

# 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.

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 (Accounting) • Business Administration  
Childcare • Customer Service • Health & Social Care  
IT Application Specialist • Learning & Development  
Management • Marketing • Sales & Telesales  
Teaching Assistant • Team Leading

## 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
- You may be eligible to receive a funding grant

There are currently over 150,000 employers offering Apprenticeships in more than 200,000 locations across the United Kingdom. 78% of apprentices and 81% of businesses say they would recommend an Apprenticeship to friends or employers.\*

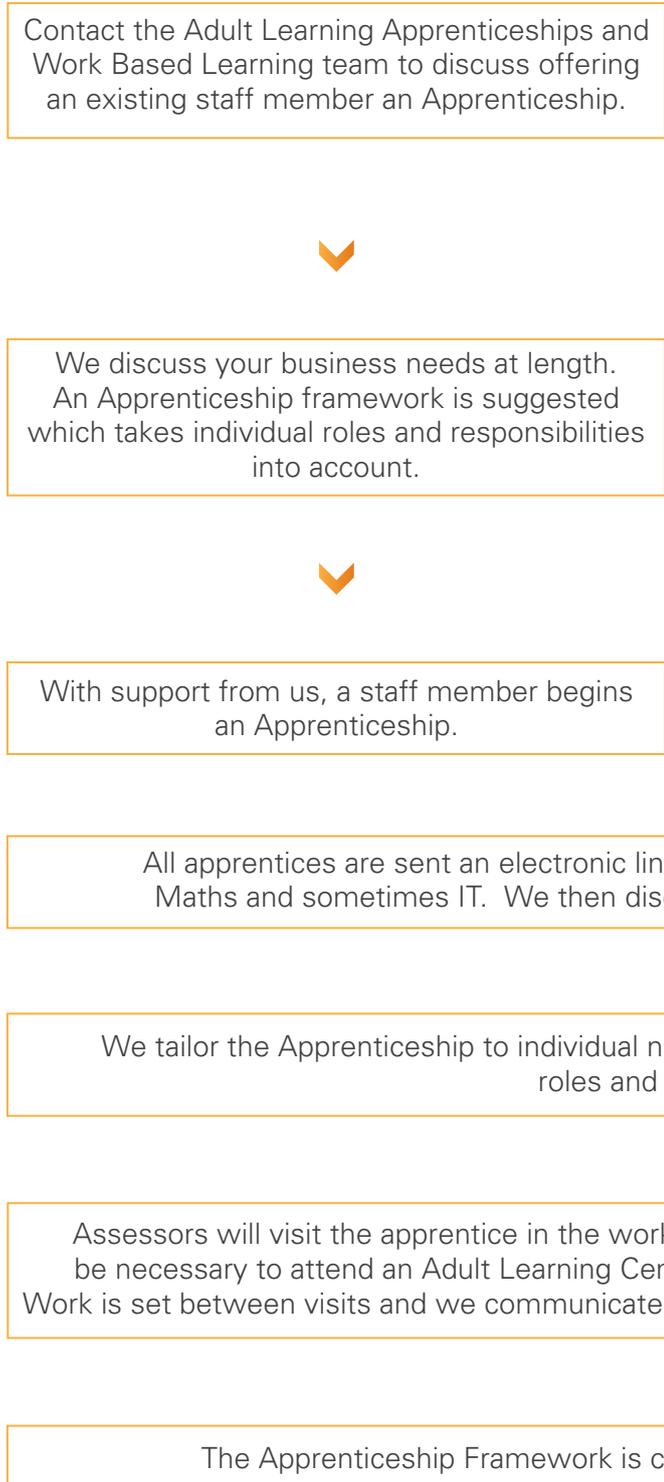
\*[apprenticeships.org.uk](http://apprenticeships.org.uk)

83% of employers who employ apprentices rely on their Apprenticeship programme to provide the skilled workers they need for the future

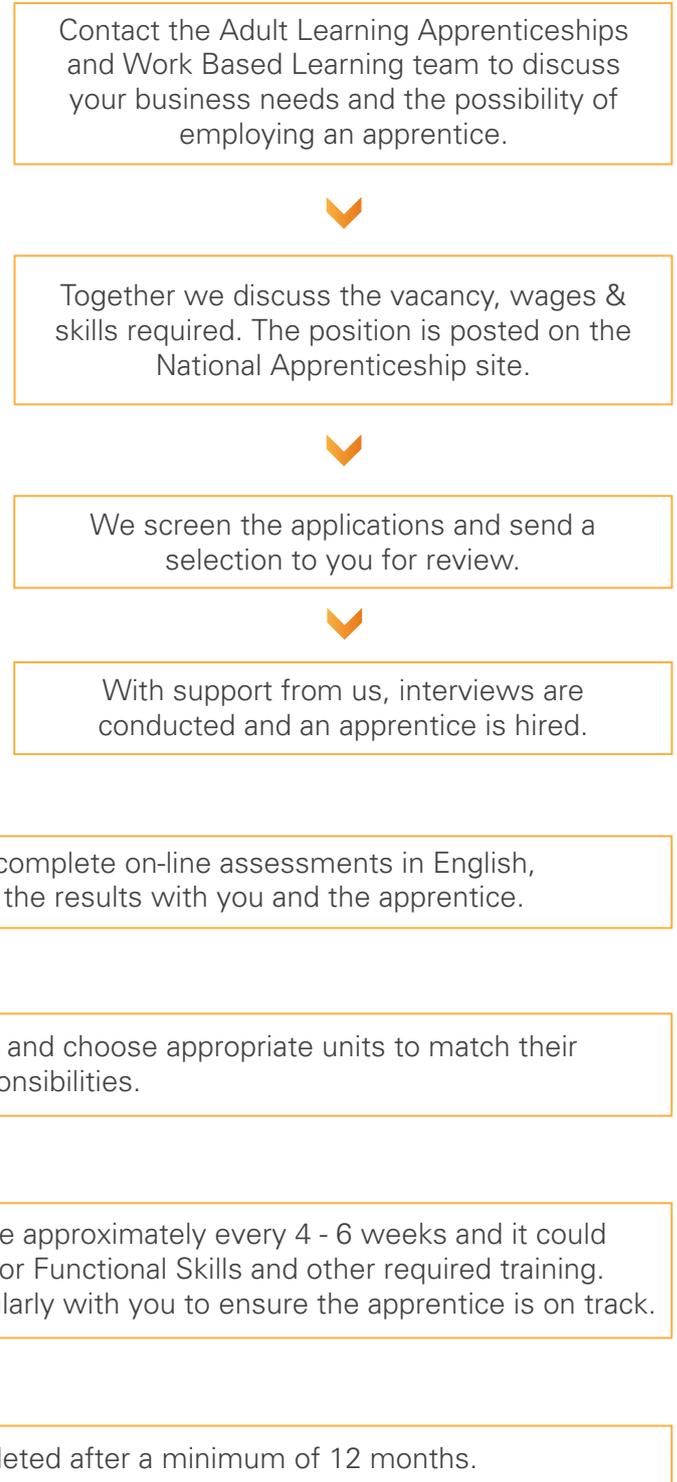
Source: National Apprenticeship Service

# THE APPRENTICESHIP PROCESS

## EXISTING STAFF



## APPRENTICE VACANCY



*Information correct as at September 2015*

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

TO CONTACT US NOW,  
SCAN THE QR CODE



Funded by



Skills Funding Agency



"I wanted somebody to bring youth, technology and ideas to the company. It's a big investment in new staff and a big cost especially if you don't know if they are going to be any good. This worked for me as a business owner. You are given a unique opportunity to lay foundations with an apprentice and this is Lauren's first step on the ladder. I've challenged her to see how far she can go and she's not only done the job; she's really thrived."

*Sam Farmer, Director, White Oak Finance*

## THE BASIC FACTS

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 such as traditional Degree qualifications.

### There are three levels of Apprenticeship:

1. Intermediate Apprenticeship at Level 2
2. Advanced Apprenticeship at Level 3
3. Higher Apprenticeship at Levels 4/5

### Typically an Apprenticeship includes two components:

#### 1. Diploma

- This is both a knowledge and competency based qualification. Skills gaps in knowledge are underpinned, and competence is assessed in the workplace.

#### 2. Functional Skills

- This may include English, maths and IT.

## FUNDING

There is currently an Apprenticeship Grant incentive of £1,500 for employers of 16 to 24 year old apprentices.

To be eligible you must:

- Confirm that you are not able to recruit an apprentice without the Grant
- Your business needs to have less than 50 employees
- The company is new to Apprenticeships and is recruiting their first apprentice, or have not had an employee start an Apprenticeship in the 12 month period before the start date of the first apprentice for who you apply for the Grant

If you are eligible, you can claim up to five Grants during the time the Grant is available.

Government research shows the majority of apprentices (85%) stay in employment - with 64% staying with the same employer. A third of all apprentices received a promotion within a year of finishing, and in their lifetime can earn £150,000 more than their peers without an Apprenticeship.

Source: Department for Business, Innovation & Skills



'Since the roll out of the Apprenticeship program within our customer service team, the benefit has been felt two-fold. On a personal level the individuals are motivated about achieving their own Apprenticeship targets and have really enjoyed the challenge. It has also had a positive effect on the Peros business through more confident, engaged and knowledgeable staff. One of our key aims at Peros is to offer the scheme to a wider audience.'

*Peter Goodey, Co-Founder, Peros*

## 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 must work a minimum of 30 hours per week.
- 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 attend off-the-job training during working hours.

**Can I offer existing staff an Apprenticeship?**

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.

**Will I have to pay for the training?**

If the apprentice is under 19 then training is free. Fees to employers for those aged 19 and over are by negotiation with us.

**Can someone with a Degree take an Apprenticeship?**

No. There is no government funding for someone with a degree to complete an Apprenticeship.

**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 means.

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

All apprentices must receive the appropriate national minimum wage which is £3.30\*. 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.

Source: Apprenticeship Pay Survey 2014

\*As of October 2015