



**Peterborough  
College**



**Stamford  
College**

# **APPRENTICESHIPS**

# **EMPLOYER GUIDE**

**Making Apprenticeships  
Work for Your Business**



**Adult  
Learning  
& Skills  
Service**



**Apprenticeships**

# WHAT IS AN APPRENTICESHIP?

**Apprenticeships are work-based training programmes with weekly off-the-job training. Apprentices study towards a sector recognised Apprenticeship Certificate, whilst gaining hands-on, industry experience.**

## WHAT YOU NEED TO KNOW

- Apprentices are paid employees and have to work for a minimum of 30 hours per week.
- Training is typically 4 days per week in the workplace, and 1 day at College. Some programmes require more time at College during year 1 and year 2. We also have some programmes that can be delivered entirely in the workplace.
- Anyone over 16 can apply to be an apprentice.
- Apprenticeships last for a minimum of 12 months but most apprenticeships will take between 1 to 4 years to complete. This is dependent on the apprenticeship level, the 'Standard' and the delivery model for the apprenticeship.
- Apprentices CANNOT be self-employed or volunteers.
- Apprentices need to have a written contract of employment.
- The National Minimum Wage (NMW) for an apprentice aged 16-18 is £5.28 per hour. Many employers pay more and this can be dependent on-the-job role, the apprenticeship level and experience of the applicant. Apprentices over 19 can be paid the NMW for the first 12 months of their apprenticeship only.
- A Training Plan is required from the employer in conjunction with the training provider, to demonstrate how the minimum 6 hours off-the-job training will be delivered every week.
- The employer, training provider and the apprentice will agree when the apprentice is ready for end-point assessment (EPA). EPA will be a variety of assessment methods such as written tests, practical tests, professional discussion and presentations.



# APPRENTICESHIP LEVY AND FUNDING INCENTIVES

**In 2017, the Government changed the way that apprenticeships are funded. Employers are categorised into levy and non-levy payers, depending on the size of their annual wage bill.**

## KEY FACTS

- Employers with an annual wage bill of over £3 million will contribute to the Apprenticeship Levy. The apprenticeship levy will contribute to the cost of the apprenticeships offered by the business.
- Employers with an annual wage bill of less than £3 million will not contribute to the Apprenticeship Levy.

## EMPLOYERS WITH 49 EMPLOYEES OR LESS WILL CONTRIBUTE:

	16 - 18 year olds	19-24 year olds (if the candidate had an EHC Plan or is a Care Leaver)	All other apprentices
<b>Employer Contribution</b>	0%	0%	5%*
<b>Government Contribution</b>	100%	100%	95%

\*The 5% employer contribution is a mandatory requirement of the Apprenticeship Funding Rules. The employer will pay 5% of the total agreed training cost.



# WHAT IS 'OFF-THE-JOB' TRAINING?

**All apprenticeships require at least 6 hours off-the-job training each week. This may be more once the Training Plan has been agreed between the employer and training provider.**

**Off-the-job training is defined as any learning that is developing the knowledge, skills and behaviours required by the Apprenticeship Standard. This can include training that is delivered at the apprentice's normal place of work. Off-the-job training does not include:**

- English and maths up to Level 2, which is funded separately.
- Progress reviews or workplace assessments required for the Apprenticeship Standard.
- Training which takes place outside the apprentice's paid working hours.

## **KEY POINT TO OFF-THE-JOB TRAINING**

- The training must be directly relevant to the Apprenticeship Standard and must teach new skills, knowledge and behaviours. All off-the-job training must be recorded.
- Teaching of Theory: for example lectures, role playing, simulation exercises, online learning or manufacturer training.
- Practical Training: Shadowing, mentoring, industry visits and attendance at competitions, or learning support and time spent writing assignments.



# BENEFITS OF HIRING AN APPRENTICE

## IMMEDIATE BENEFITS

- ✓ Extra resources for your projects and day-to-day operations from students developing skills in a course relevant to your business and industry.
- ✓ Give your employees the opportunity to develop management and mentoring skills.
- ✓ Bring a fresh perspective into your business.
- ✓ Corporate Social Responsibility impact; share with stakeholders how your business has supported local young people into apprenticeships, improving their employability and progression opportunities.

## LONG TERM BENEFITS

- ✓ Inspire the next generation to pursue a career in your industry.
- ✓ Address current and future skills shortages in your industry.
- ✓ Strengthen your recruiting pipeline and increase diversity.
- ✓ Shared value: benefits for business and society are correlated - increased social inclusion leads to new business opportunities, the best candidates for your needs.

# BUSINESS CASE FOR HIRING AN APPRENTICE

**Our Apprenticeship programmes provide equality of opportunity for young people from all segments of society, to access the workplace and kick-start their careers. It also presents an important opportunity for businesses to set themselves apart in the market, through recognising the importance of being responsible and at the heart of the local community. This approach can take you beyond the traditional realm of corporate social responsibility into a sphere where you not only understand, but are able to demonstrate the correlation between a healthy society and your bottom line.**

## **RESOLVE ENTRY-LEVEL SKILLS SHORTAGES**

Companies in key sectors still struggle to attract the right candidates for entry-level vacancies. Offering apprenticeships provides opportunities for young people to develop their work readiness.

## **IMPROVE RECRUITMENT COST EFFECTIVENESS**

Apprenticeships offer a pipeline for low cost, effective methods of recruiting from an untapped skills pool. Building partnerships with local education providers offers opportunities to advertise and raise awareness of employment opportunities to young people.

## **INCREASE RETENTION RATES**

Evidence shows that employees recruited through apprenticeship initiatives have demonstrated lower staff turnover rates, as a result of the increased value that those recruits place on having secured a job.

## **DEMONSTRATE A COMMITMENT TO DIVERSITY AND BETTER UNDERSTAND CUSTOMERS**

Equality of opportunity is essential for a productive workforce. Through apprenticeships, there is an opportunity to achieve greater diversity amongst employees recruited from excluded groups than the existing workforce. This demonstrates not only a strong corporate commitment to diversity, but has important business benefits such as enabling your organisation to understand the customers it serves, greater innovation and better performing teams.

## **INCREASE OPPORTUNITIES FOR EMPLOYEES TO BUILD SKILLS AND EXPERIENCE CREATING GREATER EMPLOYEE SATISFACTION**

Delivering apprenticeships provides the opportunity for nominated individuals in your existing workforce to act as buddies, coaches or line managers to the new recruits, helping existing staff to build upon their professional skill set.

### **BUILD BRAND VALUE AND CORPORATE REPUTATION**

Being seen as an employer that helps address some of society's most critical issues and enables employees to play a role is of real importance to many businesses and can raise the profile of the company.

### **SHAPE THE DIRECTION OF TECHNICAL EDUCATION WITHIN YOUR INDUSTRY**

Develop partnerships with local education providers and influence the learning pathway for young people entering your industry.

## **DID YOU KNOW?**

*Source: HM Government*

**86% of employers said apprenticeships helped them develop skills relevant to their organisation.**

**78% of employers said apprenticeships helped them improve productivity.**

**74% of employers said apprenticeships helped them improve the quality of their product or service.**



# WHAT WE ASK OF YOU

**It is important that students feel comfortable while in the work environment. As part of the role of the business, we ask that employers:**

- Review an apprentice's progress at agreed intervals, recording their achievements and progress against targets.
- Identify a workplace mentor.
- Be ambassadors for apprentices and their programmes, motivating and championing their progression while in the workplace.

Our staff will work alongside you throughout the apprenticeship period to support, guide and advise you – making sure your organisation and the apprentices get the most out of the apprenticeship.

You will be given a named point of contact at the College to answer any of your queries. This point of contact will;

- Agree targets and tasks with both students and employers to set an awareness and understanding of expectations and track progression.
- Talk regularly with employers about student projects and identify ways to provide further support.

## FAQs

### **What can I ask an apprentice to do?**

Communications between apprentices, the College and employers before the programme commences will map out roles and targets that are relevant to your organisation and the apprentice's progress. These targets will be clearly structured to your organisation's day-to-day operations. You will agree a training plan with the training provider that sets out who will deliver the off-the-job training.

### **Will I have to carry out additional risk assessments and take out extra insurance?**

Possibly. You will need to have Employers Liability Insurance in place. The training provider will carry out a health and safety risk assessment and advise of any additional requirements that are required.



**At Inspire Education Group, we offer a broad range of Apprenticeship Standards:**

**ADULT CARE & EARLY YEARS**

- Level 2 Adult Care Worker
- Level 3 Lead Adult Care Worker
- Level 2 Early Years Practitioner
- Level 3 Early Years Educator

**ACCOUNTS & FINANCE**

- Level 2 Accounts / Finance Assistant
- Level 3 Payroll Administrator
- Level 3 Assistant Accountant
- Level 4 Professional Accounting / Tax technician
- Level 7 Accountancy / Taxation Professional

**BUSINESS, CUSTOMER SERVICE & IT**

- Level 3 Business Administrator
- Level 2 Customer Service Practitioner
- Level 3 Customer Service Specialist
- Level 3 IT Solutions Technician
- Level 3 Information communications Technician
- Level 3 Digital Marketer

**CONSTRUCTION, PLUMBING & ELECTRICAL**

- Level 2 Bricklaying
- Level 2 Carpentry and Joinery
- Level 3 Advanced Carpentry and Joinery
- Level 3 Installation Electrician / Maintenance Electrician
- Level 3 Plumbing and Domestic Heating Technician
- Level 3 Gas Engineering
- Level 2 Property Maintenance Operative

**ENGINEERING & MOTOR VEHICLE**

- Level 3 Engineering Fitter
- Level 3 Engineering Technician
- Level 3 Machining Technician
- Level 2 General Welder
- Level 3 Heavy Vehicle and Maintenance Technician
- Level 3 Motor Vehicle and Maintenance

**HAIRDRESSING (INCLUDING BARBERING PATHWAY)**

- Level 2 Hair Professional
- Level 3 Advanced and Creative Hair Professional

**LEADERSHIP & MANAGEMENT**

- Level 3 Team Leader / Supervisor
- Level 5 Operational / Departmental Manager

**LEGAL**

- Level 3 Paralegal
- Level 6 Chartered Legal Executive

**SPORTS COACHING & TEACHING ASSISTANT**

- Level 2 Community Activator Coach
- Level 3 Community Sports and Health Officer
- Level 4 Sports Coach
- Level 3 Teaching Assistant

# SUCCESS STORIES

Level 3 Business Administrator apprentice of Peterborough College and Omega Sinto Foundry Machinery Ltd, Lisa Earl, was nominated for Business and Law Apprentice of the Year at the annual Peterborough Apprenticeship Awards. Recognised for her resilience and determination to succeed, Lisa was delighted to have been nominated, and advocates for the apprenticeship route; "I'd definitely recommend doing an apprenticeship, as apprenticeships take a more practical approach, and you still get plenty of support with regular one-to-one meetings with your College tutor and manager". She continued, "They're also the perfect way to earn while you learn! You get to achieve new skills with hardly any cost involved, in comparison to going to university – I think this is a huge bonus in the current climate". Lisa hopes to take on more responsibility and progress in her role at Omega Sinto Foundry Machinery Ltd.

**Lisa Earl**



Imogen Freeborough is an example of apprenticeship success amongst Inspire Education Group staff. Promoted to Senior IT Technician, Imogen Freeborough began her career with Stamford College when she undertook an Advanced Level Apprenticeship in IT, Software, Web and Telecoms Professionals, after taking an interest in IT throughout her GCSE and A Level studies. After successfully completing the work-based training programme, Imogen secured an employed role as the College's IT Technician before progressing to Senior IT Technician. Imogen agreed that the nationally-recognised qualifications are perfect for gaining hands-on industry experience; "I would definitely recommend doing an apprenticeship, especially if you are a practical learner and don't get on well sitting in lessons all day, every day". Imogen continued, "It was very hands-on, but my colleagues were so helpful and supportive and always on-hand to point me in the right direction. Overall, my apprenticeship was a very rewarding experience".

**Imogen Freeborough**



# EMPLOYERS

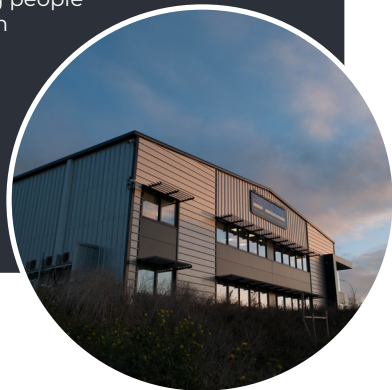
Over the past 15 years, Peterborough College's Apprenticeship team has assisted with the ongoing recruitment and training of apprentices, in both our electrical and mechanical engineering divisions. Their professional and committed approach, allied to the technical expertise and support given by the mentoring team, has produced a number of outstanding technicians and tradesmen, subsequently contributing to the ongoing success of our business.

## The Leeton Group



The Remark Group has, to date, successfully educated four apprentices through this scheme, having taught advanced skills that only the College can provide. We feel that it is a great way of growing talent for the future as well as helping young people start their careers. The team at Peterborough College gives a low risk, excellent way of doing this with their Apprentice Scheme. In times of uncertainty, such as this, a scheme that helps businesses employ staff whilst reducing the financial risk is an ideal way to support business growth. This is a unique scheme and well worth investigating further.

## Remark Group



**Have questions?  
We are here to help.**



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