

Transforming
lives National
Apprenticeship
Service

Employer Guide to Apprenticeships and Traineeships



Clare Hawkins,
Whitechapel Gallery

About us

The National Apprenticeship Service supports the delivery of apprenticeships and traineeships in England. It offers free, impartial advice and support to employers looking to recruit for the first time or expand their programme.

We enable our nation to generate a more highly skilled workforce through apprenticeships and traineeships, which create opportunity, support development and showcase excellence. Our endeavours enable us to:

- Transform the lives of our people.
- Stimulate growth and strengthen our economy.
- Instil pride in the skilled people of our nation.

We work with businesses of all sizes to analyse training needs, identify relevant apprenticeships or traineeships and the best way of providing the training. The National Apprenticeship Service provides a responsive and customer-focused web and telephone service which offers a high quality, tailored experience to each employer.

**National
Apprenticeship
Service**

The business benefits

The benefits of apprenticeships and traineeships are becoming increasingly obvious to more and more businesses.

It's a fact that apprenticeships develop a motivated, skilled and qualified workforce. Businesses that offer apprenticeships view them as beneficial to their long-term development. According to the British Chambers of Commerce, most employ an apprentice to improve the skills base within their business.

With the expansion of higher and degree apprenticeships businesses can now access the higher-level technical skills vital to business performance and growth. Employers have the opportunity to attract new talent, offer progression and develop a motivated, skilled and qualified workforce.

Also, by offering traineeships, businesses have the opportunity to build a pool of high-quality future recruits for their sector, while helping young people take their first steps toward employment.

All the support you'll need

We do everything we can to make taking on an apprentice or trainee as simple as possible. Our employer teams will be there to help you through the process, along with a dedicated website, telephone service and free impartial advice.

Over
250,000
workplaces in England
offer apprenticeships.



Apprenticeships and traineeships make GREAT business for employers of all sizes

The facts

2,4 million

Apprenticeships were started in England during the last parliament.



15%

Employers think that qualified apprentices are 15% more employable than those with other qualifications.

75%

Lower recruitment costs

75% of apprentice employers say the programme has helped cut recruitment costs. 80% say that apprenticeships will play a bigger part in their future recruitment policy.



1,300

Businesses are now involved in designing the new apprenticeship standards.

89%

Greater productivity

89% of apprentice employers say they make their businesses more productive. The average apprenticeship completer increases business productivity by £214 per week.



50%

Contribution to local community

50% of employers said that traineeships provide a valuable route into employment for young people.

94%

Increased employability

94% of employers consider traineeships to be an effective way of increasing young people's chances of finding paid jobs and apprenticeships.

What is an apprenticeship?

An apprenticeship is first and foremost a job with substantial training and the development of transferable skills. It is a way for people of all ages to earn while they learn, gaining real skills and knowledge and a real future.

Hiring apprentices is a productive and effective way for businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

Apprenticeships are available to businesses of all sizes and sectors in England, and can last anything from 12 months to 5 years.

Apprenticeships are available in 1,500 occupations, across 170 industries, so we make sure that every apprenticeship is relevant and appropriate both for the apprentice and the business.

There are various levels of apprenticeship available:

Intermediate apprenticeship
(Level 2 - equivalent to five A*-C GCSEs)

Advanced apprenticeship
(Level 3 - equivalent to two A-levels)

Higher apprenticeship
(Levels 4-7 - equivalent to a foundation degree and above)

Degree apprenticeship
(Levels 6 & 7 - full bachelors or master's degree)

Traineeships
A separate education and training programme with work experience helping prepare young people to secure an apprenticeship or other job. Please see **page 11** or more information.

A training organisation - college, training provider or university - will work closely with you to ensure that the apprenticeship offered is the most appropriate for the individual's job role, whilst reflecting individual employer and learner needs.

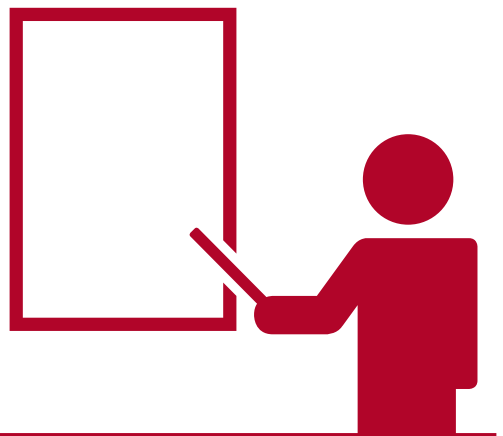
Most of the training is **on-the-job**, working with a mentor to learn job specific skills in the workplace.

Off-the-job training will depend on the occupational area, the training organisation and the requirements and wishes of the employer. This training may be delivered in the workplace, through 'day release' or at premises away from the working environment. With degree apprenticeships learners achieve a full bachelor's or master's degree as part of their programme.

On completion of the apprenticeship the apprentice must be competent in the skills, knowledge and behaviours required to undertake a full range of duties appropriate to the job. They must perform tasks confidently and completely to the standard set by the industry.

Employment is a fundamental part of an apprenticeship. An apprentice must be employed in a job role with a productive purpose.

The government
are committed to
3 million
quality apprenticeship
starts in England over
this parliament



Case study

Port of Tilbury



Apprenticeships are ensuring the future success and growth of the Port of Tilbury.

The Port of Tilbury, located on the River Thames in Tilbury, Essex, is one of the UK's largest ports, handling a vast range of cargo. The port offers intermediate and advanced apprenticeships in engineering, warehousing, plant operations and management, and currently employs 48 apprentices.

"We've been taking on apprentices for almost 100 years, but it's over the last four years that we've recognised how important to our future apprenticeships are, and offered a greater variety," says Simon Harper, Training and Development Manager.

The port uses 'Find an apprenticeship', the National Apprenticeship Service's official site, to advertise its vacancies.

New talent

Simon feels that apprenticeships are crucial for the future of the company. "We have a workforce that has been in the business for some time, so it's good to attract younger blood into the company," he explains.

"We're bringing fresh minds into the business, and there's a real keenness among them because we're giving them experience - this builds loyalty which is very important for retention. Their enthusiasm is contagious and fantastic for morale and motivation."

Spreading the word

The Port of Tilbury offers traineeships as a route into apprenticeships, and so far has taken on 18 apprentices this way. The company is also about to employ three higher apprentices in international supply chain logistics.

"Apprenticeships are a huge return on investment, they are the people who are going to be looking after our business in the future and making it sustainable long-term."

What are the apprenticeship employer's responsibilities?

As the employer you must give your apprentice an induction into their role and provide on-the-job training. You are responsible for paying your apprentice's wages and issuing their contract of employment. As an employee, the apprentice receives the same benefits as other employees.

By employing an apprentice, you have certain requirements to meet.

- Issuing a contract of employment and paying at least the **Apprenticeship National Minimum Wage**.

Apprentices aged 16-18, or who are in the first year of their apprenticeship, must be paid a minimum of £3.30* per hour. All other apprentices are entitled to the National Minimum Wage for their age i.e. £5.30 per hour for apprentices aged 18-20, and £6.70 for those 21 and over. Many businesses pay more.

- The **minimum hours of employment** for an apprentice should be at least 30 hours per week. By exception, where the individual's circumstances or the particular nature of employment in a given sector makes this impossible, then an absolute minimum of 16 hours must be met. In such cases the duration of the apprenticeship should be extended.
- All apprentices must have an Apprenticeship Agreement between the employer and the apprentice.
- Provide apprentices with the same benefits as other employees.



Case study

Yaxham Waters Holiday Park



Ashley Hunt, from Dereham, Norfolk, was struggling to find employment before his traineeship. Now he is making great strides in an intermediate apprenticeship at Yaxham Waters Holiday Park, having increased his skills and confidence.

Valuable opportunity

Ashley had achieved GCSEs and a Level 2 BTEC in Sport and Body Science before finding himself unemployed. He saw a vacancy for an apprenticeship at Yaxham Waters Holiday Park, based just outside Dereham. He applied, and when interviewed he was advised that a traineeship might be a better option.

Ashley began his traineeship in July 2014, aged 21, during which he completed functional skills in maths and English alongside his 12-week work placement.

Personal development

After finishing his traineeship, Ashley was offered an intermediate apprenticeship in Business and Administration by Yaxham Waters.

Ashley credits his traineeship with kick-starting his career and helping him to overcome barriers. "I was surprised how much my traineeship helped me. I'm much more confident in myself and around others which is a big thing for me. I'd definitely recommend traineeships - mine gave me belief in myself, helped me settle in and I've learned a lot."

Susan Bateman, Human Resources Manager at Yaxham Waters, says: "The traineeship was really beneficial for Ashley, it helped him build relationships with colleagues and by the beginning of his apprenticeship he'd already spent a few months in a working environment so he was well-prepared. He has brought a new perspective and is integral to the team."

"I was low on confidence and I felt a traineeship would help me get used to a working environment and develop my key skills."

What is a Traineeship?

A traineeship is an education and training programme with work experience that unlocks the potential of young people, aged 16 to 24, and prepares them for their future careers by helping them to become 'work ready'.

Traineeships last up to a maximum of six months and include:

- A meaningful, high quality, work experience placement of at least 100 hours* with an employer.
- Work preparation training delivered by a training organisation which can include CV writing, interview preparation and interpersonal skills.
- English and maths qualifications if required.

In addition to these basic elements, you and the training organisation can add other features to meet the needs of your business and the local labour market. This could include a relevant, industry specific vocational qualification.

All training costs are met by **government funding**.

What are the responsibilities of the employer?

You will need to commit to a high quality work experience placement, lasting at least 100 hours* over a maximum of 6 months. This should include:

- Pre-agreed content and objectives between your company, the training organisation and the trainee, where they learn through doing and working.
- Trainees should receive support and training from an identified mentor in the business, receiving regular constructive feedback.
- Ideally an interview for a position or apprenticeship, or an exit interview with written feedback.
- Employers are not required to pay trainees but are encouraged to support them with expenses such as transport and meals.

19,400

Young people completed a traineeships during 2014/15

“Government-backed apprenticeships have rebooted our business”

Andy Turner, Director of Advanced Services at Cisco



Who is involved?

1 The National Apprenticeship Service supports a partnership between the employer, training organisation and apprentice and is part of the Skills Funding Agency.

2 The Skills Funding Agency has a network of quality assured contracted training organisations, who deliver apprenticeship off-the-job training. Each training organisation is open to independent assessments.

3 The employer will normally work with a training organisation who will support the delivery of the training programme and deliver additional skills and knowledge required to complete the apprenticeship, through an agreed training plan.

88%
of employers were satisfied and 69% very satisfied, with the relevance of the training.

What funding is available to an employer towards the training costs of an apprenticeship?

Apprenticeship Framework model

A framework covers all the statutory requirements for an apprenticeship programme and must meet the specifications of Apprenticeships for England (SASE).

The size of the contribution varies depending on your sector and the age of the apprentice at the start of the training:

- 100 per cent of the cost of apprenticeship training if the apprentice is aged 16-18 years old.
- A contribution towards the cost of training if the apprentice is aged 19 and over.

This is paid directly to the training provider. Large employers with a direct contract with the National Apprenticeship Service may receive funding themselves and deliver aspects of the apprenticeship training.

Apprenticeship Standards model

Standards are new apprenticeships, which have been written by employers to meet the needs of business. The migration from apprenticeship frameworks to standards will happen during this parliament.

At the end of the apprenticeship the apprentice will be assessed to ensure that they have reached the standards required for the occupation. For every £1 an employer pays toward the cost of external training and assessment as a cash contribution, the Government will pay £2.

An employer can also receive additional incentive payments:

- For employing an apprentice aged 16 - 18 at the start of their apprenticeship
- If they are a small business with fewer than 50 employees
- On the successful completion of the apprenticeship.

Employers are responsible for paying the wages of an apprentice.

Apprenticeship Grant for Employers of 16-24 year olds (AGE)

You may be eligible for a grant if:

- You're a small sized employer (those with fewer than 50 staff).
- Your apprentice is aged 16 to 24.
- You have not employed an apprentice in the last 12 months.
- If you take on a trainee* who then progresses onto an apprenticeship

The grant aims to support businesses who would not otherwise be in a position to recruit individuals aged 16 to 24 into employment through the apprenticeship programme.

The AGE grant is available in relation to apprentices working to approved apprenticeship frameworks. Apprentices working to new apprenticeship standards are not eligible.

An employer, working with an approved Government-funded training organisation, can receive up to five grants in total. All we ask is that an apprentice has not started with you in the last year. Businesses that have received the grant have used it for equipment, accommodation and additional specialist training.

The grant is available for apprenticeship starts up to the end of the academic year 2016/17, subject to eligibility** and availability.

Contact the National Apprenticeship Service on freephone 08000 150 600 to check your eligibility and apply.

* As part of a traineeship programme

** Some areas are subject to the Local Enterprise Partnership and amounts could differ. Visit GOV.UK to check your area

Case study

BT **BT is one of the world's leading communications services companies in the UK and in more than 170 countries worldwide.**



BT's main activities are the provision of fixed line services, broadband, mobile and TV products and services, as well as networked IT services. The company's apprenticeship programme is 50 years old and they recruit around 700 apprentices a year throughout the country and in many different roles. They offer 13 different apprenticeship frameworks at advanced, higher and degree level and treat apprentices as valued employees from day one.

Bob Soper-Dyer, head of BT Apprenticeship Programmes said, "With the expansion of higher and degree apprenticeships, BT is able to attract talented young people who will bring the high level technical skills required for our future growth. They are also the catalyst for a true development path where work experience, knowledge and teaching become the building blocks and enablers for progression and are embedded into the career paths of our young people."

Apprentices are also offered volunteering and secondment opportunities and they act as ambassadors, both of BT and of

apprenticeships. Apprentices are BT's life blood, bringing energy, fresh ideas and innovation to the company.

Tejinder Bhachu, Finance Analyst, who was an apprentice and has now graduated said, "It was probably the best decision I've ever made. I've got a three year head start on graduates so I don't regret not going to university."

Alongside its apprenticeship programme, BT also run 7-week traineeship courses for out of work youngsters. The courses include vocational training, employability skills, work experience and a maths or English qualification if required. So far over 1,150 people have had an opportunity to benefit from one of our programmes in more than 30 locations across the country.

"Apprentices are a core part of BT's talent strategy as they ensure that BT maintains and develops a highly skilled workforce."



Higher and degree apprenticeships

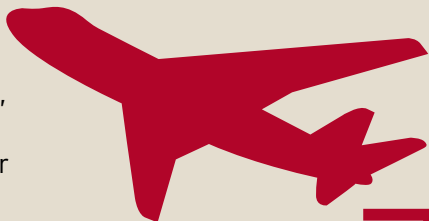
Higher and degree apprenticeships were introduced to provide employers with the high level skills most critical for growth.

The Government's ambition is for it to become the norm for young people to achieve their career goals by going into an apprenticeship or to university - or in the case of some higher and degree apprenticeships - doing both.

Developed by employers for employers, higher and degree apprenticeships enable businesses to train more of their employees in the high-level industry specific skills that are critical for growth in the UK and internationally.

Higher and degree apprenticeships include a range of qualifications at a range of levels from the equivalent of a foundation degree to a bachelor's degree and even master's degree level in some sectors.

Higher and degree apprenticeships are widening access to the professions and allowing young people and adults to earn while they learn at the highest level and progress into higher skilled occupations.



Over
75

different subjects are currently covered (with more in development) ranging from legal services and banking to digital and aerospace, representing hundreds of job roles.

How do I recruit an apprentice or trainee?

'Find an apprenticeship' and 'Find a traineeship' are the recruitment sites that enable you to advertise your vacancies for free and find candidates who match your criteria.

This not only saves a significant amount of money but is also a convenient way to manage the recruitment process in one place. Your training organisation will work with you through the process to place your vacancy, manage the applications and help you to select your chosen candidate.

The 'Find an apprenticeship' and 'Find a traineeship' job sites enable you to find the perfect match for each vacancy you advertise. There are over 500,000 users of the website.



Up to

28,000

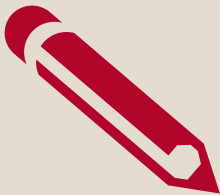
quality apprenticeship vacancies and many traineeship opportunities are available online at any one time. Over 1.7 million applications were made in 2015.

Four simple steps

The National Apprenticeship Service is here to support employers and has made it easier than ever to employ an apprentice or take on a trainee.



1 **Decide** on your requirements with an adviser and drive applications through our free Find an apprenticeship or Find a traineeship recruitment service.



2 **Design** your own traineeship programme to help young people become 'work ready' and secure an apprenticeship or employment.

3 **Deliver** the apprenticeship or traineeship, working with a training organisation to reduce the burden on your business.



4 **Develop** your apprentices and enter them into awards and competitions to put your business on the map.

There has never been a better time to employ an apprentice.

Visit **GOV.UK** and search 'apprenticeships' or 'traineeships', or call the National Apprenticeship Service on **08000 150 600**



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Call us:

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