the costs of training and assessment. In England, the government will top up employers' levy with an extra 10%, paid directly to employers' apprenticeship accounts.

WHAT ABOUT NON-LEVY PAYING EMPLOYERS?

Employers with a pay bill of less than £3 million a year will not need to pay the levy. At least 90% of non-levy-paying employers' apprenticeship training and assessment costs in England will be payed for by the government. The government will ask these employers to make a 5% cash contribution to the cost, paid directly to the provider, and the government covers the rest (up to the maximum agreed funding band)

UPSKILLING EXISTING STAFF.

Apprenticeships can be used to upskill and retrain existing employees of any age, including older workers and long serving staff, as long as the apprenticeship is giving them new skills to enable them to achieve competence in their chosen occupation.

WHY SPRINGBOARD?

Springboard have helped businesses to hire apprentices and upskill existing staff for over 20 years, and we have worked with some of the biggest names in the North East such as NHS, City of Sunderland Hospital Trust, Sunderland Council, Martin Telfer, Tecaz and more.

Hiring an apprentice equates to hassle free recruitment, Springboard will take you through the process from start to finish. We will meet with you to discuss your vacancy, we will then advertise on the Government Apprenticeship Website, as well as on our website and social media channels, pre-screen applicants and pre-interview. We will then select the best candidates for your company to interview and if successful we will work with you to put together a training programme to support them through their Apprenticeship. We can also advise you on accessing funding and grants to support with their employment.

Employers working with Springboard benefit from a fully funded and hassle free recruitment service, and may be eligible for employer incentives.

For more information contact our dedicated
Employer Engagement Officer
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or call 0191 5155300.



TOP TIPS FOR HIRING AN APPRENTICE.

View hiring an Apprentice as a long-term plan.

Apprentices are known to be managers of the future, but they need guidance and a structured qualification to get them there, one that offers the opportunity for them to grow with your organisation and learn the ropes from scratch!

Find the right training provider.

Training providers like Springboard are able to provide support and guidance throughout the whole process, from initial request through to hiring and support throughout the Apprenticeship.

Offer a work trial.

An initial work trial of a week or fortnight allows both the employer and the potential apprentice to get a taste for each other and to see how the business works. Work trials are great to ensure that the Apprentice is a good fit for the company and vice versa.

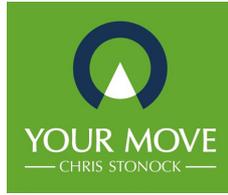
Regular feedback and mentoring are key.

For many apprentices joining your business may be their first job, and they may be fresh out of school. It is very important that the apprentice is supported during their qualification. Ensure you have someone in place who can support the Apprentice and help to train and develop them during work hours.

Create a welcoming workspace.

Most apprentices will be feeling the nerves ahead of their first day, so it's important you create a welcoming environment for them. Ensure everyone in your workforce knows they are starting; introduce everyone first thing, this will help to eliminate first day nerves and put your apprenticeship at ease

CASE STUDY. YOUR MOVE.



"Springboard has worked with Your Move over the last five years, employing Apprentices and upskilling current staff. 11 current members of staff are upskilling in the NFOPP Property Technical Award in Residential Lettings and Property Management, which will allow the company as a whole to apply for the professional membership as two of the directors will also be completing the qualification. Your Move have showed they highly value their staff and are supporting them in excelling within their sector."

March 2019

CASE STUDY. TECAZ.



"Springboard have worked with Tecaz over the last 12 months, and they have welcomed and embraced the concept of training and developing their newly recruited workforce through the acquisition of Apprentices throughout the business. Investing in their professional development, Tecaz have a history of offering successful and hardworking candidates full time employment with the option of progression to higher level qualifications as well as other training and skills. Tecaz understand the advantages of recruiting and upskilling staff and offer many opportunities to young people, allowing them the chance to upskill and grow with the organisation. Tecaz have now gradually moved the direction of their recruitment towards the Apprenticeship model with ongoing opportunities in the warehouse and business departments."

March 2019

MAKE THE HIRE.

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