



# Apprenticeships

THE EMPLOYER'S GUIDE



# Welcome

**Having delivered high quality learning opportunities for over 40 years, we have established a reputation for achieving successful outcomes for both our learners and the employers who work with us.**

Over 90% of our apprentices progress to full-time employment or higher level Apprenticeship positions within six months of completion. As well as this, 9 out of 10 employers say they would recommend hiring an apprentice with us.

We also recognise that, in addition to providing excellent training opportunities, we must also provide practical support and advice to help businesses create sustainable Apprenticeship opportunities.

The need for a skilled and qualified workforce is even greater than ever. With many changes taking place regarding Apprenticeship delivery, such as Frameworks changing to Standards and the introduction of the Employer Levy, our dedicated team will guide you through these changes to support your business development needs. Apprentices are one of the best solutions to help you and your business face the emerging challenges; bringing new ideas, concepts and innovation to your workforce, with knowledge directly relevant to your organisation.

I hope that you find this guide useful in understanding Apprenticeships further, and how they will benefit your business in developing skilled, knowledgeable and confident professionals.

We look forward to working with you soon.

Dan Pearson  
**Principal & Chief Executive**

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# Introduction to Apprenticeships

## What is an Apprenticeship?

An Apprenticeship is a real job with training, enabling individuals to earn while they learn and gain a nationally recognised qualifications. Hiring an apprentice helps businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

## How do Apprenticeships work?

Typically an apprentice attends college one day per week, with four weekdays working and training in the workplace. Employers provide on-the-job training, while off-the-job training is arranged by us. We liaise with you as an employer to tailor the training plan to your business needs, and assess the apprentice's progress on the job.

## Who can apply for an Apprenticeship?

Anyone in England can apply for an Apprenticeship if they are aged 16 or over, eligible to work in England, not engaged in full-time education and have reached the minimum entry requirements.

Visit [seevic-college.ac.uk](https://seevic-college.ac.uk) for our Apprenticeship pathways

# How much does it cost to hire an apprentice?

Employing an apprentice can be highly cost effective for businesses. Hiring an apprentice provides the opportunity to train enthusiastic staff while the Government contributes towards the cost of the learning and training.

Your business will be responsible for paying the salary of the apprentice, including the time they spend at college. As of October 2016, the national minimum wage is £3.40 per hour for apprentices aged 16-18\*. This is also the rate for apprentices aged 19 and over for their first year as an apprentice; after this first year they are required to be paid the national minimum wage rate for their age.

## Apprenticeship Grant for Employers (AGE)

If you're looking to employ apprentices between the age of 16 and 24 but are not in the position to do so financially, you may be entitled to receive the Government's AGE 16 to 24 grant.

\*Correct at the time of printing. Please refer to [www.gov.uk](http://www.gov.uk) for the latest minimum wage.

**For more information about grants and funding available to you, visit [www.gov.uk](http://www.gov.uk)**

# Apprenticeship Levy

**From April 2017 the new Apprenticeship Levy will change the way in which Apprenticeships are funded and how businesses like yours will work with training providers like us.**

## What is an Apprenticeship Levy?

The Levy is designed to encourage employers to embrace Apprenticeships as a way of meeting their current and future needs. It will fund the Government's ambition to support three million high quality Apprenticeships by 2020.

## Who will pay the levy?

All employers in the UK with a payroll bill greater than £3m per year will have to pay the levy. If you already pay a levy, your industry training board (ITB) will consult with you on potential changes to your existing arrangements.

## How much will I have to pay?

The levy will be charged at 0.5% of payroll. All employers will receive an allowance of £15,000 to offset against payment of the levy.

## How will the levy be collected?

The levy will be collected monthly through Pay As You Earn (PAYE) alongside Income Tax and National Insurance.

Your £15,000 levy allowance will be translated into a monthly allowance of £1,250. If your levy liability in a given month is less than £1,250, you won't have to make a levy payment that month. Any unused allowance will be carried forward into the following month(s) until you've used it.

At the end of the tax year HRMC will operate a rebate system to make sure that you pay the right amount of levy.

## Need more information?

Visit [www.seevic-college.ac.uk/levy](http://www.seevic-college.ac.uk/levy)



# Benefits of hiring an apprentice

- Support your local community's recruitment needs
- Develop new talent
- Enable flexibility in the workplace
- Increase responsibility and skills base for existing staff
- Have a competitive edge by showing a commitment to Apprenticeships
- Grow your business cost-effectively
- Demonstrate your commitment to the growth and education of your employees
- Build a loyal workforce
- Introduce a new and fresh approach
- Improve staff morale
- Increase staff retention.

# How we support businesses

**We'll work with your business before, during and after an Apprenticeship programme. Your business needs and the training and development needs of your apprentice are our main focus.**

## **Before, we:**

- Assess what your company requires and how we can meet those needs
- Explain our recruitment and advertisement process fully
- Provide you with accurate information, advice and guidance.

## **During, we:**

- Provide a comprehensive induction with information on things like content, assessment and health and safety requirements
- Agree the learning content to tie in with your business needs
- Provide high quality training, taking into account your business needs and an individual's ability
- Offer a professional and highly competent Delivery Team with relevant vocational expertise
- Give regular updates and reviews of progress for your apprentice against agreed targets
- Offer a secure Apprenticeship system, enabling you to monitor your apprentice's progress on- and offline.

## **After, we:**

- Work with you to evaluate the benefits of the programme within three months of completion
- Suggest relevant follow-up or new opportunities for additional staff development
- Agree appropriate progression with you and the apprentice.

# What is an Apprenticeship framework?

An Apprenticeship framework is the definition of requirements for an apprenticeship programme. They ensure that all training providers and employers deliver consistently and to agreed standards.

Framework element	What it involves
Competence Element - NVQ	This is a nationally recognised vocational qualification (NVQ) which gives the apprentice the skills needed to do a job.
Knowledge Element - Technical Certificate	A Technical Certificate is a knowledge-based qualification which helps develop an understanding of the industry or role.
Transferable Skills Element - Functional Skills	These are practical applied skills relevant both to young people and adult learners. The apprentice will develop important employability skills such as communication, team work, problem solving and presenting skills. These skills could be Maths, English or ICT.
Employment Rights and Responsibilities Element	Each framework must include a requirement for the apprentice to develop knowledge and understanding about the world of employment.
Personal Learning and Thinking Skills Element (PLTS)	This provides a framework for describing the qualities and skills needed for success in learning and life. The framework comprises six groups of skills: independent enquirers, creative thinkers, reflective learners, team workers, self-managers and effective participants.



### **New standards**

Apprenticeship frameworks will be replaced with new standards specific to each sector, which have been designed by employers in 2017. Individual assessment plans will be introduced to complement these standards, outlining the qualifications and skills required to progress within a particular field. All Apprenticeships will still embed Functional Skills into the apprentice's learning.

### **Email**

**[apprenticeships@seevic-college.ac.uk](mailto:apprenticeships@seevic-college.ac.uk)**  
**for further information**

# Employer responsibilities

## By agreeing to employ an apprentice, businesses are required to:

- Employ the apprentice subject to your usual terms and conditions of employment
- Carry out an initial induction to the workplace with the apprentice
- Work with us to ensure that the apprentice can put their learning into practice and develop their skills
- Pay the apprentice a wage or salary, treating them as you would any other employee
- Provide the apprentice with time to learn and study
- Fully support your apprentice by participating in reviews every 10-12 weeks
- Enable a college representative to undertake a health and safety assessment of the workplace before the apprentice starts.

## Health and safety

You are required to inform us of any accidental or non-accidental occurrences arising and resulting in serious injury to the apprentice.

## Employer and Public Liability Insurance

You must ensure that all apprentices are covered by the company's employer and Public Liability Insurance.

## Safeguarding and Prevent

You'll receive a Safeguarding and Prevent guide from us, which highlights the procedure should an apprentice disclose sensitive or personal information or make an allegation about an employee within your business. It also outlines our Prevent Strategy and who to contact if you have any concerns.

## Annual leave

Apprentices accrue annual leave from their first day of employment. The minimum holiday entitlement is between five to six weeks paid holiday per year (28 days for full time staff).

## Grievance and disciplinary procedures and policies

An apprentice is subject to the same terms and conditions of employment as other employees. In the event of a grievance or disciplinary procedure, we will only act in an advisory capacity in terms of learning and training.

## Termination and period of notice

A notice period of one week must be provided for apprentices with continuous employment of more than one month but less than two years (unless a contract specifies longer).

## Complaints

If you wish to raise a complaint, please raise the matter directly with the Assessor or Lead Training Coordinator who will try to resolve the matter promptly. If it requires escalation, please contact the Director of Commercial Development directly by calling 01268 882 658.

Further information about your duties as an employer are available at:

## Advisory, Conciliation and Arbitration Service

[www.acas.org.uk](http://www.acas.org.uk) and [direct.gov.uk/employment](http://direct.gov.uk/employment)

# How to hire an apprentice

## 1. Choose your sector

Decide which areas of your business would benefit most from hiring an apprentice.

## 2. Contact us

Ring our Business Development Team who will carry out an Organisational Needs Analysis (if requested) to assess your requirements and advise you of the best way to progress.

## 3. Recruit

Our team will guide and support you through the recruitment and interview process and help you to find a suitable apprentice.

## 4. Make an offer

Once you've chosen an apprentice you will need to make them an offer of employment. An apprentice must be offered a minimum of 30 hours per week and most are employed full time. You can decide on the hours of work and other terms and conditions of employment.

## 5. Ongoing monitoring and support

We will allocate your apprentice a qualified Assessor who will be the main point of contact between your business and us. They will work with you and your apprentice to ensure you are both kept informed and will regularly visit you to monitor and report on the progress of your apprentice. You will be provided with access to our dedicated online Apprenticeship system. This is available to you 24/7, enabling you to track and monitor your apprentice's progress on their course.



# Work experience

**If your business is interested in supporting young people who are looking to take their first steps into work, then this could be for you.**

We're passionate about the training and development of young people. Join us in providing our students with the best possible introduction to working life by registering your business to offer work experience.

## Benefits

- Identifying future talent
- Enhancing your public profile through supporting your local community
- Developing the supervisory and management skills of your workforce
- Flexibility of having an extra individual
- Addition of a fresh perspective and contribution of new ideas
- Boosting the morale and motivation of your staff
- Development of a new recruitment channel through your link to the college
- Influencing perception of your organisation, its job roles or the sector.

**Interested?**  
**Contact us**



## Other opportunities

**If you're not able to hire an apprentice there are plenty of other opportunities for you to get involved with, no matter what sector you are in.**

- Help our students understand your industry more with a guest talk
- Participate in mock or formal interviews at the college
- Support Functional Skills in the workplace
- Give our students a chance to shadow you or your colleagues to gain more work experience
- Mentor our students in your specific sector area as part of your succession plan.



# Adults could be eligible for an **Advanced Learner Loan\***

\*Available for Level 3 and 4 courses only.

# Upskill your employees

**As an experienced provider of outstanding education, training and support for adults, we love nothing more than helping people achieve their ambitions.**

Recommended by students and employers, our Adult courses are the perfect way to upskill your employees.

## Access to Higher Education

Designed for those who don't have the qualifications for university, our Access to Higher Education (HE) courses are available in subjects including Business & Law, Criminology & Social Science, Health & Related Professions, Humanities & Social Science, Social Work and Teaching.

## Education & Training

Ideal for anyone wanting to work in a school or college environment, or if you are supporting students and class teachers with teaching or assessing, there is an opportunity to study Education & Training courses from Levels 3 to 5.

## Business & Professional

From AAT Accounting and Sage, to ILM Leadership & Management qualifications, we offer a range of Business & Professional courses for employees in a wide range of sectors.

**Can't find the course you're looking for?  
Get in touch and we'll do our best to  
meet your needs**

Seevic College  
Runnymede Chase  
Benfleet  
Essex  
SS7 1TW

**01268 882 658**

[employers@seevic-college.ac.uk](mailto:employers@seevic-college.ac.uk)  
[seevic-college.ac.uk/apprenticeships](http://seevic-college.ac.uk/apprenticeships)

