

APPRENTICESHIPS WORK

**Getting started with
apprenticeships: A guide for
small businesses**

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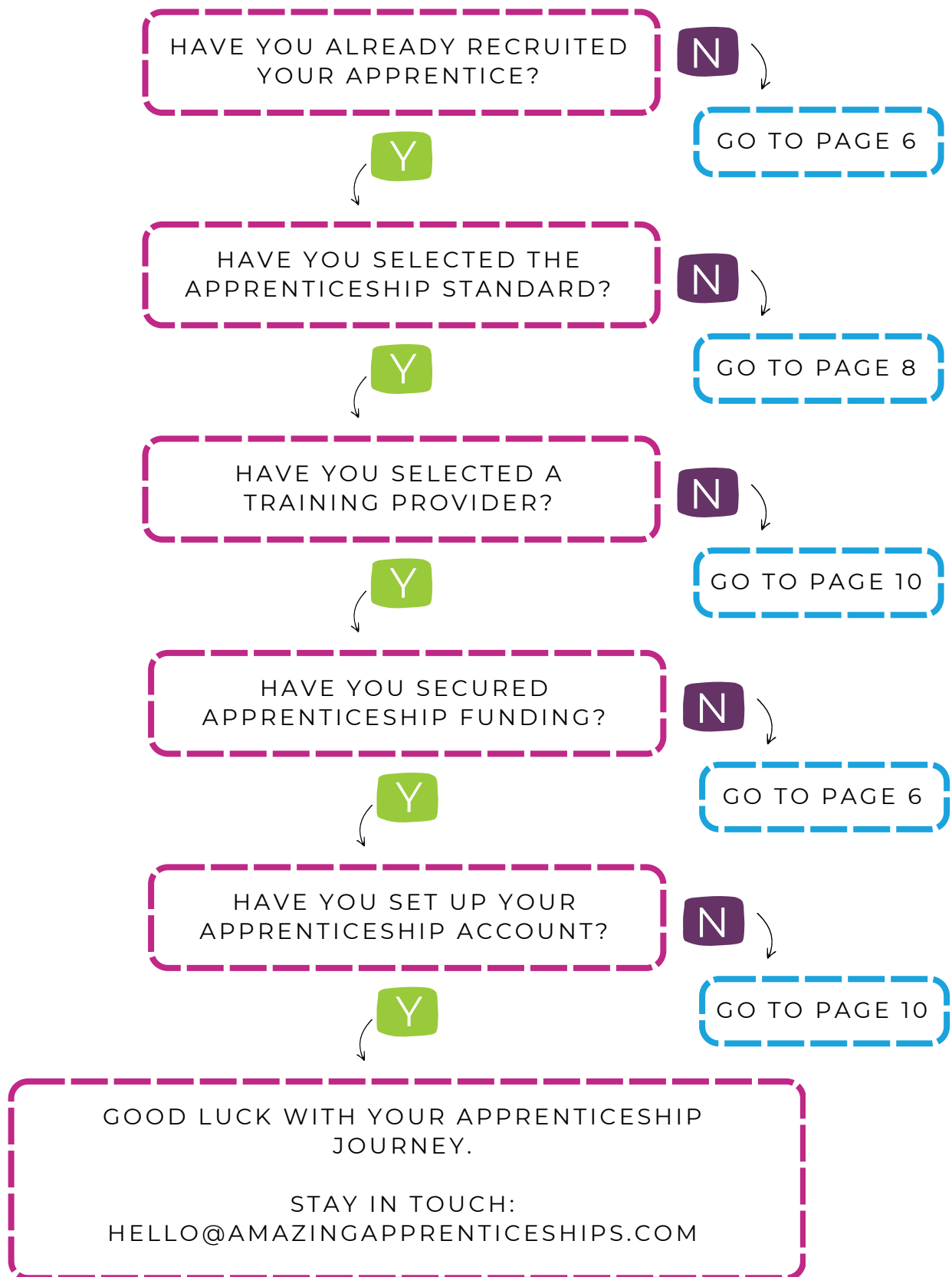
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Quick start



Why apprenticeships?

Why are apprenticeships a great option?

Apprenticeships are a fantastic option for employers to consider, whether recruiting a new member of staff, or thinking about upskilling an existing employee. You will be able to work with your apprenticeship training provider to adapt the programme according to the needs of your business, helping you to provide appropriate training for your workforce.

What is an apprenticeship?

An apprenticeship is a way for individuals to gain qualifications and experience, whilst working alongside your other employees.

How does the training work?

Each apprenticeship standard now has a set minimum of off-the-job training hours, calculated by the government. The rest of their time is spent in the workplace, performing their job role and learning from the expertise of the colleagues around them. Your training provider will be able to advise you on the different delivery models that are available, and how the off-the-job training hours will be delivered and calculated.

What qualification will they achieve?

Most apprenticeships contain a mix of qualifications and skills, which could also include English and maths if required. On successful completion, the apprentice will receive an overall 'Apprenticeship Certificate'.

How does the government help?

The government provides both financial assistance and support services to employers (see pages 6 and 7).

Fast facts

- Apprenticeships can be suitable for anyone aged 16+ and there is no upper age limit.
- There are different levels of apprenticeship ranging from entry level to master's level.
- The apprentice must be employed and have a contract of employment.
- The minimum duration of an apprenticeship is 8 months, depending on prior experience and qualifications.
- Many apprenticeships are full-time, but part-time flexibilities are available.
- Employers do not pay National Insurance Contributions for apprentices aged 16-24 on earnings below the higher tax rate.

How much will it cost?

Deciding the salary and benefits

When recruiting an apprentice, employers are able to decide how much they pay, so long as it complies with the National Minimum Wage requirements for the individual. This means employers are able to put together a package of salary and benefits that they feel will be attractive and affordable.

What should we pay an apprentice?

Establishing your apprentice's starting salary is an important decision for any employer. The salary will be a key part of the overall package that you offer, but you can also consider the other ways to make your position attractive to potential candidates.

How can we benchmark our salary?

You could do some research into other apprenticeship vacancies:

- Take a look at the vacancy platform Find an apprenticeship to see the salary and benefits that other employers are offering: [Gov.uk/apply-apprenticeship](https://gov.uk/apply-apprenticeship)
- Speak to your training provider about previous positions that they have helped employers to advertise. What worked well?

National Minimum Wage for Apprentices (NMWA)

- The government sets a minimum wage for apprentices each year, based on age and their year of study. More information can be found here: gov.uk/national-minimum-wage-rates

Should we pay higher than the minimum wage?

While the National Minimum Wage for Apprentices is the legal minimum, many employers offer higher pay to align with their workforce and stay competitive.

Investment

Apprentice salary

plus any oncosts e.g. Pension, National Insurance (if eligible). Remember - employers do not pay NICs for apprentices aged under 25 years.



Training costs

will depend on the age of the apprentice and size of your business (see next page).



Your time

and the time of your colleagues to support the development of the apprentice.

How much will it cost?

How does funding for apprenticeship training work?

There are different routes for apprenticeship funding, depending on the size of your business and the age of the apprentice. All employers with a paybill in excess of £3 million will pay the 'Apprenticeship Levy'. Further guidance about the levy is available here: gov.uk/guidance/pay-apprenticeship-levy

For those employers that do not pay the apprenticeship levy, the cost of the apprenticeship training will depend on the age and background of your apprentice.

Apprentices aged 16-21

If you employ an apprentice aged 16-21, or 22-24 with an Education Health & Care Plan (EHCP) or Care Leaver, the costs of the training will be 100% funded by the government. You will still be required to pay the salary etc.

Apprentices aged 22+

If you employ an apprentice aged 22+, you will pay 5% of the training costs, and the government will pay the remaining 95% of the training costs. A worked example has been provided below.

Levy transfer

→ Employers may benefit from levy transfer, where employers with unused levy funds can 'gift' their levy to another employer, which will cover 100% of the training costs. Your training provider will be able to connect you with levy-paying organisations and/or levy transfer programmes.

You could also contact the Apprenticeship Hub Network to find out about local brokerage services.

EXAMPLE

Apprentice aged 22+

Apprentice is studying a Business Administration Level 3 (Advanced) apprenticeship. The maximum funding band for this is £5,000.

As the employer, you would be required to pay 5% of the training costs = £250

The Government would pay the remaining 95% = £4,750

Or alternatively, you could access levy transfer.

Government incentives

Does the government provide any financial assistance?

The Government offers different financial incentives to businesses employing an apprentice, depending on the age and level of the apprentice.

£1,000 Government incentive

- Employers and training providers could receive £1,000 each for taking on an apprentice who is either:
 - aged 16 to 18 years old, or
 - aged 19 to 24 years old and has an Education, Health and Care (EHC) plan or has been in the care of their local authority.
- You can use the £1,000 to support your apprentice - covering costs like uniforms, travel, wages, or a bonus for achievements.
- The incentive is paid in two instalments. The £1,000 incentive is paid in two parts:
 - £500 after 90 days, and
 - £500 after 365 days of the apprenticeship.

Other incentives

At times, local or sector-specific incentives may be available. Please ask your training provider for details.

£2,000 Foundation apprenticeships

- Employers offering new Foundation apprenticeships can receive a £2,000 government incentive, subject to eligibility.
- Foundation Apprenticeships are aimed primarily at young people aged 16–21, and individuals aged 22–24 if they have an Education, Health and Care Plan, are care-experienced, or are in prison or recently released.
- The incentive is paid in three instalments:
 - 90 days (£667),
 - 242 days (£667).
 - The remaining instalment (£666) is payable if the individual starts a new apprenticeship within 6 months of their completion date and remains with the same employer.

Selecting the standard

Which apprenticeship standard is right for us?

With nearly 700 apprenticeship standards to pick from, you've got a lot of choice. Ultimately, selecting the most suitable apprenticeship will depend on the job role of the apprentice that you are considering, and their prior experience and qualifications.

What is an apprenticeship standard?

Apprenticeship standards set out what an apprentice will be doing and the skills required of them, by job role. They are developed by employer groups which are known as 'trailblazers'.

An apprenticeship standard is essentially the job role that the apprentice will be training for. The knowledge, skills and behaviours (KSBs) set out within the standard are tailored specifically to ensure that the apprentice succeeds within that job role.

There are nearly 700 approved apprenticeship standards to select from covering around 1,700 job roles and ranging from level 2 through to level 7.

You may already have a training provider that you are working with, and they will be able to advise you on the different apprenticeship standards and levels.

You could also speak to another business, ask about the apprenticeships that they offer and see if they can give you some suggestions.

What tasks will the apprentice be doing?

Whether an existing member of staff, or a new recruit, working through the key tasks that the individual will be performing in their role is a really useful way to ensure that you can find the most suitable apprenticeship standard. You could use a job description and/or person specification to help structure the role.

Which standard?

How do I know which standard is the best one for us?

There are a few different ways that you can start narrowing down the options. A good place to start is through the Skills England website (please see the next page).

Selecting the standard

How do we select the apprenticeship standard?

Visit the Skills England website to view the full range of apprenticeship standards:
skillsengland.education.gov.uk/apprenticeships

The Skills England website contains a directory of all apprenticeship standards that are available for delivery, and also those that are in development. It can be a useful place to start as you may find apprenticeship standards that are better suited to the job role than perhaps you had previously considered.

Skills England filters explained

Keywords

There is a helpful 'Keyword' search function where you can type in words or key phrases to see which apprenticeship standard could be suitable.

Routes (sectors)

You can select particular sectors and this will bring up a range of apprenticeship standards that could typically be linked to roles in those industries.

Status

Apprenticeships approved for delivery are those that are currently available.

Apprenticeship Level

The apprenticeship levels range from 2 (foundation and intermediate) through to 7 (master's).

Can't find what you're looking for?

If you can't find what you're looking for it could be that you need to adjust your search terms or broaden your search by removing some of the filters.

The screenshot shows the Skills England Apprenticeship Finder interface. On the left, there are filters for Keywords, Apprenticeship type (Standard or Foundation), Route(s) (Agriculture, Business, Care, etc.), Status (Approved, In development, etc.), Apprenticeship Level (2-7), and Versions. The main area displays a list of apprenticeship standards, including Aerospace engineering technician, Teacher - Undergraduate, Advanced paralegal, Insulation installation operative, Floorlayer wood based, Water industry asset maintenance technician, and Engineering maintenance technician - dual discipline. Each entry shows its status, level, duration, and funding.

Finding a training provider

How do we select a training provider?

If you are not already working with a training provider, you will need to research which providers offer the apprenticeship standard that you would like to use. You will then need to select which provider you want to work with to deliver your apprenticeship.

Finding a training provider

You already know your provider

You may have a relationship with a training provider if they are currently or have previously supported your business.

Local providers

Many employers will start by contacting providers in their local area. Find out if you have a Local Training Provider Network by contacting your local Chamber of Commerce, who may have a list of providers.

Ask your contacts

You could speak to other employers about the apprenticeship providers that they use. They will be able to share their experiences and possibly make some recommendations.

Use 'Find a training provider'

See the next page.

What is a training provider?

An apprenticeship training provider works with employers and the apprentice to help plan the overall apprenticeship, and to deliver the off-the-job learning that will help your apprentice to develop new skills and gain valuable workplace experience.

Who can be a training provider?

All apprenticeship providers must be approved to be able to offer apprenticeships. Approved providers will then be able to receive government funding.

Are there different types of training providers?

Yes, there are different types of training providers, which could include:

- Independent Training Providers (ITPs)
- Further Education Colleges
- Universities
- Employer Providers

Take time to research and find the provider that will best meet the needs of your business. Many providers now work nationally and will offer online / flexible learning as well as classroom based learning.

Finding a training provider

Using the 'Finding a training provider' service

The government has developed an online portal to assist employers to find a training provider gov.uk/employers-find-apprenticeship-training.

As you move through the sections of the portal, you will be able to narrow down providers based on:

- The course (apprenticeship standard) you would like them to follow.
- The apprentice's work location and how far they can travel.
- The type of delivery model you're looking for e.g. at the workplace / day release / block release.
- Employer and apprentice reviews.
- Course achievement rates.

You will also be able to:

- Read an overview (description) of the provider.
- Access their contact details (email, telephone and website).
- See which other courses they offer.
- Add them to a shortlist.

Apprenticeship training courses

Select the course name to view details about it, or select view training providers to see the training providers who run that course.

Filter	826 results	Sorted by: Name of course
Apply filter Course Enter course, job or standard Apprentice's work location Enter city or postcode Apprentice can travel Distance apprentice can travel 10 miles Apprenticeship type Show Apprenticeship level Show Job categories Show Apply filter	Abattoir worker (level 2) Managing animals before and during the slaughtering process. Level: 2 - equal to GCSE Type: Apprenticeship Job category: Engineering and manufacturing Duration: 16 months Maximum funding from government: £6,000 View 2 training providers for this course Academic professional (level 7) Working within the higher education (HE) sector delivering higher education teaching Level: 7 - equal to master's degree Type: Apprenticeship Job category: Education and early years Duration: 18 months Maximum funding from government: £9,000 View 16 training providers for this course Accident repair technician (level 3) Mending damaged vehicles using a range of metalworking and finishing techniques. Level: 3 - equal to A level Type: Apprenticeship Job category: Engineering and manufacturing Duration: 24 months Maximum funding from government: £12,000 View 9 training providers for this course Accountancy or taxation professional (level 7) Providing financial information and advice to different organisations. Level: 7 - equal to master's degree Type: Apprenticeship Job category: Legal, finance and accounting Duration: 36 months	

Setting up your apprenticeship account

All employers will need to create an apprenticeship service account

Your apprenticeship account will be used to access and administer all apprenticeship funding and is a mandatory part of the apprenticeship process. You can view further guidance about setting up your digital account here:

gov.uk/guidance/manage-apprenticeship-funds

Reserving funding

Why is there a reservation system?

This reservation system helps the government in forecasting and managing the availability of funding.

What you will need to get started

Before setting up your apprenticeship service account you will need:

- A GOV.UK One Login account linked to an email address you use for work - you can create this at the same time as creating your apprenticeship service account.
- The Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million).
- Authority to add PAYE schemes to the account and accept the employer agreement on behalf of your organisation.

Reserving apprenticeship funding

As a smaller employer, you will need to reserve funds in your apprenticeship service account before starting an apprentice. You can also give your training provider permission to reserve funds on your behalf. You will need to know:

- Which apprenticeship training course the apprentice will be doing.
- What month the apprenticeship training will start.

Before the apprentice starts their training, you can change the apprenticeship start date and training course.

The reservation period

Funds can be reserved for 3 months before the apprenticeship is planned to start. Levy transfer (see page 6) is not included when counting reservations.

Support for businesses

The National Apprenticeship Hub Network (NAHN)

The NAHN comprises around 25 organisations, services and projects providing free and impartial information, advice and guidance to businesses, predominantly SMEs, to champion and stimulate the growth of apprenticeships in their local area.

To find out which local support is available in your area, visit:

[Linkedin.com/company/national-apprenticeship-hub-network](https://www.linkedin.com/company/national-apprenticeship-hub-network)



The Apprenticeship Ambassador Network (AAN)

Connect with employers who have already established their apprenticeship programmes. You can share stories, ask for advice and develop best practice.

Check out the nine regional networks across England:

apprenticeships.gov.uk/influencers/yaan-regional-networks

AAN
Apprenticeship
Ambassador Network

Useful links



Edge Foundation: Apprenticeships Work

Apprenticeships Work is a new campaign with a simple goal: to encourage more small businesses to take on apprentices. Check out the full campaign and range of resources available.

[Edge.co.uk/apprenticeships-work](https://edge.co.uk/apprenticeships-work)



Amazing Apprenticeships

Amazing Apprenticeships work nationally to support employers to be aware of apprenticeships and the benefits they bring. Check out the 'Employer Zone'.

[Amazingapprenticeships.com/zones/employer](https://amazingapprenticeships.com/zones/employer)



Gov.uk

The Government website hosts a range of information for employers, including a guide to businesses considering apprenticeships.

[Gov.uk/employing-an-apprentice](https://gov.uk/employing-an-apprentice)



Federation of Small Businesses (FSB)

The FSB have a range of resources and articles on their site, including this useful mythbusting guide to apprenticeships.

[Fsb.org.uk/resources/article/busting-seven-myths-about-apprenticeships-MC3E5LSVKW7JFFRKHIRYGGHFNMXM](https://fsb.org.uk/resources/article/busting-seven-myths-about-apprenticeships-MC3E5LSVKW7JFFRKHIRYGGHFNMXM)

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Amazing Apprenticeships
Amazingapprenticeships.com

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