

# THE MOST EFFECTIVE WAY TO DEVELOP YOUR STAFF AND BUSINESS

## A GUIDE FOR EMPLOYERS

Apprenticeships are work-based programmes designed by employers that are linked directly to job roles. They give an employee the chance to receive structured, high quality training in the workplace and the opportunity to work towards a nationally recognised qualification. Apprenticeships are offered at different levels making them appropriate for a wide group of people. This route is now regarded by many businesses as a popular alternative to Higher Education. No matter how small or large your organisation, the investment in skills development will motivate your employees and your workplace will in turn become more effective, productive and competitive. Whether you are looking to invest in the future of your business by recruiting an apprentice or furthering the skills of your existing staff, Adult Learning Apprenticeships can help you.

## THE APPRENTICESHIPS WE OFFER

AAT	IT Application Specialist
Business Administration	Management
Childcare	Project Management
Customer Service	Teaching Assistant
Data Analyst	Team Leading

92% of employers who employ apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce.

## THE KEY BENEFITS

- Supporting an apprentice can benefit your business by achieving:
- Improved skills and productivity in your organisation
- Reduced recruitment and training costs
- Relevant & productive training - apprentices work as they learn
- A more motivated workforce
- Increased competitiveness and reduced staff turnover

There are currently in excess of 250,000 employer workplaces offering Apprenticeships across the United Kingdom. After completing their apprenticeship, 7 in 10 apprentices (77%) stay with the same employer. Apprenticeships are available in 1500 job roles, covering more than 170 industries, from advertising to youth work from engineering to legal \* Source – gov.uk – Key facts about Apprenticeships.

# THE APPRENTICESHIP PROCESS

## EXISTING STAFF

Contact the Adult Learning Apprenticeships and Work Based Learning team to discuss offering an existing staff member an Apprenticeship.



We discuss your business needs at length. An Apprenticeship standard is suggested which takes individual roles and responsibilities into account.



Costs of the training and mode of delivery is discussed with Bucks Adult Learning and an Employer Agreement is signed.



With support from BAL, a staff member begins an appropriate level Apprenticeship.



All apprentices are sent an electronic link to complete on-line assessments in English, Maths and sometimes IT. We then discuss the results with you and the apprentice.



All apprentices are allocated a personal BAL tutor. We tailor the delivery of the Apprenticeship to individual needs and to match their roles and responsibilities of their job role.



Assessors will visit the apprentice in the workplace approximately every 4 - 6 weeks and it could be necessary to attend an Adult Learning Centre for Functional Skills and other required training.



Progress is monitored and tracking of apprentice performance is maintained throughout the Apprenticeship.



The Apprenticeship Framework is completed after a minimum of 12 - 24 months.

## APPRENTICE VACANCY

Contact Adult Learning Apprenticeships and Work Based Learning team to discuss your business needs and the possibility of employing an apprentice.



Together we discuss the vacancy, wages & skills required. The position is posted on the National Apprenticeship site.



We screen the applications and send a selection to you for review.



With support from BAL, interviews are conducted and an apprentice is hired.

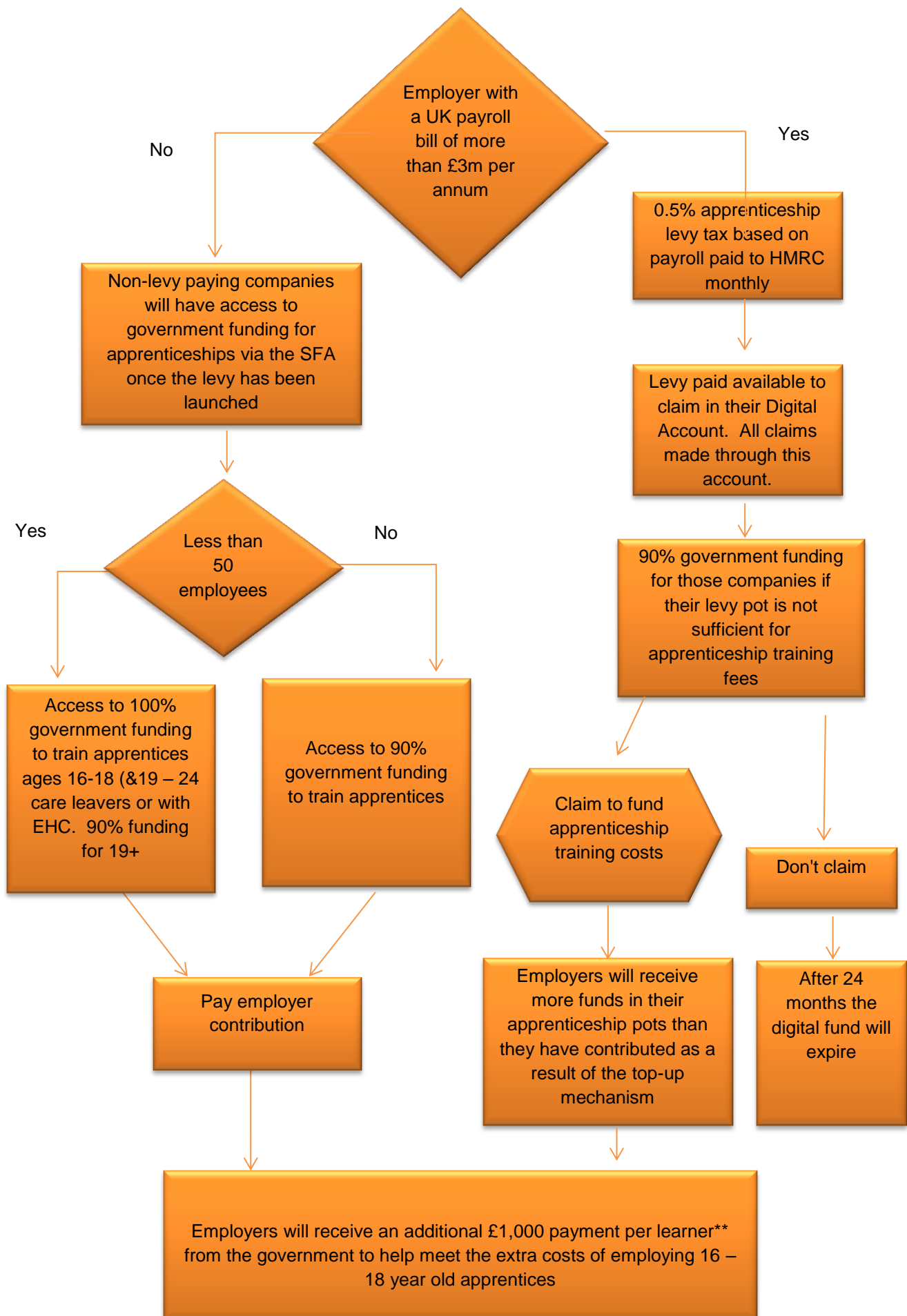
**If you are interested in finding out more or need advice on Apprenticeships, please contact Adult Learning Apprenticeships on 01296 383470, email [inbusiness@buckscc.gov.uk](mailto:inbusiness@buckscc.gov.uk) or visit [www.adultlearningbcc.ac.uk](http://www.adultlearningbcc.ac.uk)**

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# APPRENTICESHIP FUNDING



# FREQUENTLY ASKED QUESTIONS

## Is there a maximum age for apprentices?

No. Staff of any age can embark on an Apprenticeship programme.

## What would our commitment be as an employer?

- Apprentices must have a contract of employment and a job description.
- They should generally work a minimum of 30 hours per week. (Less can be negotiated)
- They must be paid at least the minimum apprentice wage for the hours that they are employed and whilst attending training and assessments.
- They must be supervised, mentored and supported by the employer during their Apprenticeship programme.
- Allowing the apprentice to spend 20% of their working hours on off-the-job training

## Can I offer existing staff Apprenticeships?

Yes if they are embarking on a new job role. Apprenticeships are an excellent way for staff to gain a nationally recognised qualification which relates directly to their job role. It demonstrates to employees that you are investing in their future.

## Where can I see the different types of Apprenticeships which are available?

The Government website has the current list of Apprenticeship Standards that are approved, published and also that are in development.  
<https://www.gov.uk/government/collections/apprenticeship-standards>

## Will I have to pay for the training?

If you are a levy payer all fees will be taken from your levy account. If you are a non-levy payer you will be required to pay 10% of a negotiated price for the apprenticeship, unless you employ less than 50 people in the whole company and the apprentice is under 19.

## How can I recruit an apprentice?

We can help you recruit an apprentice so please contact us to discuss your requirements. We promote vacancies through a number of different recruitment sites.

## Can somebody complete an apprenticeship if they already have a Higher Degree?

Yes, an apprentice who has previously achieved a degree will be eligible for funding for an apprenticeship; however it must be a significant difference to their degree subject.

## How much do I have to pay an apprentice?

All newly recruited apprentices must receive the appropriate national minimum wage which is £3.50. This is applicable in year one of the Apprenticeship for those aged 19 and over, but in all years for those aged 16-18. Outside these limits, the national minimum wage applies. The national average Apprenticeship wage across all Level 2 and 3 apprentices based in England is £241 per week. Wage values of existing staff are not affected if embarking on an apprenticeship training scheme.