

# Employer's Guide to Apprenticeships

## **What is an apprenticeship?**

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment. Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

## **How do they work?**

Apprentices must spend at least 20% of their time on off-the-job training, however they may need more than this if, for example, they need training in English and/or maths. It is up to the employer and training provider to decide how the off the-job training is delivered. It may include regular day release, block release and special training days or workshops. It must be directly relevant to the apprenticeship framework or standard and can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring, industry visits and attending competitions. On-the-job training helps an apprentice develop the specific skills for the workplace and they should be supported by a mentor. Once an apprentice completes their apprenticeship they should be able to demonstrate that they can perform tasks confidently and completely to the standard set by industry.

## **Who are apprenticeships for?**

Anyone over the age of 16, and not in full-time education can apply for an apprenticeship. Employers can offer apprenticeships to new applicants or use them to upskill or retrain existing employees. Apprenticeships equip individuals with the necessary skills, knowledge and behaviours they need for specific job roles, future employment and progression.

## **Benefits of hiring apprentices**

Hiring an apprentice is a productive and effective way for any business to grow talent and develop a motivated, skilled and qualified workforce. Employers who have an established apprenticeship programme reported that productivity in their workplace had improved by 75%. Other benefits that apprenticeships contribute towards include:

- Increasing employee satisfaction
- Reducing staff turnover
- Reducing recruitment costs
- Financial benefits

### Employer responsibilities

There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship. Employers must employ an apprentice for a minimum of 30 hours per week and pay an apprentice's wages. The role must help the apprentice gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support from the employer.

### Financial Benefits

- Employers are not required to pay National Insurance Contributions for apprentices under the age of 25 on earnings below £4,189 per month
- £1,000 payment to the employer when they employ a 16- to 18-year-old
- £1,000 payment to the employer when they employ a 19- to 24-year-old who has previously been in care or who has a local authority education, health and care plan

### Costs Involved

The cost of the training and assessment for the apprentice will depend on the age of the apprentice, the size of the company and whether the company pays into the apprenticeship levy.

Non-Levy paying companies (payroll under £3 million)	Levy Paying companies (payroll over £3 million)
<p>Apprentice aged 16-21 - <b>No contribution</b> is required as the government will pay 100% of the costs.</p> <p>Apprentice aged 22-24 with an EHCP or Care Leaver - <b>No contribution</b> is required. The government will pay 100% of the costs.</p> <p>Apprentices aged 22+ - <b>A 5% contribution</b> is required. The government will contribute the remaining 95%.</p>	<p>All employers with a payroll of over £3 million per annum are required to pay the Apprenticeship Levy.</p> <p>These businesses are required to pay 0.5% of their pay bill to fund the levy.</p> <p>The full cost of the apprenticeship will be taken from the employer's levy account.</p>

### **Next Steps to recruiting an apprentice**

In order to proceed with advertising for an apprentice or enrolling current employees onto an apprenticeship, the following actions will need to be completed:

- Produce and provide a Job Description for the apprentice
- Create a DAS Account and link to Halesowen College using our UK PRN: 10002878
- Provide Halesowen College with a copy of your Employer Liability Insurance Certificate
- Health and Safety Assessment of the workplace completed by Halesowen College

Once these steps have been completed, the vacancy will be advertised on the National Apprenticeship Website. All applicants will be pre-screened by our recruitment team and the employer will receive a shortlist of suitable candidates for consideration.

### **Contact Details**

If you are interested in recruiting an apprentice, or would like further information on any of our apprenticeships, please feel free to contact our Employer Engagement Team using the details below:

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